


Stawell Regional Health provides a complete continuum of integrated health and related services, by providing the highest quality facilities and skills delivered in a personalised and caring environment.

POSITION TITLE: REGISTERED NURSE DIVISION 1

Name:	
Classification:	
Facility:	Stawell Regional Health consists of 29 acute beds, 6 day surgery & 35 nursing home beds.
Award:	Nurses (Victorian Health Services) Award.
Commencement date:	
Responsible to:	Nurse Unit Manager via Associate Unit Manager
Primary Objectives:	To provide direct patient/resident care within approved scope of practice.
Authorised:	 Director of Clinical Services.

PERFORMANCE MONITORING:

An initial review of performance will be undertaken within three months and then formally reviewed every 12 months based upon this position description.

PERFORMANCE REVIEW DATE:	
NEXT PERFORMANCE REVIEW DATE:	

REVIEW OF POSITION DESCRIPTIONS:

This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

KEY PERFORMANCE INDICATORS:

To competently perform in this position, the person should possess the following knowledge, skills and experience based upon the following 6 Key Performance Indicators:

1. PERSONAL & PROFESSIONAL DEVELOPMENT

Demonstrated experience and understanding of the need for continuation of both personal and professional development.

2. CUSTOMER SERVICE

Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.

3. ADMINISTRATION & DOCUMENTATION

Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

4. TECHNICAL SKILLS & APPLICATION.

Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.

5. TEAMWORK & COMMUNICATION

Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.

6. CONTINUOUS IMPROVEMENT

Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.

QUALIFICATIONS:

Essential:	A Registered Nurse Division 1 holding a current Registration Certificate as required by the Nurses Board of Victoria. A commitment to providing premium quality client care.
Desirable:	
Salary/Conditions:	In accordance with the Nurses (Victorian Health Services) Award 1992 and current EBA.
Award/Agreement	In accordance with the Nurses (Victorian Health Services) Award 1992 and current EBA.

KEY RESPONSIBILITIES

POSITION TITLE: **REGISTERED NURSE DIVISION 1**

K.P.I. 1	DESCRIPTION
<div data-bbox="185 349 427 488" style="border: 1px solid black; padding: 5px; text-align: center;"> PERSONAL & PROFESSIONAL DEVELOPMENT </div> <p data-bbox="132 546 459 656"><i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i></p>	<ul style="list-style-type: none"> • Continually develop both personally & professionally to meet the changing needs of your position, career & industry. • Attend all mandatory training sessions provided by the organisation and be actively involved in other training & development as required. • Actively participate in the Performance Management process as required. • Maintain competence in all relevant areas of clinical practice. • To practice within the framework of the current hospital policy, legislation and regulations. • Support and promote evidence based nursing care
K.P.I. 2	DESCRIPTION
<div data-bbox="185 831 427 947" style="border: 1px solid black; padding: 5px; text-align: center;"> CUSTOMER SERVICE </div> <p data-bbox="132 994 459 1128"><i>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.</i></p>	<ul style="list-style-type: none"> • Act in a professional manner at all times when dealing with internal & external clients. • Positively promote the organisation both internally & externally. • To provide prompt and courteous service to all clients; including colleagues, other departments and the community. • Maintain confidentiality on all issues relating to the organisation, the clients and fellow colleagues • Treat all clients & colleagues with respect & equality, whilst being responsive to their needs. • Encourage relatives to participate in continuing care. • Assist the client when possible in the resolution of problems. • Participate in clinical and administrative discussions. • Liaise with members of the health care team in the planning and delivery of patient care. • Provide the best standard of care possible for clients under your direct care.
K.P.I. 3	DESCRIPTION
<div data-bbox="156 1473 427 1590" style="border: 1px solid black; padding: 5px; text-align: center;"> ADMINISTRATION & DOCUMENTATION </div> <p data-bbox="132 1592 459 1742"><i>Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none"> • Ensure that all documentation is accurate, precise and legible, and completed in a professional and timely manner. • Participate in policy development by regular attendance of staff meetings. • Report any accidents/incidents to the ANUM or Nurse Unit Manager in line with the hospital incident reporting process. • To bring to immediate attention of the ANUM any changes in the client's condition.

KEY RESPONSIBILITIES

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K.P.I. 4	DESCRIPTION
<div data-bbox="185 309 427 452" style="border: 1px solid black; padding: 5px; text-align: center;"> TECHNICAL SKILLS & APPLICATION </div> <p data-bbox="129 481 459 674"><i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> • Ability to accept full accountability for the general nursing care of patients assigned to your area. • Ensure admission and discharge processes are followed as per organisational policy. • Responsible for the correct administration of prescribed drug therapy, including IV and dangerous drugs following hospital policy. • Other responsibilities include, acute medical & surgical nursing, coronary care, accident & emergency, recovery, assisting with minor surgical procedures, paediatric nursing. • Responsibility for monitoring the condition of patients whose medical condition is unstable or potentially unstable, and informing the ANUM of any necessary medical interventions. • Demonstrate a sound knowledge and ensure work practices comply with Infection Control, Occupational Health and Safety regulations, the Privacy Act and all other hospital policies and protocols.
K.P.I. 5	DESCRIPTION
<div data-bbox="185 864 427 985" style="border: 1px solid black; padding: 5px; text-align: center;"> TEAMWORK & COMMUNICATION </div> <p data-bbox="129 1037 459 1205"><i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.</i></p>	<ul style="list-style-type: none"> • Be aware of, and practice according to, the organisation's Aims, Objectives & Core Values & Behaviours. • Demonstrate the ability to work consistently positive within a team to achieve team goals. • Work harmoniously with other team members to achieve service delivery excellence & form a cohesive healthcare team. • Assist in the orientation of new staff and the supervision and instruction of RN 2 and student nurses. • Liaise with all members of the health care team relevant to the clients care. • Resolve any workplace conflict in a professional manner & through the correct organisational processes. • Ability to contribute to committees & attend staff meetings as required. • To take reasonable care of your own safety & other persons who may be affected by your acts or omissions in the workplace. • Inform the ANUM or CC of the following: an incident that involves injury to a client or staff member, or a potential internal or external disaster. • Promote a positive culture in the workplace.
K.P.I. 6	DESCRIPTION
<div data-bbox="185 1532 427 1653" style="border: 1px solid black; padding: 5px; text-align: center;"> CONTINUOUS IMPROVEMENT </div> <p data-bbox="129 1704 459 1843"><i>Commitment to ensuring quality services are delivered to both internal & external clients through continuous improvement activities.</i></p>	<ul style="list-style-type: none"> • Demonstrated understanding of all relevant external legislation & internal policies and procedures that relate to this position and the Organisation. • Participate and contribute to quality improvement programs and other facility activities to meet Accreditation Standards. • Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors. • Ensure all patient care is delivered within the framework of hospital protocols and procedures. • Support & promote Nursing Research and Evidence Based practice. • Participate in relevant Health & Safety updates including Fire, Disaster and other emergency procedures. • Participate in Risk Management strategies and activities at ward level