

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 2

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:	Registered Nurse Div 1 in charge of shift.
Primary Objectives:	The RN Div 2 provides care for patients in non-critical (stable) situations under the guidance of a RN Div 1.
Authorised:	

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 2 holding a current Registration Certificate as required by the Nurses Board of Victoria. Demonstrated nursing skills in area of appointment.
Desirable:	
Salary/Conditions:	In accordance with the Nurses (Victorian Health Services) Award 1992 and Stawell Regional Health Policies. Salary Packaging.
Award/Agreement	As per current Enterprise bargaining agreement

KEY RESPONSIBILITIES

POSITION TITLE: DIVISION 2 NURSE

K.P.I. 1	DESCRIPTION
<div data-bbox="186 389 427 533" style="border: 1px solid black; padding: 5px; text-align: center;"> PERSONAL & PROFESSIONAL DEVELOPMENT </div> <p data-bbox="129 589 456 696"><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 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. • To co-operate with other members of the ward team to facilitate ward functioning. • To assist in fostering a high level of morale within the ward/department. • To practice within the framework of the current hospital policy. • Practice within the Code of Professional Conduct for Nurses in Australia • To organise your work in a manner which maximises direct client care time. • Adapt readily to changes in direction or strategies affecting health care. • To work within the scope of practice of the Division 2 registered nurses specified by the Nurses Board.
K.P.I. 2	DESCRIPTION
<div data-bbox="186 952 427 1070" style="border: 1px solid black; padding: 5px; text-align: center;"> CUSTOMER SERVICE </div> <p data-bbox="129 1115 456 1252"><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 & fellow colleagues. • Treat all clients & colleagues with respect & equality, whilst being responsive to their needs. • Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries. • Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times. • Provide the best standard of care possible for clients under your care.
K.P.I. 3	DESCRIPTION
<div data-bbox="186 1514 427 1632" style="border: 1px solid black; padding: 5px; text-align: center;"> ADMINISTRATION & DOCUMENTATION </div> <p data-bbox="129 1677 456 1868"><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, completed and stored in a professional and timely manner. • Recording, in precise & legible writing, all information pertaining to ongoing care of the client, for which you are accountable. • Report & have recorded in the maintenance book any equipment or item that needs repair/replacement. • Report any accidents/incidents to the Nurse in charge or supervisor in line with the hospital policy and procedure. • Through the appropriate lines of communication, report to your supervisor any issues, positive or negative, that may have a bearing on the running of the department. • Report all complaints as per organisational policy & procedure. • Report any unsafe practices and/or unprofessional conduct immediately to the appropriate authority. • To bring to immediate attention of the Nurse in Charge of the shift any changes in the client's condition.

KEY RESPONSIBILITIES

POSITION TITLE: DIVISION 2 NURSE

K.P.I. 4	DESCRIPTION
<div data-bbox="186 309 427 450" style="border: 1px solid black; padding: 5px; text-align: center;"> TECHNICAL SKILLS & APPLICATION </div> <p data-bbox="129 479 459 674"><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"> • Carry out duties as directed by Registered Nurse & reporting any request from the client, to the Registered Nurse. • Be able to identify changes in client condition and report accordingly. • Assist clients with eating, drinking, transfers, hygiene. • Conduct assessments of your clients within your scope of practice and communicate findings to the Nurse in Charge • Be familiar with emergency procedures & services relating to clients and staff. • Report to the Registered Nurse any requests from the clients. • To take reasonable care of hospital equipment. • To manage strategies to improve cost effectiveness whilst providing quality care. • The employee should demonstrate a sound knowledge of and ensure work practices are in line with the Hospital's Infection Control, Confidentiality/ Privacy & Occupational Health & Safety policies and regulations.
K.P.I. 5	DESCRIPTION
<div data-bbox="186 781 427 900" style="border: 1px solid black; padding: 5px; text-align: center;"> TEAMWORK & COMMUNICATION </div> <p data-bbox="129 952 459 1124"><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 mission, objectives core values and strategies. • 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. • Resolve any workplace conflict in a professional manner and through the correct organisational processes. • Maintain and initiate regular and professional communication with all relevant colleagues and managers. • Ability to contribute to committees for planning client care & for understanding procedures & activities to clients. • Attend staff meetings as required. • To take reasonable care of your own safety, and other persons who may be affected by your acts or omissions in the work place. • Inform the ANUM or CC of the following; an incident that involves injury to a patient or staff member, or a potential internal or external disaster.
K.P.I. 6	DESCRIPTION
<div data-bbox="186 1391 427 1509" style="border: 1px solid black; padding: 5px; text-align: center;"> CONTINUOUS IMPROVEMENT </div> <p data-bbox="129 1561 459 1704"><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"> • Participate in and contribute to quality improvement programs and other organisational activities to meet Service/Accreditation Standards. • Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors. • Participate in relevant Health & Safety updates including Fire, Disaster and other emergency procedures. • To participate in ward conferences and Nursing Committees with a view to improving client care.

Reviewed October 2005