



POSITION DESCRIPTION



DATE OF EFFECT: 25th March 2008

TITLE: Registered Nurse Division 1
Graduate Nurse Program participant

TYPE OF EMPLOYMENT: Full Time / Part Time

DIVISION / DEPARTMENT: Nursing

ACCOUNTABLE TO: Unit Manager
Graduate Nurse Coordinator

DIRECT REPORTS: Nil

LIAISES WITH: Nursing Personnel
Medical Practitioners
Allied Health Staff
Patients
Members of the Public

PREREQUISITES:

- Current Registration with the Nurses board of Victoria as Division 1 Nurse
- Less than twelve months post registration experience in nursing
- Demonstrated ability to apply clinical knowledge to clinical practice.
- Well developed oral and written communication skills
- Commitment to ongoing education of self and others
- Ability to apply evidence based practice
- Willingness to participate in Quality improvement
- Ability to work within a team environment
- Understanding of contemporary nursing theory and practice and issues affecting nursing practice in a rural setting

Northeast Health - Wangaratta is a busy regional hospital of 228 beds and is the major referral facility for the greater part of North Eastern Victoria with an emergency department, critical care unit, obstetrics and gynaecology, paediatrics and specialised aged care, rehabilitation and psychiatric services.

Our Vision
Excellence in Rural Health
Our Mission
Providing comprehensive health care in north east Victoria
We Value
Our staff, quality and safety, customer responsiveness, community participation and leadership

ROLE RESPONSIBILITIES

CODE OF BEHAVIOUR FOR STAFF AT NORTHEAST HEALTH WANGARATTA

Maintain Professional Behaviour

- Use your knowledge and skills to perform your duties to the best of your ability
- Exercise openness and fairness in your dealings with others
- Treat people equally
- Honour confidentiality and respect the rights of others

Develop a Collaborative Working Relationship

- Recognise and tolerate individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.
- Seek to resolve conflict rapidly and constructively
- Work towards a safe, healthy and creative environment

Communicate with respect and tolerance

- Communicate courteously in an atmosphere of friendship and trust
- Acknowledge your limitations and be willing to seek advice
- Be open to receive feedback from others
- Value sincere and open discussion of views and opinions
- Discuss differences in a clear and calm manner. Refrain from using behaviours that are abusive, intimidating or patronising.

ROLE STATEMENT

The primary role of a Registered Nurse Division 1 (RN Div1) is to work within the competencies described by the Australian Nursing Council Inc for Division 1 nurses, the Code of Ethics for Nurses in Australia and the Code of Professional Conduct for nurses in Australia. The RN Div 1 also works within the philosophy, guidelines and policies of the organisation and the Nursing Division. Specifically, any RN Div 1 participating in the Graduate Nurse Program is expected to show ongoing development over the course of their program.

Responsibilities:

The primary responsibility of a Registered Nurse at Northeast Health is to maintain and apply evidenced based care for all patients, from the time of their presentation, to discharge.

This requires:

- Completion of designated competencies, learning packages and hurdle requirements in a timely manner.
- Consolidation of current nursing knowledge and skills, and the development of new ones.
- Effective utilization of SMART time
- The development of effective communication skills with colleagues and other health professionals
- The development of appropriate organizational and problem solving skills.

A focus on the following four (4) key activity areas will be evident:

1. Professional Development incorporating Patient Care
2. Clinical Handover
3. Team Work
4. Environment

Key Activities:

The primary activity of the Registered Nurses is to maintain and promote a therapeutic environment for the management of their patients.

This includes:

- Appropriate and timely care provision
- Anticipation of patient care needs and implementation of appropriate interventions
- Development of effective communication and clinical handover skills
- Development of problem solving skills.
- Ongoing development of clinical skill via the application of theoretical knowledge to the clinical environment.
- Collegial collaboration in the formulation of care planning
- Discharge planning

Professional Development

- Functions in accordance with legislation and common law affecting nursing practice
- Follows legal requirement with regard to administration of drugs
- Ensures patients have made informed consent
- Documents patient care accurately and objectively
- Ensures students and enrolled nurses are adequately supervised
- Identifies unsafe practice and responds appropriately to ensure a safe outcome
- Conducts nursing practice in a way that can be ethically justified
- Is able to demonstrate evidence based practice in the delivery of care
- Ensures confidentiality of patient information
- Demonstrates an awareness and acceptance of alternative values, attitudes and behaviours and treats people with respect.
- Appropriately advocates for patients under their care
- Acts to enhance the professional development of self and others
- Models appropriate professional behaviour
- Actively participates in SMART initiatives

Improving Performance

- Appropriately access and utilizes the Vigilant system to guide practice.
- Accepts responsibility for own actions and works within own limitations and training
- Consults with Senior staff when nursing care requires experience beyond own scope of competence
- Seeks clarification of orders that are unclear or illegible
- Consults with other health professionals when patients care needs fall outside the scope of nursing practice
- Contributes to the learning experiences and professional development of others through active informal and formal teaching opportunities
- Values research in contributing to developments in nursing and improved standards of care
- Formulate an appropriate plan of care in collaboration with individuals and groups
- Reviews and modifies care plans according to patient needs and goals of care.
- Demonstrates ability to learn from experiences and modify practice as a result

Quality

- Provides sound rationales for decisions and nursing actions
- Participates in quality care activities, such as New Grad EBP
- Participates in policy and procedure review
- Demonstrates the ability to take a comprehensive patient history and structure care plan accordingly
- Is able to perform a comprehensive patient assessment using a systematic approach
- Is able to identify patients requiring increased care needs and articulate reasoning
- Collects data regarding the health status of a patient from a variety of sources
- Demonstrates ability to interpret data collected
- Utilizes infection control principles within nursing practice
- Commences discharge planning from admission utilising multidisciplinary approach
- Recognises alterations in patient condition and responds appropriately

Client Focus

- Acknowledges the rights of individuals and groups in the delivery of care and involves patients in decision making
- Ensures that patients and family are well informed of procedures and treatments through the provision of relevant and current health information
- Modifies practice to accommodate individuality of patient and involves patient and family in delivery of care where appropriate
- Respects the values, customs and spiritual beliefs of individuals and groups
- Acts to ensure rights of patients are not compromised
- Communicates accurately and effectively with patients and members of the health care team
- Ensures documentation is accurate and maintains confidentiality
- Contributes relevant information to patients and members of the health care team
- Manages effectively to facilitate planned nursing care for individuals
- Delegates activities to other staff under their supervision
- Responds effectively in unexpected or rapidly changing situations
- Collaborates with other members of the health care team
- Recognises the role of members of the health care team
- Established and maintains collaborative relationships with colleagues and members of the health care team in decision making

Resource Management

- Contributes to maintenance of an environment which promotes safety, security and personal integrity of individuals and groups
- Acts to maintain the dignity and integrity of individuals and groups
- Accurately and consistently identifies environmental, mechanical, electrical, physical and psychological risk situations and responds appropriately
- Develops effective and appropriate knowledge of biomedical equipment
- Demonstrates an awareness and sensitivity towards physical and psychosocial needs of the patient and effectively meets these needs
- Establishes and maintains an effective caring and therapeutic relationship with patient, family and significant others

Outcomes:

These are measurable results derived from the key activities.

- Active participation in SMART initiatives.
- Completion of compulsory competency and learning packages
- Demonstration of ongoing personal and professional development in the key focus areas of
 - Clinical Handover
 - Professional Development
 - Team work
 - Environment

As evidenced by the New Graduate clinical appraisal tool.

RISK ASSESSMENT / JOB ANALYSIS

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the hospital

Aspects of Normal Workplace	Frequency	Comments
<u>Work Environment</u> <ul style="list-style-type: none"> • Clinical Area for the management of patients • Administrative and office environments • Training facilities and rooms • Traveling or driving in cars 	Constant Occasionally	Core business activity May be away from the workplace
Single beds for patients. All beds are fully electric. There is no requirement to lift bed heads or foot ends. Height adjustment is via a button.	Constant	No Lift training to have been completed
Office area for the completion of reports, computer operation, phone usage, handwriting. Fully adjustable ergonomic equipment is available.	Constant	More than one area within each workplace
<u>Work Activity</u> Exposure to Substances. Hazardous substances are part of the hospital workplace (e.g. blood). Protective equipment and procedures are in place to prevent contact.	Intermittent	Atopic individuals are required to declare their condition for individual assessment
<u>Patient Handling</u> A "No-Lift" programme is vigorously supported at Northeast Health. Daily mobility assessments are required as a minimum. Whenever patient lifting is required the appropriate equipment must be used <ul style="list-style-type: none"> • Reaching and stretching (e.g. bed making) more than 30cm • Bending forward (e.g. assisting with daily hygiene) • Bending forward squatting, assisting with activities of daily living (e.g. dressing) 	Constant Intermittent Intermittent Intermittent	Annual competency training is required Can be spaced out over whole shift but usually only a few minutes at a time
<u>Clerical work</u> Handwriting of reports. Telephone conversations, computer operation which may include data entry	Intermittent	Substantial self management over the duration of each episode
<u>OH&S Management</u> <ul style="list-style-type: none"> • Participation in hazard information identification and improvement strategies • Correct and safe use of all equipment • Correct and safe use of all protective equipment • Follow safe working procedures and systems 	Continual Continual Continual Continual	Includes but not restricted to: <ul style="list-style-type: none"> ▪ Hazard Reports ▪ Electrical equipment ▪ Use of gloves ▪ Emergency procedures
<u>Work relationships</u> <ul style="list-style-type: none"> • Professional interaction with medical, nursing and admin staff • Interact with colleagues and other hospital staff • Members of the public • Patients and relatives 	Continual Continual Continual Continual	
<u>Training</u> <ul style="list-style-type: none"> • Manual Handling • Emergency Management • BLS • Attendance at seminars and conferences 		No Lift training includes maneuvering equipment (which may be on carpet) May involve lifting 13kg fire extinguishers Involves bending over for short periods of time May involve sitting for extended periods of time

QUARTERLY APPRAISAL

The Appraisal will include:

- **Employee's Summary Comments on Performance over the past 3 months**
A regular appraisal ensures the new graduate has the opportunity to reflect on their achievements thus far, and receive valuable feedback regarding their ongoing development in their role.
- **Compulsory Workplace Training.** These are compulsory requirements and indicate attendance and competency for legal and OH&S compliance.
- **Summary Comments** allow the new graduate and their immediate clinical manager the opportunity to separately summarise overall performance for the rotation.

As the occupant of this position, I have read and understand the above position description.

Name: [please print]

Signature: **Date:**