

**Position Description – Registered Nurse**

**TYPE OF EMPLOYMENT:** Full – time / Part – time / Casual as per EBA

**DEPARTMENT:** Nursing

**ACCOUNTABLE TO:** DON

**DIRECT REPORTS TO:** NUM

**YACKANDANDAH HEALTH**

# Code of Behaviour

## Respectful

### Acceptable

- I am polite and considerate
- I actively listen to what you say
- I value your contribution
- I treat you as an equal

### Unacceptable

- I bully and intimidate
- I am divisive and judgemental
- I manipulate and undermine others
- I ignore you

## Caring

### Acceptable

- I have time for you
- I show empathy and support
- I acknowledge the needs of others
- I am committed to caring

### Unacceptable

- I treat you as a burden
- I look the other way
- I don't care

## Integrity

### Acceptable

- I take responsibility for my actions
- I do what I say
- I communicate in an open, genuine manner

### Unacceptable

- I say one thing and do another
- I gossip and spread rumours
- I conceal mistakes

## United

### Acceptable

- I have a positive attitude
- I support teamwork
- I work constructively with others regardless of their position

### Unacceptable

- I exclude others
- "It's not my job"
- I am inflexible and inconsistent

## Innovative

### Acceptable

- I encourage personal growth and professional development
- I strive for improvement
- I encourage innovation and creativity

### Unacceptable

- I resist change
- I do it the way it has always been done
- I avoid scrutiny of my performance

**Position Description – Registered Nurse**

The Registered Nurse will ensure duties are performed within legislation compliance:

- 1) Policies and procedures of Yackandandah Health
- 2) Quality Activities
- 3) Occupational Health and Safety Act
- 4) Aged Care Standards

**Key Selection Criteria:****Essential:**

- A Current National Police Check.
- Current Registration as a Registered Nurse with the Australian Health Practitioners Regulation Agency.

**Desirable:**

- Post Graduate qualifications / experience in one of the following specialties: medical nursing, palliative care nursing, aged care nursing.
- Demonstrated experience in management of the nursing care and staffing within a designated ward or unit.
- Basic computer skills, eg. MS Word, MS Outlook.
- Understanding of Aged Care Accreditation requirements and the Aged Care Funding Instrument – ACFI.

**Key Duties:**

Work professionally in accordance with the ANCI Code of Professional Conduct for Nurses and the ANCI Code of Ethics for Nurses.

Shifts may be in any area under the jurisdiction of Yackandandah Health

**1. Technical Skills and Abilities:**

- Perform nursing assessment and practice in areas of responsibility in a correct, safe and professional manner.
- Conduct nursing practice in accordance with legislation and common law.
- Demonstrate accountability for nursing practice.
- Effectively and efficiently manage the nursing care of individuals or groups of clients.
- Utilise resources in an efficient and cost-effective manner.
- Adhere to infection control guidelines according to Yackandandah Health policy and procedures, Department of Health and Human Services (DHS) guidelines and Australian Standards.

**2. Personal/Professional development:**

- Maintain an active professional development program by:
- Attendance and participation in relevant courses, workshops, lectures, evidenced by provision of attendance record of in-service education sessions.

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- Sharing of knowledge and skills so gained with other staff via formal and informal training.
- Maintain currency of Yackandandah Health approved competencies on an annual basis as required within competency criteria.

**3. Teamwork and Communication:**

- Assume appropriate supervision of students, other staff and peers where required.
- Liaise regularly with the NUM / delegate on patient and administrative matters relating to work areas.
- Attend unit meetings
- Delegate tasks effectively where appropriate.
- Perform other duties in keeping with the professional and administrative responsibilities of the unit portfolio and / or unit specific roles and responsibilities.
- Collaborate with the multi-disciplinary health care team.

**4. Documentation and Administration:**

- Document in a clinically effective manner that conforms to legal requirements.
- Maintain confidentiality of information.
- Contribute to the assessment and care planning processes for residents.
- Contribute to the documentation requirements for funding with Aged Care Funding Instrument.

**5. Continuous Quality Improvement:**

- Initiate and participate in Quality Improvement activities within the Department / Unit and Organisation.
- Promote the value of research that contributes to developments of evidence based nursing and improved standards of care.
- Actively support the organisation in achieving and maintaining accreditation with the Aged Care Standards and Accreditation Agency Ltd.

**Specific Delegations:****Unit Specific Roles and Responsibilities:**

- The Position Description will be clarified by specific roles and responsibilities within the individual unit or department. Please refer to Duty Statements in each unit.

**Poppy Place:**

- The Registered Nurse rostered in Poppy Place is responsible for the clinical supervision of this area. The RN is responsible in overseeing the care planning process and the clinical and specialised needs of the residents.

**Supervisor / In – Charge Role:**

- Co-ordinate the management of the shift through delegating workloads to appropriately skilled staff and provide support as required.
- Monitor the staffing levels in all departments and co-ordinate the replacement of staff for unplanned leave as required (being mindful of financial requirements / restraints).

**Position Description – Registered Nurse**

- The after-hours assessment, care and treatment for residents in the hostel who may need assistance in emergency situations.
- Co-ordinate the reporting and management of maintenance requirements.
- Co-ordinate the facility response to an emergency as per the Emergency Procedures Guidelines.
- Co-ordination of liaison with medical officers and other health facilities in relation to patient care / transfer.

**Training:**

- Orientation and induction training with the NUM.
- Attendance to Mandatory Education as specified.
- Ongoing education will be provided on relevant topics as required.

**Performance Review:**

Performance reviews will be conducted within the first three months of employment and yearly thereafter, or prior as deemed necessary by the Director of Nursing or delegate.

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**RISK ASSESSMENT**

Under Occupational Health & Safety, potential risks associated with this position are detailed below.

<b>Aspects of normal workplace</b>	<b>Frequency</b>	<b>Comments</b>
<b>Work Environment</b> <ul style="list-style-type: none"> <li>• Manage demanding and changing workloads and competing priorities.</li> <li>• Work office hours with the possibility of extended hours and after hours contact</li> <li>• Work shift work with the possibility of required overtime.</li> <li>• Sitting at the computer or in meetings for extended periods of time</li> <li>• Working in a team environment and at times independently</li> <li>• Work in locations geographically separated from the main facility</li> <li>• Clinical Area for the management of patients</li> <li>• Work outdoors</li> <li>• Traveling or Driving in cars.</li> </ul>	Continually Continually Occasionally  Continually  Continually Occasionally	
<b>Work Activity</b> <ul style="list-style-type: none"> <li>• Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis)</li> <li>• Visual check of environment and equipment for aesthetics, cleanliness, condition</li> <li>• Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video</li> <li>• Undertake manual handling of equipment (e.g. lifting, pulling, pushing, moving, transferring, twisting) on a daily basis</li> <li>• Patient Handling (<i>No Lift Program operates throughout Yackandandah Health</i>)</li> <li>• Working in locations where there are resistive, confused and /or aggressive clients/residents</li> <li>• Exposure to Substances (<i>Protective equipment &amp; procedures in place to prevent contact</i>)</li> </ul>	Occasionally  Continually  Regularly  Continually  Continually  Regularly	
<b>Work relationships</b> <ul style="list-style-type: none"> <li>• Work within a team environment</li> <li>• Professional interaction with environmental, cleaning, nursing and administration staff</li> <li>• Interact with colleagues and other health service staff</li> <li>• Members of the public, including suppliers</li> <li>• Patients and relatives</li> </ul>	Continually Continually  Continually Regularly Continually	