

Title: Registered Nurse Division 1 Grade 2  
Department: Corporate/Organisation Wide  
Approved By: Director of Nursing

Position  
Description



**Vision:** A Healthy Community in the Edenhope District

**Mission:** To competently care for our community with best practice health services  
To model best practice rural health care in Australia from a robust foundation primed for growth.  
To embrace innovation in all aspects of our work

**Values:**

<b><u>Respect</u></b> For patients For staff For community	<b><u>Pride</u></b> In our work In our facility In our people	<b><u>Excellence</u></b> In health services In Administration In Governance	<b><u>Accountability</u></b> For quality and Sustainability
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**Position Description:** REGISTERED NURSE

**Award:** Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020

**Positions reporting to this position:** Enrolled Nurses, Personal Care Assistants

**Responsible to:** Associate Unit Managers, Nurse Unit Managers, After Hours Manager, Director of Nursing

**Key Responsibilities:** The primary responsibility of the Registered Nurse is to deliver comprehensive, evidence based nursing care for patients within the scope of practice of a Registered Nurse.

## STATEMENT OF DUTIES

### 1. Clinical

- 1.1. Provides comprehensive evidence based nursing care to patients including assessment, intervention and evaluation.
- 1.2. Undertakes clinical shifts at the direction of senior staff and the Director of Nursing including participation on the on-call/after-hours/weekend roster if required.
- 1.3. Participates in ward rounds/case reviews/clinical meetings as appropriate.
- 1.4. Educates patients/carers in post discharge management and organises discharge summaries/referrals to other services, as appropriate.
- 1.5. Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.6. Completes clinical documentation and undertakes other administrative tasks as required.
- 1.7. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.8. Participates in quality improvement and policy review/development within the practice setting.

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1.9. Complies with and demonstrates a positive commitment to Regulations, Acts and Policies relevant to nursing including the Code of Ethics for Nurses in Australia, the Code of Conduct for Nurses in Australia, the National Competency Standards for the Registered Nurse and the Poisons Act 1964.

1.10. Promotes and participates in team building and decision making.

1.11. Maintains patient privacy and organisational data integrity in a confidential manner

## 2. Education/Training/Research

2.1. Engages in continuing professional development/education and ensures continuous registration in the category of Registered Nurse with the Nursing and Midwifery Board of Australia as per essential criterion 1.

2.2. Participates in supervision, professional development and clinical consultation activities with the supervising senior nurse.

2.3. Assists with supervision and development of undergraduate nursing students and others as directed by senior staff.

2.4. Plans, develops and implements education programs for patients/colleagues/consumers.

2.5. Participates in evidence based clinical research activities where applicable.

## 3. Clinical Governance, Safety and Quality Requirements

3.1. Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

3.2. Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

3.3. Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

3.4. Completes mandatory training (including safety and quality training) as relevant to role.

3.5. Performs duties in accordance with Edenhope and District Hospital, Victorian Health Department and national legislative health program specific policies and procedures.

3.6. Abides by the Nursing Code of Conduct, the Public Service Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

## 4. Undertakes other duties as directed.

4.1 Other duties as allocated by the Nurse in Charge, Associate Unit Manager, a Nurse Unit Manager or the Director of Nursing.

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**ADDITIONAL CONDITIONS:**

In accordance with current legislation the employee must undertake a Police Check and Working with Children Check as applicable. Employment dependent on satisfactory checks.

**SELECTION CRITERIA:**

**Essential**

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated clinical knowledge and experience in the delivery of evidenced based nursing care within the relevant practice setting.
3. Demonstrated competence in planning, coordination and decision making within the relevant practice setting.
4. Demonstrated ability to function as a team leader and team member.
5. Demonstrated effective communication (written and verbal) and interpersonal skills including negotiation and conflict resolution skills
6. Demonstrates incorporation of quality and risk management principles within practice.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. Demonstrated computer skills.
9. Demonstrated understanding and knowledge of cultural and human rights respect frameworks.

**Desirable**

1. Possession of or progression towards an appropriate post-graduate qualification
2. Knowledge of current health issues and the organisational culture of rural health services.

**Edenhope & District Memorial Hospital employees:**

Are required to work within the policies, procedures, guidelines and directives of EDMH.

Are required to participate in the EDMH risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.

Are required to ensure that the affairs of EDMH, its patients, clients and staff remain strictly confidential and are not divulged to any third party, sent electronically or divulged outside the facility, except where required for clinical reasons or by law.

Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

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A Performance Review will occur within three (3) months of commencement, then once or on more occasions annually; taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), this annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

**AGREEMENT:**

I have read, understood and agree to comply with this position description

Employee Name.....

Employee Signature.....

Date / /

Executive Manager Name.....

Executive Manager Signature.....

Date. / /

A signed copy is to be provided to the employee and original filed in HR Personnel file.

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