

Position Description Registered Nurse



Our Vision:

Leading our communities to excellence in integrated health and community services.

Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

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MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Mallee Track Health and Community Service is a smoke free workplace

DEPARTMENT: **Nursing**

POSITION TITLE: **Registered Nurse**

RESPONSIBLE TO: **Executive Director of Nursing and Nurse Unit Manager (Ouyen) or Director of Nursing (Sea Lake)**

POSITION STATEMENT:

The Registered Nurse is a member of a multidisciplinary health care team providing leadership and support for staff, patients, residents and their families. He/she is responsible for providing the quality day to day health care, supported by contemporary standards and evidence, to meet the needs of patients and **consumers**.

KEY SELECTION CRITERIA:

- Proven management ability.
- A current knowledge of the National Safety and Quality Health Service standards.
- Clinical competence in acute, emergency, aged and palliative care.
- Sound knowledge of the requirements of Aged Care Standards.
- Experience in staff management.
- Excellent communication and interpersonal skills at all levels.
- Aptitude for clinical teaching.
- Ongoing maintenance of professional competence.

Essential:

- Proven ability to apply high ethical standards, and represent MTHCS in a professional manner.
- Current Registration with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse.
- Current Police Check.
- Current Working with Children Check.
- Current Victorian Driver's Licence.

Desirable:

- Degree in Nursing Management.
- 5 years broad experience in nursing.

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- Certificate IV in Training and Assessment.
- An understanding of Rural Health.
- Post Graduate Qualification in Risk Management.
- Gerontology qualifications.

KEY RESPONSIBILITIES:

Organisational:

- To ensure all staff comply with regulatory requirements of relevance and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases consumer experience and person centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.
- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to be aware of current policy.
- Contributes to the ongoing review, planning and development of contemporary nursing services.
- Ensures that all patients, consumers, staff and community members have appropriate avenues of feedback and proactively address any dissatisfaction.

Professional:

- Responsible for the development and application of relevant professional standards of practice for the nursing and clinical services to meet statutory regulations and health service policies and procedures.
- Role modeling of professional behaviour and practice.
- Encourage staff professional development by facilitating education and research.
- Actively participate in the training and competency assessment of staff on the use of new equipment and technology in consultation with the NUM / DON.

Management:

- Provides leadership and support to all nurses within the Flexibed unit at service area level to ensure that all services are provided within budget while maximising clinical development opportunities for staff and reporting within service requirements.
- Coordinate stores purchasing and equipment management for clinical and residential services.
- Act as a resource for staff (nursing, medical and others) and patients and their families.
- Liaises with NUM / DON to discuss bed availability and suitable patient placement.
- Responsible for quality control for nursing services delivered and allocation of staff during their rostered hours.
- Maintains an awareness of patient/nurse dependency throughout the shift as this will assist the safe coordination of staff and patients.
- Assists with the monitoring and analyses of patient incidents and accidents.
- Ensures the necessary reports are completed and NUM and DON are informed.

Planning and Leadership

- Supports and promotes activities which are consistent with the objectives and philosophy of MTHCS.
- Supervises and teaches junior staff or students and acts as a role model for all staff and as a preceptor for student nurses.
- Implements clinical care programs as delegated by the NUM / DON in accordance with the Health Service and Nursing Division policies and procedures.
- Advises the NUM / DON on matters pertaining to all aspects of his/her role.

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- Coordinates and maintains appropriate nursing staff levels through consultation with the NUM / DON and clinical nurses, redeploying staff and engaging casual (bank) staff as required.
- Coordinates and directs staff orientation at the service area level.
- Facilitates the process to ensure the performance and skills of casual nurses are maintained in accordance with hospital policy.
- Other duties as directed.

Patient Care

- Liaises with all staff acting as a resource for staff, facilitating and promoting quality patient care.
- Accountable for the standard of personal hygiene, clinical care and lifestyle needs of consumers during rostered hours.
- Accountable for the clinical and urgent care of acute and urgent care patients during rostered hours.
- Accountable for accurate and comprehensive assessment, planning, implementation, ongoing recording, evaluation and review of patient and consumer care in collaboration with the Health Care Team, the patient, consumers and/or their representative.
- Actively involves patients in their own care, identifying agreed goals and actions for patient's treatment and care.
- Liaises with other nursing, medical and allied health professionals to achieve high quality person centered care.
- Assists with health teaching and discharge planning for patients, their families and significant others.

Administration

- Attend and participate in staff meetings on a regular basis, patient conferences and other Nursing related meetings.
- Adheres to admission and discharge policy and procedures in consultation with NUM / DON.
- Maintains a physical and psychological environment that promotes safety, security and optimal health.
- Maintains accurate and comprehensive knowledge of the relevant Laws, Acts, Regulations, Standards, Charters, competencies and Codes of Practice which affect their nursing practice, and responding to instances of illegal or unsafe practice.
- Empower customers to accept responsibility for their health and wellness.
- Empower nursing service providers to accept responsibility through effective delegation of activities.

General

- Fulfills duty of care, including ethical practices.
- Demonstrates a positive attitude to the agreed role and responsibilities of the position.
- Works as a multi-disciplinary team member.
- Participate in the improvement and implementation of clinical and management activities that reflect current issues and trends.
- Manage and administer medication as per organisational policy and procedural requirements ensuring the safety of patients

Key Performance Indicators

- Ability to provide leadership and work as part of a team.
- Achievement of personal objectives within agreed time frames.
- Attend a minimum of one conference or industry workshop each year.
- Regular attendance at Service Area meetings and other relevant meetings as determined in discussion with the Nurse Unit Manager (NUM) or Director of Nursing (DON).
- Effective clinical and administrative management of the Flexibed unit at service area level.
- Staff trained and competent in the use of new equipment and technology.

Interpersonal Skills:

- Good written and oral communication skills
- Ability to gain co-operation and assistance from customers and other staff

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- Ability to identify, discuss and resolve problems
- High level of overall personal presentation

Child Safe Organisation

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
 - Use any equipment provided for health and safety purposes.
 - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
 - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
 - Comply with all MTHCS OHS policies and procedures
 - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

COMPULSORY TRAINING

As per the schedule

PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
(staff member)

Print Name: _____

Signed: _____ **Date:** ____/____/____
(supervisor)

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Print Name: _____

☐ cc: Personnel File

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