

Goulburn Valley Health Position Description

"Recipient of the 2008 Premier's Award for the Regional Health Service of the Year"

Title:	Registered Nurse Division 2
Department:	Nurse Bank
Division:	Nursing Services
Cost Centre:	P0502
Code & Classification:	Registered Nurses Division 2 (IB31-IB38)
Employment Conditions:	Is subject to Nurses (Victorian Health Services) Award 2000, EBA 2007 – 2011, ANF and to the Hospital's by-laws, procedures & policies.
Responsible To:	Nurse Unit Manager Chief Nursing Officer
Performance Review:	Upon completion of 6 months probationary & qualifying period and annually or as requested thereafter
Prerequisites and Key Selection Criteria:	<p>Mandatory:</p> <ul style="list-style-type: none"> • Current registration with the NBV as Div 2 RN. • Self motivated with high level of communication organisational and time management skills. • Basic knowledge of patient management and information systems. • Computer literacy at intermediate level for IT applications. • Satisfactory Police Check prior to commencement of employment. • Satisfactory Working with Children Check prior to commencement of employment (if required). <p>Desirable</p> <ul style="list-style-type: none"> • Medication Endorsement. • Certificate courses to relevant areas. • Knowledge of current statutory requirements including relevant awards, OH&S.

ROLE:

The Registered Nurse is responsible for providing and co-ordinating all aspects of quality patient care. The registered Nurse must be able to demonstrate time management skills and work as an active team member.

This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

KEY ACTIVITIES / PERFORMANCE INDICATORS:

Leadership & Management

Promote and embody a risk management approach in accordance with the GV Health Risk Management Program.

- Maintain effective open channels of communication with patients/clients, hospital visitors, nursing colleagues, the multi-disciplinary health care team and the affiliated tertiary institutions.
- Acts as a professional role model for inexperienced and other staff.
- Supports and supervises students as required.

Continuum of Care

- Ensures that quality and standards of patient care are met.
- Ensure that the unit/department is customer service focused.
- Ensure that all relevant hospital documentation is achieved.
- Participates in the development and review of clinical guidelines related to specific unit/department.
- Within the limits of experience act as a professional and clinical resource including information sharing, education, advocacy and referral.
- Function as member of multi disciplinary health care team, promoting and maintaining a professional relationship with all staff towards the goal of optimum outcomes across the care continuum.

Improving Performance

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the EQUiP (Evaluation and Quality Improvement Programme) model.

- Participates as directed in the Nursing Services Division and the GV Health Quality Improvement programs and project management to ensure achievement of best practice standards.
- Participates in approved research programmes as approved by GV Health.
- Participates in monthly ward meetings nursing division meetings.

Information Management

Each employee has a responsibility to comply with Goulburn Valley Health's Privacy Policy, and to strictly maintain the confidentiality of any information obtained in the course of their employment. Any breach of the Privacy Policy will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic).

Ensure that all staff are aware of the principles of confidentiality regardless of mode of communication ie. Written, verbal or electronic, in accordance with statutory requirements and GV Health policies.

- Has awareness of the principles of confidentiality regardless of mode of communication i.e. written, verbal or electronic, in accordance with statutory requirements and GV Health policies.
- Maintains accurate data collection in data systems relevant to unit/department, including but not limited to patient systems (e.g. VITAL, RAPID, BOS), including reporting systems and projects as required.
- Assists in the trial/evaluation of new and existing applications and hardware approved by GV Health.

Human Resources Management

There are a number of mandatory clinical and non-clinical training sessions (evacuation, fire safety, manual handling, bullying and harassment etc) provided at GV Health which all employees are required to attend.

GV Health employees are expected to understand and act in accordance with Policies and Procedures relevant to their work area. GV Health has a formal Code of Conduct which all employees are required to comply with. New employees are required to sign the Code of Conduct upon commencement of employment.

- Complies with and utilises procedures, policies regulations and standards. This includes contemporary human resource management requirements and practices, such as workplace health and safety, bullying and harassment, equal employment opportunity and anti-discrimination policies.
- To participate in employee performance and review process.
- Participate in the planning, implementation and evaluation of education/staff development programs, based on identified needs within the unit/department.
- Complete mandatory core competencies.

Safe Practice & Environment

In accordance with the Occupational Health and Safety Act 2004 each employee has the right to a safe working environment. Employees should advise the supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety and to cooperate with GV Health's Safe Practice & Environment policies and procedures. It is the employees responsibility to participate in safety education and evaluation activities. Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. All staff adhering to the policies and procedures as set out in GV Health's Safe Practice & Environment Manual can most effectively achieve this minimisation.

Ensure that potential hazards and/or incidents that occur in the workplace are documented and reported as per GV Health requirements.

- Ensure each employee has the right of a safe working environment and is aware of the reporting process for any adverse outcomes.
- Ensure each employee is responsible to take reasonable care of their own health and safety, to adhere with GV Health Safe Practice and Environment policies and procedures, and to participate in appropriate safety education and evaluation activities.
- Responsible for minimising exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. Ensure all staff adheres to the policies and procedures as set out in the GV Health Safe Practice and Environment Manual to most effectively achieve this minimisation.
- Responsible for the reporting of incidents occurring within the unit/department, facilitating corrective or preventative action when required in conjunction with the ANUM and the Nurse Unit Manager.
- Recommend the replacement and maintenance of equipment and facilities.

GV Health is a smoke free environment



CORE RESPONSIBILITIES

Core responsibilities reflect Goulburn Valley Health's expected values of all staff.

CORE RESPONSIBILITIES	CORE RESPONSIBILITIES STATEMENT
Customer / Patient Service	Provide a high quality service to both internal and external customers and patients, which meets or exceeds their needs and adds value to Goulburn Valley Health.
Taking Responsibility	Take responsibility for own actions and seeing tasks through to a successful end result. It involves having a real sense of urgency and not being discouraged by obstacles over the short or long term.
Continuous Improvement	Identify and assess opportunities to improve existing processes and procedures, implement solutions and measure their impact. This may involve: a) Challenging established processes and procedures or bringing in ideas from elsewhere to add value to Goulburn Valley Health b) Identifying and eliminating root causes of process deficiencies.
Risk, Health & Safety	Incidents, hazards and near misses are recognised and reported in accordance with GV Health policies and procedures. Observe and promote occupational health and safety to ensure a safe working environment for employees, contractors, customers and the general public.
Supporting & Managing Change	To communicate an agreed vision for change and effectively implement the change by generating energy and excitement around the agreed vision.
Communication	Communicates effectively both in the written and spoken form in a way that delivers the desired message and the message is clearly understood and acted upon by others.

Approved by: _____ Supervisor ____/____/____

Accepted by: _____ Incumbent ____/____/____
 _____ (Print Name)