

Position Description

Position Title: Registered Nurse	Division: Nursing & Midwifery	
Reports To: Nurse Unit Manager/Care Coordinator	Direct Reports: Graduate Nurses and Students	
Primary Objective:		
<ul style="list-style-type: none">• Deliver a standard of nursing care commensurate with Australian Health Practitioner Regulation Agency (AHPRA)• To provide a framework for clinical practice by having a sound knowledge of Colac Area Health’s policies, procedures and guidelines• Provide compassion, empathy and understanding to patients and their families• Maintain a professional appearance and approach to the role at all times and convey those qualities to others• Be an effective and supportive team member• Ensure confidentiality of patient information.		
Position Dimension & Decision Making Authority:	Key Communication Contacts:	
Without referral to manager – <ul style="list-style-type: none">• Provide routine nursing care/arrange admission process.• Complete electronic maintenance requisitions After Consultation with manager, ANUM or Care Coordinator (RAC) – <ul style="list-style-type: none">• Complex nursing issues• Escalating clinical problems• Contacting medical staff by telephone• Telephone enquiries seeking advice.• Ordering of supplies – routine stock – within instrument of delegation Referred to managers or others –	Contact/Organisation	Purpose/Frequency of Contact
	Unit Manager	Identification of operational issues, as needed.
	ANUM	Throughout the shift – to ensure effective communication.
	Registered Nurses & Enrolled Nurses	Throughout the shift – to ensure effective communication.
	Clinical Coordinators	As required - delivery of patient care
	Medical Officers	Delivery of patient care, as needed

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<ul style="list-style-type: none"> • All contact with media organisations • Critical/Sentinel events • Purchase requisitions – non stock/special orders • Complaints • Industrial relations issues • Workcare issues or any injury to staff occurring at work • Decisions outside of position delegation • Decisions outside Colac Area Health policy. 	Other Health Professionals	As required to achieve optimal outcomes
	Patients/family/Relatives	Liaise with patients/primary cares and extended family in planning and managing care needs.

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
Patient/Resident Care	<ul style="list-style-type: none"> • Provide individualised patient care • Plan, implement and evaluate nursing practice within the clinical area • Identification of clinical situations that require urgent medical intervention • Liaise with other health professionals to achieve optimal outcomes of holistic care • Patient areas are maintained at all times in readiness to meet any clinical situation • Perform any other reasonable task as directed by your manager. 	<ul style="list-style-type: none"> • Able to identify areas of risk • Works within scope of practice • Uses assessment skills to inform decision making • Prioritises care • Initiates and delivers care to all patients within acceptable time limits • Identifies patient needs • Clinical areas are restocked and equipment checked and functioning • Update of competencies to ensure best practice.
Management	<ul style="list-style-type: none"> • Assist with administrative activities of the department as required on a day to day basis 	<ul style="list-style-type: none"> • Perform daily and weekly cleaning and checking activities as listed

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	<ul style="list-style-type: none"> • Supervise and be responsible for the standard of care given by registered nurses YR1, Enrolled Nurses, and students on placement • Assist in the orientation and supervision of new staff/students on placement as delegated • Be accountable and responsible for the economic use of resources • Have knowledge of and adhere to Colac Area Health and Nursing Division Policies and procedures. • Assist with the formulation and implementation of the policies and procedures of the Nursing Division and facilitate change with the Multidisciplinary Committee. • Actively participate in unit and inter-departmental meetings as requested or nominated • Participate in committees to further develop nursing practice at CAH. 	<ul style="list-style-type: none"> • Promote a supportive and learning environment for less experienced registered nurses and students on placement • Be familiar with current costs of drugs and consumables • Inform NUM/ANUM of faulty/broken equipment • Is familiar with and has a working knowledge of computer access to policies, procedures and guidelines • Participate in the review of current policies and contribute to the development of new policy • Participation at meetings evidenced in minutes of meetings.
Communication	<ul style="list-style-type: none"> • Work as an effective team member throughout Colac Area Health • Demonstrates effective communication with patients, carers, all members of the health team and other service staff and the general public • Ensures confidentiality of patient information 	<ul style="list-style-type: none"> • Demonstrates active listening skills • Actively participates in discussion • Contributes to decision making • Demonstrates a positive attitude and expectations from staff • Consults with key health professionals in delivering care to a diverse patient population

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	<ul style="list-style-type: none"> Encourages, promotes and disperses a positive attitude and information throughout Colac Area Health. 	<ul style="list-style-type: none"> Written communication is clear, concise and accurate All patient data accompanies patient to ward or receiving agency Provides a comprehensive handover to continuing health care teams Involves patient, family, significant others in patient assessment, management and discharge Patient privacy and confidentiality is respected.
Occupational Health and Safety	<ul style="list-style-type: none"> Behaviour and work practices are in line with Occupational Health and Safety Act and related Colac Area Health policies To be competent in, and adhere to the principles of No Lift To participate in appropriate safety education and evaluation activities Ensure all broken, faulty or malfunctioning equipment is reported. 	<ul style="list-style-type: none"> Has knowledge of and adheres to the WH&S Act and Colac Area Health policies Has completed annual mandatory training in No Lift and adheres to the principles of No Lift Has attended mandatory annual fire safety and evacuation exercises Promotes a safe working environment.
Infection Control	<ul style="list-style-type: none"> Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of patients, staff, visitors and the general public Report new and /or suspected infection incidents to NUM/ANUM. 	<ul style="list-style-type: none"> Adhering to and promoting the Policies and Procedures as outlined in the Colac Area Health - Infection Control Manual Attendance at annual infection control update New infections documented in clinical notes

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		<ul style="list-style-type: none"> Awareness and compliance of universal precautions Working knowledge of standards directly related to specific clinical areas
Quality Improvement	<ul style="list-style-type: none"> Colac Area Health is committed to a customer focused Quality Improvement Program. Each employee has a responsibility to participate in ongoing Quality Improvement activities and have a working knowledge of the Quality Improvement tool currently in use at Colac Area Health. 	<ul style="list-style-type: none"> Instigates and participates in quality activities at department/unit level Completes documentation for quality activities as required.
Code of Conduct and Values	<ul style="list-style-type: none"> All employees are expected to know and demonstrate commitment to Colac Area Health core values of Respect, Integrity & Compassion. All employees are expected to know and abide by Colac Area Health's Code of Conduct Ensure all staff engages in behaviour that treats staff fairly, equitably and not subject to any form of harassment. 	<ul style="list-style-type: none"> Able to verbalise these values Core values are reflected in standard of nursing care, decision making and everyday behaviour Has a copy of the Code of Conduct and demonstrates commitment Demonstrates fairness in dealing with all staff.
Professional Development	<ul style="list-style-type: none"> Actively participates in performance review after 24 weeks service and annually thereafter Develop and maintain a program of professional development in liaison with the NUM/ANUM 	<ul style="list-style-type: none"> Attendance at in-service education, study days, conferences that provide training and self-development Performance will be assessed against objectives, responsibility areas and duties and level of skill against those listed in the position description

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	<ul style="list-style-type: none"> • Maintain a high standard of knowledge and expertise that reflects contemporary nursing practice • Maintain an up to date Record of professional development activities in accordance with National Registration requirements • Undertakes minimum of 20 hrs professional development annually in accordance with national registration requirements. 	<ul style="list-style-type: none"> • Accepts constructive criticism • Produces record of self-development at appraisal • Undertakes mandatory training as per Colac Area Health Guidelines
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Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Assist with implementation of continuous quality improvement and risk management systems • Adherence and promotion of Colac Area Health core values • Demonstrated support and partnership with all CAH managers and staff for the purpose of promoting quality initiatives and creating a centre of excellence • Promoting a positive team culture • Compliance with EBA and other relevant legislation acts. 	<p>Qualifications & Experience – Specialist Skills and Knowledge</p> <ul style="list-style-type: none"> • Registered Nurse - Australian Health Practitioner Regulation Agency (AHPRA) • Specific qualifications and experience relevant to particular clinical areas • Ability to organise work in a systematic, accurate and timely manner and be flexible in a changing environment • Demonstrated skills in teamwork and leadership • Computer literacy <p>Desirable</p> <ul style="list-style-type: none"> • Completion of recognized Graduate Program • Postgraduate qualifications in a particular clinical area or a willingness to work towards • Current certification in ALS.

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I have read and understood the requirements and responsibilities of my Position Description

Name.....signature.....

Date.....