



## SEYMOUR HEALTH

### POSITION DESCRIPTION

<b>Title:</b>	<b>Registered Nurse Division 1</b>
<b>Department:</b>	Acute Services
<b>Division:</b>	Nursing Services
<b>Cost Centre:</b>	A1302
<b>Code &amp; Classification:</b>	Registered Nurse Division 1 Grade 2
<b>Employment Conditions:</b>	Nurses (Victorian Health Services) Award 2000, SDMH, ANF and HSUA Certified Agreements and is subject to the Hospital's By-laws, procedures and policies as may apply from time to time.
<b>Responsible to:</b>	Nurse Unit Manager, Director Clinical Services
<b>Performance Review:</b>	Upon completion of THREE months probationary period and annually as requested thereafter.
<b>Prerequisites and Key Selection Criteria:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Current registration with the NBV as Div 1 RN</li> <li>• Minimum one year experience post graduation</li> <li>• Self motivated with high level of communication, organisational and time management skills</li> <li>• Basic knowledge of patient management and information systems</li> <li>• Computer literacy at intermediate level for I.T. applications</li> <li>• Satisfactory Police Check within three months of employment</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Nursing</li> <li>• Completion of a Graduate Nursing Program</li> <li>• Knowledge of current statutory requirement including relevant awards, OH&amp;S.</li> </ul>

#### **ROLE:**

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 SDMH as a quality regional health service provider, ensuring SDMH missions and values are upheld.

#### **KEY ACTIVITIES / PERFORMANCE INDICATORS:**

##### **Patient and Staff Safety**

To ensure the ward is safe and secure for self, staff and care recipients, and visitors at all times.

- Attending annual Mandatory education sessions. Ongoing assessment and monitoring of safe systems. Supervision of other staff, visitors and volunteers.
- Fire safety and emergency procedures
- Infection Control Understanding and practicing within infection control standards with polices and procedures.
- OH&S and Manual Handling Understand and practicing within OH&S requirements, as per OH&S policies and applicable procedures.
- Risk Management Assist in the assessment and ongoing monitoring of risks and security of care recipients
- Ensure damaged and faulty equipment or environmental hazards are reported to NUM or RN in-charge
- Quality Improvement Understand and practice quality improvement

##### **Standards of Nursing Practice**

To ensure standards of nursing care are within limits specified by education and the Victorian Nurses Board and nurses code of ethics and holds a current practicing certificate

- Provides direction and supervision for other staff, visitors and volunteers. Acting as a role model for other staff.
- Registered with Victorian Nurses Board

- Demonstrates knowledge of legislation and common law affecting nursing practice.
- Developing and maintaining knowledge and clinical competencies
- Performance appraisal annually.
- Works within the scope of the Division 1 RN, understanding and practicing within the boundaries of approved patterns of care which supports continuity
- Act in a professional and ethical manner and be accountable for clinical practice
- Participate in the development of appropriate policies and procedures
- Participation in and commitment to departmental nurse practices
- Provides relevant and current health information to individuals or groups in a form which facilitates understanding
- Effective time management
- Analyses and interprets data accurately with a structured approach in the process of assessment
- Provide nursing care within SDMH guidelines and principles.
- Completing all patient documentation in a legally defensible manner during and at conclusion of the shift.
- Documentation is accurate, legally defensible and is based on current nursing knowledge to support:-
  - Assessment
  - Care Planning; ensure relevant and current plan is available
  - Progress Notes
  - Discharge notes/plans
- Consults with other health professionals as appropriate
- Promotes effective collaborative working relationships with relevant persons.
- Acts as a patient/resident advocate and involves them or their carer in the care process
- Ensure rights and responsibilities are adhered to.
- Ensure Privacy and Confidentiality of the care recipient, and their relatives are maintained with regards to care recipient condition and medical records
- Manages resources appropriately

**Ward Management**

To promote effective communication between care recipients, families, home and hospital personnel and the community

- Ensures the smooth running of the ward
- Maintain open communication with all team members and attends regular departmental meetings
- Organises workload to facilitate planned nursing care for individuals and groups
- Portfolio
- Works within the role and responsibility of the Division 1 RN
- Commitment to personal development through on-going education
- Provides leadership when required to other Division 1 RN's and Division 2 RN's
- Management of conflict and complaint situations
- Aware of the skill mix required within the department and ensures standards are maintained.

**Nursing and Organizational Goals**

The involvement of the nursing division in various activities to meet organizational goals

- Maintain a flexible approach to work with assistance in the management of change where required.
- Abides by the policies and procedures of the organization.
- Report to relevant representatives of the organization.
- Supports new employees and acts as a "buddy" to support and orientate as required
- Facilitate the review of the position description as required.
- Reading of meeting minutes relevant to the Division 1 role.

I have read and agree to the requirements outlined in the Position Description.

Incumbent signature:

*Signed:*.....

*Date:*.....

NUM / DCS:

*Signed:*.....

*Date:*.....

Copy to staff member:

Date:.....