



SEYMOUR HEALTH

POSITION DESCRIPTION

Title:	Registered Nurse; Registered Midwife Division 1
Department:	Maternity Services
Division:	Nursing Services
Cost Centre:	A1302
Code & Classification:	Registered Nurse Division 1 Grade 2
Employment Conditions:	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.
Responsible to:	Nurse Unit Manager, Director Clinical Services
Performance Review:	Upon completion of THREE months probationary period and annually as requested thereafter.
Prerequisites and Key Selection Criteria:	<p>Essential:</p> <ul style="list-style-type: none"> • Current registration with the NBV as Div 1 RN • Post graduate qualification and endorsement to practice as a midwife • Minimum one year experience post graduation • 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 I.T. applications • Satisfactory Police Check within three months of employment <p>Desirable:</p> <ul style="list-style-type: none"> • Bachelor of Nursing • Completion of a Graduate Nursing Program • Knowledge of current statutory requirement including relevant awards, OH&S.

ROLE:

The Registered Midwife is responsible for providing and coordinating all aspects of quality patient care for women and their families. 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, RM, 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:.....