



## Seymour Health - Position Description

<b>Position Title:</b>	Graduate Nurse
<b>Directorate/Team:</b>	Nursing Services
<b>Classification/Award:</b>	<p><b>Award:</b> Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020</p> <p><b>Classification:</b> RN Grade 2</p>
<b>Version Number:</b>	1.0 <span style="float: right;"><b>Date Written:</b> 20/06/2016</span>
<b>Version updates:</b>	
<b>Approved by:</b>	<div style="text-align: center;">  </div> <p><b>Signature:</b></p> <p><b>Name:</b> Chris McDonnell</p> <p><b>Position:</b> Chief Executive Officer</p> <p><b>Date:</b> 17/07/2014</p>
<b>Seymour Health</b>	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> <li>• 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, day procedure and palliative care;</li> <li>• It also has a 30 bed high care aged residential care facility: and</li> <li>• Community services, including District Nursing, Planned Activity Group,</li> <li>• Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietitian, Diabetes Education, Post Acute Care and Dental Services.</li> <li>• Support services including administration, food, hotel and maintenance services.</li> <li>• Private pathology and medical imaging services are available on site.</li> <li>• Visiting specialists and local General Practitioners provide the medical services.</li> </ul>	
<b>NURSING SERVICES</b>	
<p>Seymour Health provides a broad range of services including; acute care, palliative care; emergency care; transitional care; renal services; aged care, community care and primary care services to the community of Seymour and surrounding districts.</p> <p>While an appointment may be made initially to a vacancy in one of the Nursing areas within Seymour Health, as a condition of employment, you may be required to work in one of the following areas:</p> <ul style="list-style-type: none"> <li>• Acute Services Ward</li> <li>• Urgent Care Centre</li> </ul>	

- Operating Suite Services
- Renal Dialysis Unit
- Barrabill House
- District Nursing Service
- Lower Hume Palliative Care Service

### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Graduate Coordinator and relevant are NUM
Internal Liaisons:	Director Clinical Operations, Director Quality and Service Development, Nurse Unit Manager, Registered Nurses, Personal Care Workers, Members of Executive Team, HR Department, Education Department, Ward Clerk, Support Cleaning and Kitchen staff.
External Liaisons:	Visiting Medical Officers, Surgeons, Specialists, Consultants, Other Hospitals/Health Services, Victorian Ambulance Service, Victorian Police.

### **KEY RESPONSIBILITIES AND DUTIES**

The role of the Registered Nurse Division 1 is to:

- Work within their Scope of Practice as defined by their AHPRA Registration, Qualifications and Clinical Competencies to be completed and maintained.
- Provide high quality, comprehensive, evidence-based, client-focused care;
- Act as a resource and role model to other staff;
- Act as a support to Students on clinical placement;
- Communicate and collaborate with other health professionals;
- Demonstrate advanced clinical knowledge and skills in their specific field;
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes; and
- Demonstrate knowledge and promote the use of advanced care planning for residents/clients/patients

The Registered Nurse Division 1 is responsible for:

- Both clinical nursing duties and assistance to the Nurse Unit Manager in the administration of the department in which they work;
- Coordination of unit activities to ensure the provision of optimum levels of care to residents;
- Effective management of nursing and other resources to achieve a high standard of client care;
- Supporting, advising and mentoring multidisciplinary students on placement and providing appropriate feedback as part of their assessment requirements;
- Contributing to the strategic direction of the Health Service; and
- In carrying out these responsibilities, ensure actions are consistent with and/or able to assist Seymour Health to meet the goal of improving Aboriginal Health Outcomes.

## SPECIALIST SKILLS AND KNOWLEDGE

While there is specific skills and knowledge required to register and practise as a Registered Nurse, Division 1, staff required to work in the areas of Renal Dialysis or Operating Suite Services will require specialist skills & knowledge to practice in these areas. Alternatively these staff will need to demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge.

These specialist skills and knowledge are:

- Operating Suite Services – Satisfactory completion of a theatre course or Anaesthetic course is required. For those who work in Recovery some experience in ICU or some form of emergency is sufficient.
- Renal Dialysis Unit - A Registered Nurse acquires the required Skill and Knowledge by working the equivalent of 1 week fulltime in the Dialysis unit at Seymour Health prior to undertaking a 5 day Renal Dialysis Training course at Royal Melbourne Hospital (RMH) Renal Dialysis Unit.

The Nurse then works 2 weeks supernumerary at Seymour Renal Dialysis Unit before being assessed by a Clinical Nurse Consultants of Regional Dialysis from RMH as capable of working independently in the Unit.

## ADMINISTRATION SKILLS

Ability and demonstrated experience in completing:

- File Notes; Case Notes; Charts; Follow-Up; Professional Development; Organisational support activities; Quality activities.
- Complete student work books and assessments with the support of the ANUM or NUM.

## QUALIFICATIONS, EXPERIENCE and REGISTRATION

- Each employee is required to satisfy the APHRA Registration requirements for a Registered Nurse Division 1.
- The Educational Qualifications and Experience required are the minimum specific requirements that need to be met for an employee to be eligible to perform this role. For a Registered Nurse the approved educational qualifications are shown on the Approved Programs of Study list on the APHRA web-site. The Bachelor of Nursing is the main study program completed by current students.

## MANDATORY CLINICAL COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory clinical competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually.

Mandatory Clinical Competencies to work in specific areas of Nursing Services are shown in the attachment to this document.

## Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**  
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**  
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.
- **Honesty, Integrity and Trust**  
Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.
- **Support**  
Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.
- **Open and Transparent Communication**  
Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

## Occupational Health and Safety

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

## Key Selection Criteria

**Essential:**

- APHRA Registration for a Registered Nurse, Division 1
- An approved Bachelor of Nursing.
- Applicants will be required to demonstrate that they have the skills and knowledge to undertake specific tasks within their Responsibilities and Duties particularly where Specialist skills and Knowledge are required.

- Demonstrated broad understanding of professional standards and issues in nursing and the health care system.
- Demonstrated knowledge of relevant legislation including the Nurses Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , OH&S
- Knowledge of Accreditation Standards applicable to the area of Nursing Services in which this position is located.
- Well developed clinical, analytical and problem solving skills
- The exercise of sound judgement and decision making needs to be demonstrated through providing examples from their previous work.
- Excellent communication, leadership and interpersonal skills
- Understanding of the quality process for hospitals
- Proactive management of risk
- Basic computer skills

**Desirable:**

- Any other requirements that would be advantageous but not essential to be able to undertake the role.

### **Special Requirements**

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- New staff who will be working in Acute Services, District Nursing, Theatre or as Clinical Educators will be required to have a Working with Children's Check to work in that particular work unit.
- In relation to Working with Children, during the course of employment if a staff member is issued with a Negative Interim Notice or a Negative Notice they must advise the Manager People and Culture within seven (7) days who in conjunction with the relevant Director will make a risk assessment and decision on continuing the employment of the staff member.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

**INCUMBENT STATEMENT**

I, \_\_\_\_\_ have read, understand and accept  
*(please print name)*  
the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:  Yes  No