



POSITION DESCRIPTION

DESIGNATION:	REGISTERED NURSE DIVISION ONE-GRADE 3. (Associate Charge Nurse).
QUALIFICATION:	Certificate in Nursing or Bachelor of Health Science (Nursing) or other relevant qualification.
CLASSIFICATION:	RN G3A Y1 YT11
HOURS OF DUTY:	As negotiated.
RESPONSIBLE TO:	Unit Manager.
DATE:	June 2017
TERMS AND CONDITIONS:	In accordance with the determination of the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020

KEY SELECTION CRITERIA:

ESSENTIAL

- Registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse in the State of Victoria and holding a current practising certificate.
- At least one years experience as a Division One Registered Nurse.
- The demonstrated ability to work in a clinical role in the Acute, Urgent Care Centre and Aged Care environments and apply contemporary knowledge and evidence based practice.
- Demonstrated high level of inter-personal skills with the ability to effectively liaise with consumers, the community, all service providers and other agencies.
- Commitment to a team approach and the ability to work as part of a team as well as independently.
- Demonstrated effective written and verbal communication skills including report writing skills.
- A satisfactory police check.

DESIRABLE:

- Holding or working towards post graduate qualifications.
- A current Victorian Drivers License.

POSITION PROFILE:

- To assess care needs, plan and provide safe, quality nursing care in accordance with relevant standards, legislation and regulations.
- To promote an environment of continuous improvement by maintaining professional nursing standards and implementing evidenced based practice in a learning environment.

RESPONSIBILITIES OF THE POSITION:

- To assume In Charge responsibilities of the Hospital in the absence (over meal breaks) of the Nurse in Charge/Unit Manager.
- To assist in the planning, delivery, documentation (including ACFI documentation) and evaluation of quality nursing care in consultation with the other service providers, the patient/resident and carers.
- Provide clinical supervision, mentoring and leadership for RN Div 1 Grade 2, RN Graduate Nurses and Enrolled nursing staff.
- Conduct performance development reviews for RN Div 1 Grade 2 and Enrolled nurses when required.
- Participate in the Portfolio activities such as Infection Control, OHS, Emergency Care, Policy Development and ACFI and Care Planning as required.
- Provide effective communication with patients, residents, carers and other health care providers to optimise care and report any relevant issues to the Nurse in Charge/Unit Manager.

OTHER RESPONSIBILITIES:Administration

- Maintain client records, ensuring timely accurate assessment, care planning and documentation, while maintaining privacy, confidentiality, security and access in line with legislative requirements.
- Complete filing and documentation as required on each individual shift.

Professional:

- Act within the professional code of conduct and legal requirements and ensure nurses comply with the Nursing and Midwifery Board of Australia Code of Ethics

and Code of Professional Conduct for Nurses in Australia, and the requirements of Australian Health Practitioner Regulation Agency and IDHS Policies and Procedures.

- Attend and participate in interdisciplinary, multidisciplinary health service staff meetings as required.
- Promote Inglewood & Districts Health Service within and external to the organisation.
- Assist students on placement with clinical practice, mentoring and preceptoring.

Educational:

- Attend and participate in the planning of in-service and continuing education programs for nursing and other staff.

Professional Development

- An ongoing commitment to and participation in relevant professional development is expected and should be demonstrated at Performance Development Review.

Mandatory Education / Competencies required for this position:

- All mandatory competencies must be completed through elearning or in person by June each year.

Clinical	Basic life Support	Medication Competency	Blood Safe	ALS
Infection Control	Hand Hygiene	ANTT	AMS	
HSE	OH&S Policy & Systems	Manual Handling	Fire Training	Compulsory reporting (Elder abuse, Child Safe)
Documentation	MANAD	VHIMS	IPM	

Infection Control

- Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. This can be achieved by all staff adhering to the policies and procedures as set out in the Infection Control Manuals.

Quality Improvement

- Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards (Evaluation and Quality Improvement Program) model and Aged Care Accreditation and HACC Community Care Common Standards as relevant.

Occupational Health & Safety.

- Each employee is responsible for taking reasonable care for their own health and safety and for the health & safety of anyone else who may be affected by their acts or omissions at the workplace. Employees agree to comply with any action taken by the employer to comply with any requirements imposed by or under the Occupational Health & Safety Act (2004).

Confidentiality

- Each employee must comply with the rules of confidentiality relating to hospital patients, nursing home or hostel residents, or clients of any community health service as a breach of confidentiality will result in disciplinary action and/or dismissal from the health service.

Privacy Principles.

- Each employee must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.

Performance Appraisal

- Performance Development Review to be completed 3 months after employment, then at 12 months and thereafter annually. This appraisal must be discussed with and signed by the Staff member.

Specific Conditions:

- The Director of Nursing & Community Services reserves the right to negotiate amendments to this position description with the incumbent in accordance with the changing needs of the health service. The position is subject to a three-month probationary period

Signature:.....

Date:

Supervisor:.....

Signature:.....

Date: