

POSITION	Registered Nurse Grade 2
REPORTS TO	Nurse Unit Manager
AWARD	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
CLASSIFICATION	Registered Nurse Grade 2 Year 2-10
EMPLOYMENT STATUS	As per contract
HOURS PER FORTNIGHT	As per contract
REVIEWED	September 2018

INGLEWOOD & DISTRICTS HEALTH SERVICE

Inglewood & Districts Health Service (IDHS) is a holistic health service nestled in the peaceful rural hamlet of Inglewood in country Victoria. With a population of 800 people, the town features a charming historic streetscape with many notable gold rush buildings, a modern pharmacy, banks, post office, supermarket, excellent wineries, and bowls and golf clubs. Inglewood is a 45km drive away from the bustling, Central Victorian town of Bendigo which is also easily accessible by public transport. This makes Inglewood a very attractive option for those wanting a rural lifestyle while having access to all the facilities and services of a large regional centre.

IDHS is situated in the Shire of Loddon and provides services to more than 5,500 residents in the communities of Bridgewater, Inglewood, Korong Vale, Newbridge, Serpentine, Tarnagulla, Wedderburn and surrounding townships.

All IDHS facilities are conveniently located on one site – Urgent Care Centre, community health and hospital and residential aged care (hostel and nursing home). IDHS also offers a diverse range of services including diabetes education, community and district nursing, counselling and cardiac rehabilitation, planned activity groups, volunteer and strength training programs.

IDHS has strategic alliances with a range of hospitals, health services, health alliances and government bodies.

OUR VISION

Excellence in Health Care now and the future

OUR MISSION

Providing Quality Health Services, supporting and enhancing community wellbeing

OUR VALUES

- Care
- Respect
- Choice
- Equality

OUR COMMITMENTS

- We encourage and assist our clients to achieve life-long health and wellbeing.
- We respect each individual's rights, needs and choices including the right to refuse treatment.
- We provide equality of access to services.
- We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.
- We seek to achieve quality health outcomes.
- We provide a safe and supportive environment for staff and others.
- We encourage the personal and professional development of staff.
- We encourage participation by all members of the community in planning, implementing and evaluating service delivery.
- We facilitate partnerships with other service providers.
- We support and encourage a culture of Continuous Improvement across the organisation.

THE POSITION

A Registered Nurse is responsible for the safe and efficient delivery of nursing care to patients, clients, residents and their significant others within an interdisciplinary team. It is expected a Registered Nurse will work within their scope of practice and demonstrate a comprehensive level of assessment, care planning, practice and evaluation in the provision of person centred care.

A Registered Nurse practices independently and interdependently assuming accountability and responsibility for their own actions and delegation of care to enrolled nurses and health care workers. Delegation takes into consideration the education and training of enrolled nurses and health care workers and the context of care.

<u>KEY RESPONSIBILITIES AND DUTIES</u>	<p>Provision of person centred care</p> <ul style="list-style-type: none">• Undertake comprehensive assessment on admission, at the beginning of each shift and at times of clinical change• Undertake care planning for patients, clients, residents based around their needs, goals, wishes and values and encompassing the physical, psychosocial, cultural and spiritual dimensions• Deliver a comprehensive level of care to a case load of patients, clients, residents in line with their care plan• Monitor, evaluate and review goals of care with the patients, clients, residents• Practices appropriate and defensible documentation• Ensures relevant clinical information is communicated in a timely and confidential manner• Engage in discharge and transfer planning, ensuring the patients, clients, residents and significant others are informed and ready <p>Critical thinking and analysis</p> <ul style="list-style-type: none">• Base practice on evidence and challenge tradition• Contribute to research, evaluations and quality activities• Undertake a portfolio in the work area
---	---

	<ul style="list-style-type: none"> • Precept/coach students and new staff in the delivery of person centred care • Engage in reflective practice <p>Collaborative and therapeutic practice</p> <ul style="list-style-type: none"> • Develop sound therapeutic partnerships with patients, clients, residents • Demonstrate a sound level of skill in communication • Provide information to patients and significant others in line with their needs and capacity • Ensure that care is provided in a safe environment by assessing risk, planning interventions and promptly reporting risk/problems • Work positively and productively with staff from all areas of the health service • Keep up to date and follow organisational policy, procedures and guidelines <p>Professional practice</p> <ul style="list-style-type: none"> • Work within a legal and ethical framework • Take responsibility to ensure a comprehensive level of practice knowledge in the area of clinical practice • Work within own scope of practice • Work under direction from senior staff • Provide evidence of CPD and comply with be audits conducted by AHPRA • Adhere to the Australian Nursing and Midwifery Council (ANMC) Code of Ethics for Nurses in Australia and the ANMC Code of Professional Conduct for Nurses in Australia
<p><u>KEY SELECTION</u> <u>CRITERIA</u></p>	<p>Essential</p> <ul style="list-style-type: none"> • Current AHPRA Registration as a Registered Nurse in the State of Victoria • Understanding of the concept of person centred care • Demonstrated ability to work collaboratively in a clinical role in the Acute, Urgent Care and Aged Care environments and apply contemporary knowledge and evidence based practice • A commitment to the process of quality improvement and accreditation • Demonstrated high level of inter-personal skills with the ability to effectively liaise with patients, clients, the community, 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 preparedness to engage in precepting/coaching students and new staff

	<p>Desirable</p> <ul style="list-style-type: none"> • Evidence of ongoing Clinical Practice Development • A current Victorian Driver's License
<p><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></p>	<p>Workplace Health & Safety</p> <p>IDHS is committed to the provision and maintenance of a healthy and safe workplace with the notion of "safety always" underpinning all its activities. Staff are encouraged to actively promote the behaviours, values and attitudes that are supportive of a culture of safety, with each staff member being required to take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others who may be affected by their actions. All staff are required to adhere to organisational workplace health and safety policies and procedures and participate in safety related education and evaluation activities.</p> <p>IDHS recognises the integral role of each individual in the promotion, development and maintenance of its culture of safety.</p> <p>Compliance with Policies and Procedures</p> <p>All IDHS's policies and procedures are set out in its clinical and managerial policy manuals located on PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.</p> <p>Person Centred Care</p> <p>Person Centred Care (PCC) is a philosophical approach to how we provide care to patients, clients, residents and interact with other customers, including staff of IDHS. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of IDHS are required to adhere to these principles.</p> <p>Risk Management</p> <p>IDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.</p> <p>Performance Appraisal</p> <p>A performance development and review process will be carried out six (6) months after commencement of employment and thereafter on a regular informal basis and on a formal basis annually. This is to ensure</p>

staff satisfactorily progress towards their Key Performance Indicators (KPIs). The Performance Appraisal will be based on successful outcomes of the KPIs, this Position Description and the policies and procedures of the IDHS. The performance appraisal must be discussed with and signed by the staff member.

Quality Improvement

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards model, Aged Care Accreditation and/or HACC Community Care Common Standards as relevant to their areas of practice.

Employment Principles

IDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

Code of Conduct

The Victorian Government's Code of Conduct is binding on all IDHS staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the staff member's employment agreement and will be dealt with under IDHS's Disciplinary Policy/Procedure.

Infection Control

Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, 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.

Confidentiality

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

Privacy Principles

Each staff member must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.

QUALIFICATIONS

Essential

	Bachelor of Nursing or equivalent				
	Desirable				
	Post graduate clinical qualification				
<u>MANDATORY EDUCATION / COMPETENCIES REQUIRED</u>	Clinical	Basic life support	Medication competency	Blood safe	Advanced life support
	Infection Control	Hand hygiene	ANTT	AMS	
	HSE	OH&S policy and systems	Manual handling	Fire training	Compulsory reporting (elder abuse, child safe)
	Documentation	MANAD	VHIMS	IPM	PROMPT
<u>ADDITIONAL INFORMATION</u>	<ul style="list-style-type: none"> • All IDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association. • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at IDHS's discretion and activities may be added, removed or amended at any time. • To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle. • The successful applicant will be required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions. 				

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Staff Member's Name (please print) _____

Staff Member's Signature _____ Date _____

Manager's Name (please print) _____

Manager's Signature _____ Date _____

CEO Name (please print) _____

CEO Signature _____ Date _____