

		<b>West Wimmera Health Service</b> P.O. Box 231 NHILL, VICTORIA 3418 Telephone: 5391 4222 Facsimile: 5391 4228	
<b>Position</b>	<b>REGISTERED NURSE</b>		
<b>Location</b>	West Wimmera Health Service	<b>Reports to</b>	Director of Nursing or Nurse Unit Manager
<b>Award</b>	Nurses and Midwives (Victorian Public Health Sector) Enterprise Agreement 2016 – 2020.	<b>Level</b>	Dependent on experience and entry level
<b>Effective Date</b>	April 2018	<b>Next Review</b>	April 2021
<b>Position Overview</b>	To provide the appropriate and efficient delivery of nursing services. To achieve the standard of patient care required by AHPRA regulations and policies in line with the philosophies and objectives of the unit and the Clinical Division within the West Wimmera Health Service.		
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>▪ Provision of quality, safe and efficient care</li> <li>▪ Professional Development and Practice</li> <li>▪ Adaptable behaviours</li> <li>▪ Technical Skills</li> <li>▪ Communication</li> </ul>		
<b>Liases with</b>	<b>Internal:</b> All staff and Visiting Medical Officers <b>External:</b> Community, organisation staff, external consultants, customers		

**POSITION RELATIONSHIPS:***Responsible To*

Executive Director of Clinical Services

*Responsible To*

Clinical Operations Manager

*Reports To*

Director of Nursing / Nurse Unit Manager

*This Position*

Registered Nurse

**KEY RESPONSIBILITIES:**

- To support the organisation to deliver quality services.
- To continuously improve health service delivery through effective management
- Effective Human Resource management
- To enhance organisational corporate capability and culture
- To strengthen relationships with customers to enhance the image of the Service.

**STATEMENT OF DUTIES:**

<b>DutyNo</b>	<b>Details</b>
<b>1.0</b>	<b>LEADERSHIP</b>
1.1	Assist the manager of the unit to co-ordinate all services in the ward complex.
1.2	Assist to develop and implement objectives for nursing services within the unit, ensuring that normalisation is implemented.
1.3	Assist with the planning and implementation of the Nursing and West Wimmera Health Service Quality Activity Programmes, including participation in preventative maintenance programs.
1.4	Identify and make recommendations for minor works projects relative to the area.
1.5	Develop in conjunction with the DON/UM strategies for implementation of changes to service provision, reflecting external requirements/standards.
1.6	Acts as a mentor for new nursing staff, undergraduates and graduate nurses.
<b>2.0</b>	<b>PROFESSIONAL PRACTICE</b>
2.1	Actively participate in the delivery of direct care to patients. Care is given within the nursing resources available (for example patient / resident lifting machines), according to the nurse's experience and ability and individual patient needs.
2.2	Ensure that approved nursing, West Wimmera Health Service policies and procedures are maintained and regularly reviewed.
2.3	Initiate, maintain and promote nursing research, which will ultimately improve the quality of nursing care provided.
2.4	To advise and monitor on the development of policies and procedures that ensure that standards relating to the office are met.
2.5	Using a formulated Nursing Care Plan, collates data, and oversees the development for individual, planned care for patients.
2.6	Conduct daily staff conferences to monitor progress of patients including identifying problems, re-allocating nursing resources and altering care as appropriate.
2.7	Conduct overall supervision and guidance in the day-to-day activities of the shift, including instruction in the philosophical, policy making and clinical aspect of the staffing role in accordance with modern nursing practice.
2.8	Encourage staff to participate in appropriate professional activities.
<b>3.0</b>	<b>PERSONNEL MANAGEMENT</b>
3.1	Assist the DON/UM in the effective application and utilisation of nursing resources within EFT allocation and budget parameters via the management of the roster.
3.2	Observe performance of Registered Nurses, Enrolled Nurses, and assist the DON/NUM with staff appraisals as requested.
<b>4.0</b>	<b>QUALITY</b>
4.1	Ensure all documentation is completed correctly within legal and policy guidelines.
4.2	Assist with the implementation of Quality Activity Programmes, including participation in preventative maintenance programs.
4.3	Updates records and statistics in accordance with Commonwealth Department of Community Services and Department of Human Services policies.
<b>5.0</b>	<b>COMMUNITY INVOLVEMENT</b>
5.1	Endeavour to interpret the aims and ideals of the acute ward complex, through talks and participation in community affairs.
5.2	Co-operate fully with volunteer groups associated with the West Wimmera Health Service and

	other interested groups in the community.
5.3	Provide guidance to young people participating in nurse work experience programs.
<b>6.0</b>	<b>SAFETY AND RISK MANAGEMENT</b>
6.1	Adhere to mandatory compliance elements e.g. CPR, No-lift, and Fire Evacuation.
6.2	Identify and implement measures for patients, visitor and staff safety within the unit, using the guidelines of Work Cover and the OH&S representative as related to the Occupational Health Safety Act 2004 and associated regulations.
6.3	Ensure you are aware of the West Wimmera Health Service's emergency procedures.
6.4	Maintain a level of clinical skills appropriate to direct and assist other nursing staff, and to affect nursing intervention in patients problems where required.
6.5	Assist in orientation of new personnel.
6.6	Participate as required in regular checking programs to ensure that all equipment is in good working order, identifying and recommending repairs/replacements as required.
6.7	Ensure that all risks are identified and reported to the DON/UM so they can be put on the WWHS Risk Register and are implemented expeditiously
<b>7.0</b>	<b>COMMUNICATION</b>
7.1	Ensure that a Registered Nurse accompanies Medical Officers during consultation with the patients relaying relevant information to the doctor regarding patients' condition, anxieties and perceptions.
7.2	Communicate directly with patients and relatives, providing relevant information regarding the patients' condition, treatment and future care, encouraging their participation in patients' care.
7.3	Disseminate information to other health care workers to facilitate a team approach to patients' care.
7.4	Liase with other West Wimmera Health Service departments (for example Social Worker, Occupational Therapy, Maintenance) promoting good working relationships.
7.5	Recognise need and takes action for counselling patients, relatives, and caregivers (for example, using Social Workers, ministers of religion, community support groups).
7.6	Attend relevant meetings with peers and committees.
7.7	Strengthen and develop relationships with customers and departments to ensure business viability and opportunities are identified.
7.8	Promote good communications within both the hospital and the community through the Clinical Care Division.
<b>8.0</b>	<b>APPRAISAL</b>
8.1	Initial appraisal – 6 months after appointment Thereafter – 12 monthly.

**SELECTION CRITERIA:**

**KEY SELECTION CRITERIA:**

1. Registered Nurse with a current AHPRA Registration.
2. Excellent interpersonal, communication and organisational skills.
3. Excellent analysis, reporting and writing skills.
4. Excellent computer skills.
5. Demonstrated experience in Quality Improvement Principles.
6. Demonstrated experience in Information Management.
7. Excellent understanding of EQuiP criteria (*acute and community care facilities*)
8. Excellent understanding of iCare, ACFI and Aged Care Standards (*aged care facilities*)

**DESIRABLE SELECTION CRITERIA:**

1. Hold or working towards a tertiary qualifications in management.

**SPECIALISED EQUIPMENT OPERATED:**

- Patient / Resident Lifting Machines, Medication Trolleys, Patient / Resident Beds, Wheelchairs, Patient & Resident Chairs & any other types of medical equipment as required.
- Computers, photocopiers, facsimile machines and all other equipment as required.

**CERTIFICATION:**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

**Signature:**

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*Registered Nurse*

**Date:**

**Signature:**

.....  
*Director of Nursing/Nurse Unit Manager*

**Date:**

**Signature:**

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*Executive Director of Clinical Services/Clinical Operations Manager*

**Date:**

