

Position Description

Position Title:	<i>Registered Nurse – Theatre /Day Surgery</i>
Employment Type:	<i>As per contract of Employment</i>
Reports to:	NUM Operating Suite
Enterprise Agreement:	<i>Neerim District Soldiers’ Memorial Hospital Inc. Enterprise Agreement 2020</i>

Position Summary:

The Registered Nurse is responsible to the Nurse Unit Manager (NUM), Associate Nurse Unit Manager (ANUM) and Director of Clinical Services (DCS) for the provision of high quality comprehensive and individualised patient care. The Registered Nurse practices according to their own level of educational preparedness and competence.

Organisation Overview:

Neerim Health (NH) is a regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. The NH has 20 Aged Care and 8 Hospital beds and provides a broad range of services including acute medical and surgical, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

Vision:

To improve the health and wellbeing of our community.

Mission:

Neerim Health is committed to the provision of high quality, integrated health care that meets the changing needs of individuals and our community.

What we value:

Our Customers	Be committed to continuity of care for individuals whilst recognising rights, responsibilities and participation.
Our Community	Be a responsible corporate citizen and neighbour in caring for our community and environment.
Our Staff	We are committed to our staff’s wellbeing and ongoing development.
Leadership	Be a role model in the planning and delivery of health services.
Improving Performance	Ensure continuous quality improvement.

Organisational Structure:

The Registered Nurse will report to the Nurse Unit Manager.

The Registered Nurse will be required to liaise with:

Externally: Patients and their family/carers

Internally: Nursing staff and Visiting Medical Officers

Qualifications/Experience:

Mandatory:

1. Registered Nurse Division 1 – APHRA registered in Victoria
2. Strong verbal and written communications skills.

Desirable:

3. Experience in Perioperative Area/Day Surgery
4. Commitment to post graduate studies within the next 3 years
5. Excellent time management skills and the ability to manage many different demands and work priorities.

Key Selection Criteria:

Key Competencies:

1. Successful completion of a recent Graduate Nurse Program
2. Demonstrated skills and experience in the Perioperative environment or Surgical Services
3. Advanced problem solving, and time management skills
4. Strong personal ethics, committed team player and dedicated approach to nursing
5. Commitment to continuous quality improvement

Personal Attributes:

1. Well-developed communication, interpersonal, critical thinking and problem-solving skills.
2. Commitment to providing a customer focussed service.
3. Ability to use initiative.
4. Capacity and willingness to be flexible and adaptable.
5. Commitment to corporate vision, mission, values and agreed critical strategies.

Organisational responsibilities:

1. Perform duties within the context of NH philosophy, values and policies and procedures
2. Acknowledge and respect the diversity in the nature of our residents, patients and clients and the many aspects of their lives – physical, psychological, spiritual and social
3. Work as per your contract of employment, relevant Award / Agreement and agreed roster
4. Read and understand all policies and procedures including all revised policies and procedural documents
5. Understand and work within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation

6. Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Aged Care Act, Privacy Act, Health Records Act
7. Follow the objectives of the strategic and operational plans as directed by the CEO

Position responsibilities:

Clinical Care

1. Provide high quality patient/ care in partnership with patients and their significant others, and other members of the multi-disciplinary team.
2. Assume responsibility for direct nursing care in accordance with the model of care of the unit and National Safety & Quality Healthcare Standards.
3. Practice in accordance with the relevant standards prescribed by the APHRA and NH Clinical policies and procedures.
4. Incorporating principles of ethical decision making and using evidence based practice, formulate, implement and evaluate patient care plans.
5. Recognise changes in the patient's condition, take necessary action and document variation in the plan of care.
6. Recognise and report adverse events and incidents to Nurse Unit Manager or delegate.
7. Starting from the initial episode of care, develop an effective discharge plan that reflects the need of the patient/resident and significant others.

Customer Service/Patient or Resident Safety and Comfort

8. Ensure customer safety and comfort
9. Facilitate and maintain effective communication with patients
10. Identifies and reports to NUM & ANUM ways to improve service delivery to patients
11. Ensure patient/ care is of high standard and promotes safety, comfort, dignity, privacy and choice.
12. Ensure patient/ care is of high standard and promotes safety, comfort, dignity, privacy and choice.
13. Plan, implement and evaluate care to meet needs of individual patients

Documentation and Shift Administration

14. Ensure the optimal use of all resources within the unit to provide patient centred care.
15. Check equipment required for each shift and report faulty equipment.
16. Adhere to relevant documentation systems and ensure high standard of completed documentation.
17. Utilise information technology effectively to support role

Improving Performance

18. Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.
19. Actively contribute to improving performance.
20. Implement Accreditation Standards and other relevant Standards within the Unit.
21. Maintain knowledge of the relationship between quality improvement, risk management and incident forms, and ensure all incidents, near misses, hazards, etc. are reported
22. Contributes to the implementation and evaluation of quality systems

Regulatory Compliance

23. Ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.
24. Comply with the nursing professional code of ethics and conduct.
25. Demonstrate professional practice in accordance with ARHRA standards for the Registered Nurse.
26. Completion of applicable annual mandatory training requirements:
Basic Life Support, No –Lift, Manual Handling, Fire & Evacuation, Infection Control-hand hygiene, Annual Clinical Competency and Asepsis
27. Implement the standards of health and safety and comply with OH&S legislative employee requirements.
28. Report workplace injuries to Nurse Unit Manager/DCS
29. Identify and report clinical risks to NUM or delegate
30. Ensure NH policy and procedures are implemented.
31. Comply with relevant legislative Acts, e.g. OH&S Act 2004, Drugs, Poisons and Controlled Substances Act 1981.
32. Report concerns/breaches to Nurse Unit Manager /DCS
33. Compliance with Infection Prevention and Control requirements including Pandemic Planning and management Undertakes campus Infection Control activities.
34. Comply with employee relation legislation and NH Code of Conduct requirements.
35. Report concerns/breaches to Nurse Unit Manager/CSD

Team Work

1. Function as a team member consistent with the policies and procedures of the Health Service.
2. Achieve teamwork through effective collaboration and communication processes, recognise roles of, and collaborate with team members in the wider health care team.
3. Complete delegated work tasks effectively and appropriately.
4. Recognise and seek assistance from appropriate staff members when tasks fall outside of ability.
5. Contributes to the orientation and welcoming of new staff to the unit and the team.
6. Contributes to the teams through committee membership or supporting colleagues fulfilling committee membership.

Specialist Knowledge

7. Ensure provision of care services that meet the individual needs of the patient
8. Ensure clinical care meets the individual social, spiritual, cultural and physical needs of patients.
9. Completes assessment, planning, implementation and evaluation to maximize individual care for each patient
10. Promote and respect the rights of all patients

Professional/Personal Development

11. Commit to ongoing education and personal development.
12. Negotiate clinical learning objectives with the NUM/DCS
13. Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.
14. Maintain current professional knowledge and skills relevant to the position

Performance Appraisal:

A self-appraisal of professional work performance will be completed in each rotation, identifying learning needs. Self-appraisal to be discussed with/conducted by relevant Nurse Unit Manager in consultation with the Clinical Services Director.

Personnel Reporting to this position:

1. Nil

Annual Operating Expenditure:

2. Not applicable

Personnel Responsibilities:

- Ensure compliance with all relevant legislation, regulatory requirements, professional standards, and guidelines.
- Demonstrate professional practice in accordance with ARHRA standards for Registered Practitioners.
- Comply with relevant legislative Acts, e.g. OH&S Act 2004, Drugs, Poisons and Controlled Substances Act 1981.
- Completion of applicable annual mandatory training requirements
- Maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and externally.
- The employee is required to adhere to NH Code of Conduct.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Effectively engage with people and communities from Aboriginal and Torres Strait Islander and cultural and linguistically diverse backgrounds.
- To participate in an annual performance appraisal every twelve (12) months.
- Compliance with Infection Prevention and Control requirements including Pandemic Planning and management.

Conditions of Employment:

- Salary and conditions are in accordance with your individual employment agreement and the NH EBA.
- Remuneration Packaging is available in accordance with current legislation.
- NH operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.
- Effective risk / quality management is a core competency expected of everybody involved at NH

- Under the relevant State and Commonwealth legislation all applicants are required to undergo a National Police Check and a Statutory Declaration is required for any staff working in aged care.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: _____ Date: _____

Signature: _____