
Role **Registered Nurse**

Date: January 2019

Classification: YP XX

Employment Status: Full Time/ Permanent Part Time/ Casual

Conditions: **NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) ENTERPRISE AGREEMENT – 2016- 2020**

Our Vision: We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Our Strategic Principles:

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

Our Values:

- Respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

Position Purpose: To assist the organisation to meet its strategic and operational objectives in relation to Person Centred Care.

The Registered Nurse role will contribute to:

- Support and promote activities that are consistent with the Nature and Directions of Beechworth Health Service.
- In the absence of the Nurse Unit Manager or Assistant Nurse Unit Manager, undertake those duties needed for efficient use of resources that contributes to quality of care of clients.
- Act as a clinical resource, supervisor and role model in clinical practice for Enrolled Nurses, Personal Care Assistants and other care givers.
- Assess, plan, implement and evaluate patient/resident/client care with and in collaboration with other members of the health team. Involve the patient/resident/client or their representative.

Qualifications and Experience:

- Current registration with AHPRA as a Registered Nurse
- Competent with the Australian Nursing and Midwifery Accreditation Council (ANMAC) Standards.
- Knowledge of current back care/no lift programs and other OH & S issues common to acute nursing.
- Current BLS qualifications.
- Experience in palliative care.
- Experience in rural/remote health care settings.
- Wound Care Management
- Favourable police check
- Current First Line Emergency Care (FLEC) / ALS qualifications or equivalent – Acute Unit.

Key Relationships

Reports to: • Director of Clinical Services through the Nurse Unit Manager

Supervises: • Graduate Registered Nurses, Enrolled Nurses, Personal Care Workers

Internal Liaisons:

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents

External Liaisons:

- Community members
 - Department of Health
 - Department of Health and Aging
 - Accreditation Agencies
 - Beechworth Surgery
 - Beechworth Pharmacy
 - Consumers
 - Other Health Services
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Key Responsibilities:**Quality**

- Participate in the leadership of quality and improvement at BHS
- Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
- Participate in Infection prevention and control and No Lift programs as appropriate to the role
- Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
- Actively participate in review of policies and procedures as required.
- Actively participates and contributes to portfolio activities within the Unit.
- Actively participated in quality activities including accreditation.
- Actively participates in relevant meetings and forums.
- Maintain appropriate documentation to support patient, client and resident care

Experience

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
- Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS

Workforce

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery
- Actively involved in the supervision of students on the unit, encouraging a culture of mentorship.

Relationships

- Liaise with managers and assist problem solving to deal with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.

Sustainability

- Manage the use of BHS resources efficiently and effectively within the scope of the role
 - Contribute to a culture that promotes the BHS Values
 - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
 - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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Risk Management:

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management BHS policy/framework
- Employ risk management principles and practices in day-to-day duties and functions
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

Occupational Health & Safety:

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
- Attend training programs designed to monitor and protect the health of staff in their workplace
- To report to your Manager:
 - Unsafe equipment , work practices or conditions
 - Any incidents, near misses, injuries, or illnesses.
 - Potential Hazards
 - Damage or defects to Beechworth Health Service equipment or property

Accountability and Extent of Authority:

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role
 - To provide a Person Centred focus to client care.
 - Undertaking the role in accordance with legislative and funding obligations
 - Undertaking the duties of the role in accordance with BHS policies
 - Operate in accordance with Beechworth Health Service's delegated authority
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A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Appendix 1: Statement of Priority accountabilities <2018-2019>

Statement of Priorities <2018-2019>

Key areas of responsibility / Value Themes	BHS Service Plan / Strategic Plan / Statement of Priorities Accountability
Quality	Participate in Quality Activity, data collection and auditing as relevant to department
Experience	Completion of Mandatory competencies.
Workforce	Attend and participate in 4 unit meetings a year
Relationships	Attitude and behaviour are consistent with the organisational values at all times.
Sustainability	Actively be involved in Portfolio activities within the unit.