

# Position Description



<b>Position Title:</b>	Registered Nurse
<b>Department:</b>	Acute & Residential Aged Care
<b>Position Commencement Date:</b>	
<b>Relevant Industrial Award:</b>	<i>Victorian Nurses and Midwives (Victorian Public Sector) Enterprise Agreement 2020-24</i>
<b>Classification</b>	<i>Registered Nurse</i>
<b>Employment Type:</b>	Part-time
<b>Performance Review:</b>	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 3-6 months from commencement.

## Health Service Overview

Hesse Rural Health is a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Care Packages, Planned Activity Groups, Facilitated Play Groups and Occasional Child Care. Services operate from sites at Winchelsea, Beac, Rokewood and Bannockburn. Hesse provides a community based, multi-disciplinary team approach to the identified health needs of the population and aims to promote the wellbeing of the rural community it serves.

## Position Summary

The Registered Nurse is responsible for the provision of quality, holistic; evidence based nursing care for the patients and residents of Hesse Rural Health across the care continuum. The position is based within the residential and acute care facility in Winchelsea. Working in a multidisciplinary, three tiered care staff structure the Registered Nurse will communicate and work effectively with the nursing and care team which includes nursing, personal care, allied health, medical practitioners and administration staff.

Hesse Rural Health promotes and follows a person centred care philosophy with patients/residents and their carers actively involved in care decision making and planning, the registered nurse is responsible for ensuring the inclusive approach is supported by all staff.

Available shifts are Morning (0700 – 1530), Afternoon (1400 – 2230) and Night Shift (2200 – 0730)

## Organisational Relationships

**Reports to:** Associate Nurse Unit Manager/Grade 5 Nursing Supervisor – *on a per shift basis*

Nurse Unit Manager

**Accountable Manager:** Director of Clinical Services

<i>Liases with:</i>	Direct Care staff, Support Services, Allied Health, Administration, Maintenance
<i>External Stakeholders:</i>	Health professionals, including GPs, families and carers, contractors
<b>Specialist Skills, Knowledge, Roles &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To ensure safe and appropriate patient and resident care through effective leadership, collaborative practice and mentoring of Enrolled Nurses and Health Care Workers.</li> <li>• Provide assessment and nursing care for patients presenting to the Urgent Care Service.</li> <li>• To undertake the functions required for the admission, comprehensive health assessment, care planning, care interventions and discharge planning of sub-acute hospital inpatients.</li> <li>• To undertake the functions required for the appropriate admission, comprehensive health assessment, care planning, care interventions and discharge/transfer of aged care residents.</li> <li>• To undertake functions required for assessment, administration and management of medication for patients and residents.</li> <li>• Provide exemplary levels of care at all times and Identify and report any practices that may constitute substandard care.</li> <li>• To promote a person/client centred model of nursing practice ensuring that client needs and wishes are of the highest priority.</li> <li>• To be responsible for the effective communication of all patient and resident related information to care staff and members of the multidisciplinary team.</li> <li>• To be a solution focussed active participant in organisational team meetings and forums.</li> <li>• To participate in clinical, quality and risk management incident investigation and implement actions as necessary.</li> <li>• To take pro-active approach to personal professional development and to maintain a continuous nurse education portfolio in line with APHRA regulations and HRHS mandatory education program.</li> <li>• To ensure current knowledge of APHRA regulations, AMNC competencies, Drugs, Poisons &amp; Controlled Substances Regulation, Aged Care Standards, infection control and other relevant standards, guidelines and practices.</li> <li>• To provide specialised nursing services in the areas of wound care, palliative care, diabetes management and pain management.</li> <li>• To maintain open and collaborative communication with Visiting Medical Officers/GPs, allied health practitioners and other members of the multidisciplinary care team.</li> <li>• Be responsible for the application of contemporary practices to all work undertaken.</li> <li>• Read, understand and work in accordance with the HRH Clinical &amp; Quality Governance Framework</li> </ul>	
<b>Other Relevant Requirements</b>	
<ul style="list-style-type: none"> <li>• Employment is subject to a satisfactory national Police Check and Working with Children Check.</li> <li>• All staff must complete a Statutory Declaration in keeping with the requirements of the <i>Aged Care Act 1997</i> relevant to any spent convictions for murder or sexual assault.</li> <li>• Persons who in the course of their duties are required to drive a HRH vehicle, must provide</li> </ul>	

<p>a copy of their current driver’s license. Loss of license or any license infringement must be reported to management immediately.</p> <ul style="list-style-type: none"> <li>• The completion of a pre-existing injury or illness declaration is a requirement prior to appointment.</li> <li>• All employees of HRH are bound to work according to: the policies and procedures of HRH, the relevant industrial agreements and Fair Work Act that provides the terms and conditions of the appointment, any Scope of Practice and professional codes of conduct relevant to the professional role, the HRH Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees.</li> <li>• Immunisation for seasonal influenza is mandatory for all employees without documented medical contraindications.</li> </ul>
<p><b>Key Selection Criteria</b></p>
<ul style="list-style-type: none"> <li>• Bachelor of Nursing or equivalent</li> <li>• Registration with APHRA</li> <li>• Experience in the provision of nursing care within a residential aged care setting desirable</li> <li>• Experience in the provision of acute/sub-acute medical and/or rehabilitation nursing desirable</li> <li>• Experience in palliative care nursing desirable</li> <li>• Commitment to the client centred models of practice</li> <li>• Effective interpersonal skills and the ability to work within a team environment.</li> <li>• Effective time management and leadership skills</li> <li>• Current Victorian Driver’s License</li> </ul>
<p><b>Organisational Values</b></p>
<p><i>INNOVATION - embracing new ideas that lead to success</i></p> <p><i>INTEGRITY- be open and honest and do the right thing for the right reasons</i></p> <p><i>CARING - displaying kindness and empathy</i></p> <p><i>ACCOUNTABLE- taking responsibility for our own actions</i></p> <p><i>RESPECT- value the rights and wishes of others</i></p> <p><i>EXCELLENCE- committed to being the best</i></p>
<p><b>Occupational Health and Safety</b></p>
<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Comply with safety instructions in their work environment and to familiarise themselves with OHS procedures.</li> </ul>

<ul style="list-style-type: none"> <li>• Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup.</li> <li>• Take care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.</li> <li>• Seek guidance about new or modified work procedures.</li> <li>• Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager.</li> <li>• Undertake responsible people management taking into consideration their health and safety and support the actions contained in HRH OHS policies.</li> </ul>
<b>Infection Control</b>
<p>An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. all staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisations infection control prevention policies and procedures at all times. Hesse's provides an immunisation program that follows the recommendations of the Australian Immunisation Handbook and is relevant to the duties and responsibilities of the workers role.</p>
<b>Education</b>
<p>HRH is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.</p>
<b>Mandatory Competencies</b>
<p>All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.</p>
<b>Health and Wellbeing</b>
<p>The health and wellbeing of employees is a priority for HRH and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.</p>
<b>Confidentiality</b>
<p>Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of HRH. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.</p>
<b>Quality and Risk Management</b>

- Provide high quality care in services delivered as a priority.
- Utilise a partnership approach with consumers to build effective relationships and respect client rights for choice.
- Go beyond compliance to pursue excellence in care and services.
- Speak up and raise concerns and issues, promoting a culture of transparency.
- Share information and learnings regarding clinical safety.
- Regularly update their skills and knowledge to provide and support the best care and services possible.
- Understand and work to achieve quality compliance obligations in line with standards set by the organisation and by external quality regulators such as the National Safety and Quality Health Service Standards and Aged Care Quality and Safety Commission.
- Actively monitor and improve the quality and safety of their care and services.
- Practice in culturally safe and appropriate manner respectful of diverse populations.
- Contribute to a culture of safety, transparency, teamwork and collaboration.
- Support and promote a culture of safety and quality.

**Special Requirements**

None noted.

**Incumbent Statement**

I, \_\_\_\_\_ have read, understood and accept the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:            Yes    No

Manager Authorisation:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_