



POSITION DESCRIPTION

Name:	Lois Foley
Commencement / Last Date Reviewed:	April 2018
Reviewed By:	Perioperative Services Manager
EBA:	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020

ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Perioperative Registered Nurse Grade 2	Theatre	Clinical Services	
Location	EBA Classification	Reports To	Professional Accountability
Wangaratta	YP2 - YP11	NUM Perioperative Services	NHW

OUR VISION

To Be Recognised Leaders In Rural Health Care

OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

POSITION PURPOSE

The role of the Registered Perioperative Nurse is seen as that of a practitioner within the clinical domain of the Operating Suite.

The standards under which the Perioperative Nurse practices are seen as building on those of a Registered Nurse.

The Perioperative Nurse performs functions in keeping with outcomes derived from the Australian Confederation of Operating Room Nurses (ACORN), national Nursing Organisations, The Code of Ethics for Nurses in Australia and the Code of Professional conduct for Nurses in Australia



RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
Core Role	<p>The primary activity of the Perioperative Nurse is to maintain and promote a therapeutic environment for the management of the Perioperative patients This includes:</p> <ul style="list-style-type: none"> - To ensure all aspects of nursing practice and delivery of care are consistent with NHW nursing standards - To participate in the "On-call" roster as outlined in the Perioperative "On Call" Guideline - To ensure appropriate planning and documentation for all patients activities - To support communication systems which enhanced patient care delivery and unit functioning - To participate in appropriate research, education and development activities - To maintain standards that are consistent with professional responsibilities <p>KPI for this section</p> <ul style="list-style-type: none"> - Cooperates and works well with others to provide safe and competent patient care - Collaborates and shares information - Shows consideration, concern and respect for the feelings and ideas of others - Accommodates and works well with the different working styles of others - Willing to take direction - Provides hands on assistance and clinical decision making support to others on the ward
Quality and Innovation	<ul style="list-style-type: none"> - Identifies areas where planning and documentation can be improved to facilitate positive patient care outcomes - Participates in interdisciplinary patient care conferences - Participates in Quality Improvement Programs as required - Organises and prioritises care considering individual patients needs and overall unit activities - Ensures continuity of care is provided by liaising with intra-hospital services and relevant community agencies - Respects and promotes an individual opinions and beliefs by practicing in a non-judgemental manner to uphold the patient's rights and dignity - Liaises with all team members prior to and throughout a procedure to ensure timely delivery of holistic care and equipment <p>KPI for this section</p> <ul style="list-style-type: none"> - Complete all required NHW Mandatory Competencies
People Learning and Research	<ul style="list-style-type: none"> - Promotes, supports and participates in unit and hospital education programs including orientation - Participates in, and supports approved research programs within the unit - Participates in annual performance appraisals and identifies learning needs through personal and professional objectives.
Clinical Services	<ul style="list-style-type: none"> - Utilises clinical skills and knowledge to initiate alternative approaches to patient care - Promotes an environment where the patients/family/caregivers response to hospitalisation is integrated into planned nursing care. - Accepts responsibility and accountability for patients assignment consistent with clinical skills. - Integrates theoretical knowledge with clinical expertise to ensure delivery of safe patient care. - Recognises and reports abnormal patient findings/diagnostic data and instigates appropriate nursing actions - Demonstrates a current knowledge of NHW's emergency procedures and updates skills annually. - Demonstrates a working knowledge and understanding of the nursing application for all unit equipment . - Ensures all new team members to the unit are provided with appropriate support and supervision



<p>Employee Obligations- OHS</p>	<ul style="list-style-type: none"> - Participate in the development of a safe and healthy workplace. - Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures. - Co-operate with management in its fulfilment of its legislative obligations. - Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation. - To report any injury, hazard or illness immediately, where practical to their supervisor. - Not place others at risk by any act or omission. - Not willfully or recklessly interfere with safety equipment.
<p>Employee Obligations- Medication Safety</p>	<ul style="list-style-type: none"> - It is an expectation of NHW that all nursing staff actively participate in initiatives to improve medication usage, administration and safety, and will do everything possible to ensure correct, timely and accurate administration of medicines to patients of NHW. This includes verification of all medication orders prior to medication administration and completion of all documentation including signing the NIMC associated with medicine administration and completion of all documentation associated with Schedule 8 and 11 medicines.

WORKING RELATIONSHIPS

INTERNAL

- Department Heads
- Accommodations Officer
- NHW Staff

EXTERNAL

- Patients and Patients Families

KEY SELECTION CRITERIA

Essential

- Current registration with AHPRA
- Substantial post registration experience in nursing
- Demonstrated experience in perioperative nursing
- Current police check and working with children check
- Advanced oral and written communication and conflict resolution skills
- Demonstrated commitment and ability to work as a member of the health care team at an advanced level
- Demonstrated commitment to ongoing education of self and colleagues
- Demonstrated knowledge and commitment to Quality Improvement

Desirable

- Ability to apply evidenced based practice
- Sound clinical knowledge
- Tertiary qualification in nursing
- Post registration qualification in perioperative nursing or willing to attain qualifications in perioperative nursing.
- Certificate in advanced competencies relevant to perioperative nursing.
- Understanding of contemporary nursing theory and practice and issues affecting perioperative nursing practice in a rural setting

All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas



Standards of Behaviour

Above the line

Our staff will always:

Below the line

Our staff will not:

Caring

Show compassion to all people
Demonstrate empathy and understanding
Work as part of the team
Mentor others
Provide encouragement to others
Care for others the way they would like to be cared for themselves

Be disrespectful
Be self-centered
Have inappropriate conversations with others
Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
Have the courage to question what we do
Persevere to do the best job they can
Strive continuously to improve
Be professional and enthusiastic
Maintain customer focus

Give up
Demonstrate a 'can't-do' attitude
Accept mediocrity
Be unreliable
Pass the buck
Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
Listen to others and accept differences
Be punctual
Respond courteously
Greet all people by saying hello, smiling and introducing themselves
Be culturally informed and sensitive
Respect diverse opinions

Be sarcastic
Bully, harass or display aggression
Be judgmental
Withhold information
Contribute to rumours
Leave an untidy workplace

Integrity

Be open and honest
Lead by example
Be responsible and accountable for their own actions
Stand up and take action
Escalate issues or behaviors of concern

Be arrogant
Be dishonest
Be hypocritical
Avoid responsibility
Allow unacceptable behavior

Fairness

Demonstrate consistency
Treat people equally
Be considerate and understanding
Be collaborative and collegiate

Discriminate against others
Demonstrate favoritism and exclusion
Refuse to assist others with their workload

Received By Employee

Name: _____

Date: _____