



POSITION DESCRIPTION

POSITION: Registered Nurse

Unit/ Specialty Area: Surgical Ward

Classification: Registered Nurse Grade 2 YP2 – YP11

Direct position report: Nurse Unit Manager

Organisational position report: Director of Clinical Services

Employment type: Full time, part time and casual

Location: Northeast Health Wangaratta

OUR VISION

To be recognised leaders in rural healthcare

OUR VALUES

► **CARING** ► **EXCELLENCE** ► **RESPECT** ► **INTEGRITY** ► **FAIRNESS**

ROLE DESCRIPTION

The Registered Nurse is a member of the multidisciplinary healthcare team and is responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board standards, competency standards, NHW Nursing and Midwifery Capability Framework domains of practice, NHW values and code of conduct.

You will be responsible for providing patient centred comprehensive, safe, evidence based practice across a range of contexts.

You will be responsible for performing self-assessment of scope of practice and competence related to your assigned responsibilities and retain responsibility for individual actions and accountability for the care you provide.

KEY ACCOUNTABILITIES



Direct Comprehensive Care

- Fulfil duty of care, understanding and practicing within own scope of practice in accordance with Nursing and Midwifery Board of Australia guidelines
- Provides safe and effective care, integrating nursing and healthcare knowledge, skills and attitudes
- Demonstrates a patient and family centred approach to patient care throughout the patient stay
- Promotes a safe and secure physical and psychosocial environment that is responsive to the needs of individuals/groups regardless of race, cultural, religion, age, gender and sexual orientation.
- Conducts and documents a systematic nursing assessment
- Gathers and interprets assessment data to formulate patient centred plan of care
- Accurately documents components of care
- Proficiently preforms specific specialty care and procedures
- Demonstrates commitment to utilising HWE tactics in patient care



Support of Systems

- Fulfil duty of care, aligning with NHW models of care, Hardwiring excellence tactics
- Utilises NHW systems to document and record activity
- Participates in & contributes to Quality Improvement activities



Education

- Participates in professional development to enhance nursing practice
- Provides effective and timely supervision to ensure delegated care is safety and accurately provided



Research

- Practices is informed by evidence based practice framework, standards and clinical guidelines
- Uses critical thinking in assessing and evaluating health information and research.
- Participates in quality improvement and research projects



Professional Leadership

- Practices in accordance with nursing practice and healthcare legislation
- Practices within a professional and ethical framework
- Demonstrates commitment to development of self
- Behaviours align with NHW values, kindness charter and standards of behaviour
- Meets NMBA continuing professional development practice standards
- Achieves NHW expected competencies within designated timeframes
- Maintains a current professional development portfolio demonstrated by attending and participating in relevant courses, workshops, lectures, tele/video conferences.

QUALIFICATIONS & EXPERIENCE

ESSENTIAL

- Demonstrated evidence to ongoing personal and professional development
- Demonstrated evidence of well-developed oral and written interpersonal, communication skills including conflict resolution skills.
- Demonstrated evidence of computer and digital competence.
- Demonstrated ability to work within a multidisciplinary team.
- Demonstrated evidence of excellent time management and organisational skills.
- Demonstrated knowledge and commitment to evidence based practice and quality improvement
- Confirmation of Covid-19 Vaccination

DESIRABLE

- Recent experience in acute, subacute, medical, surgical, aged care and/or specialty area inpatient and community nursing

ADDITIONAL REQUIREMENTS

- Current registration with AHPRA as a Registered Nurse
- Employees are required to provide and maintain required immunization and serology records
 - Vaccination category A

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

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

RELEVANT DOCUMENTS

The following documents can be found on the Northeast Health Wangaratta website and on Prompt

Nursing & Midwifery Capability Framework (NMCF) Domains of Practice
Northeast Health Wangaratta NMCF Unit Specific Skills List
Northeast Health Wangaratta Performance Development & Review Tool
Northeast Health Wangaratta Hardwiring Excellence resources

ADDITIONAL RESOURCES

NMBA Registered Nurse Standards for Practice 2016
NMBA Nursing and Midwifery Practice Decisions Summary Guides
NMBA Code of Professional Conduct for Nurses in Australia
NMBA Code of Ethics for Nurses in Australia
NMBA National Competency Standards for the Midwife
NMBA Code of Ethics for Midwives in Australia
Nurse & Midwives Enterprise agreement 2016-2020
ANMF Code of Professional Conduct for Midwives in Australia. Good Practice Guide to Performance Management for Nurses and Midwives - Victorian Public Health Service 2013
APHRA Guidelines for Mandatory Notification
NMBA A Nurses Guide to Professional Boundaries
NMBA Continuing Professional Development Standard
Delegation and Supervision Guidelines for Victorian Nurses and Midwives
National Safety & Quality Health Service Standards

PERFORMANCE DEVELOPMENT AND REVIEW (PDR)

1. PDRs will be conducted yearly or prior as deemed necessary by Nurse Unit Manager / Manager or delegate.
2. Prior to annual PDR feedback session employees are required to complete a self-evaluation utilising the PDR document and return it to their manager.
3. There is an expectation that individuals will assume responsibility for completion of all learning requirements advised by the organisation. This includes mandatory training and clinical competencies in accordance with the timelines specified in Northeast Health Wangaratta's policies and procedures.

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 collegial

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



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DECLARATION

As the incumbent of this position, I acknowledge that I have read the Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to Northeast Health Wangaratta. I also agree to strictly observe the Northeast Health Wangaratta's policy on confidentiality of commercial and patient / consumer information or such sensitive information that I may come across in the course of my employment.

Employee Name: _____

Signature: _____ **Date:** ___ / ___ / _____