



## POSITION DESCRIPTION

<b>Name:</b>	
<b>Commencement / Last Date Reviewed:</b>	October 2017
<b>Reviewed By:</b>	Deputy Director of Surgical Services & NUM ADSU

## ORGANISATIONAL STRUCTURE

Position Title	Role / Team	Area	Direct Reports
Registered Nurse	Admissions & Day Stay Unit	Nursing	NIL
Location	Employment Type	Reports To	Professional Accountability
Wangaratta	FT / PT / CAS	Nurse Unit Manager	NHW

## OUR VISION

To Be Recognised Leaders In Rural Health Care

## OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

## POSITION PURPOSE

The Registered Nurse working within the ADU / DSU is required to work within the competencies described by the Australian Nursing Council Inc. and further set out in the Registered Nurse Position description. This ward has a predominant focus on Pre-Admission Clinic, admissions, post-operative recovery of the day procedure patients and overnight short stay patients in ADSU.



## 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
<b>Core Role</b>	<p>The primary activity of the Registered Nurse is to maintain and promote a therapeutic environment for a smooth admission to the hospital and management of day procedure patients. This includes:</p> <ul style="list-style-type: none"> <li>- Anticipation of patient care needs</li> <li>- Collegial collaboration in the formulation of care planning</li> <li>- Maintenance of skill level via ongoing education.</li> <li>- Evidence based practice</li> <li>- Knowledge of use of hospital policies and procedures and relevant program guidelines.</li> <li>- Participate in annual competencies</li> <li>- Actively participates in the Units meeting schedules</li> <li>- Ward Meetings</li> <li>- Involvement and development of portfolios on Ward level and involvement in hospital wide activities</li> <li>- Has a strong focus on discharge planning needs for all client's.</li> <li>- Remain focused on developing and strengthening team participation in all concepts of the Admission - Day Procedure Unit.</li> <li>- Rounding with patients ensuring good communication and kept informed during journey of care.</li> <li>- Aligns work practices with Hardwiring For Excellence to include AIDET, Patient and staff rounding, bed side handover</li> <li>- Providing feedback to manager / Peers with acknowledgments and improvement ideas to encourage a positive work environment.</li> </ul>
	- <b>KPI TBC</b>
<b>Clinical Services</b>	<ul style="list-style-type: none"> <li>- Well developed communication skills with colleagues and other health professionals</li> <li>- Well developed organisational and problem solving skills.</li> <li>- To reduce client's length of stay within the hospital by accurately identifying clients needs at pre-admission clinic and implementing referrals to Allied Health and Community Services.</li> <li>- To develop the concept of team working within the unit</li> <li>- Functions in accordance with legislation and common law affecting nursing practice</li> <li>- Follows legal requirement with regard to administration of drugs</li> <li>- Ensures patients have made informed consent</li> <li>- Documents patient care accurately and objectively</li> <li>- Ensures students and enrolled nurses are adequately supervised</li> <li>- Identifies unsafe practice and responds appropriately to ensure a safe outcome</li> <li>- Conducts nursing practice in a way that can be ethically justified</li> <li>- Is able to demonstrate evidence based practice in the delivery of care</li> <li>- Ensures confidentiality of patient information</li> <li>- Demonstrates an awareness and acceptance of alternative values, attitudes and behaviours and treats people with respect.</li> <li>- Appropriately advocates for patients under their care</li> <li>- Acts to enhance the professional development of self and others</li> <li>- Acts as role model/preceptor to graduate or student nurses</li> <li>- Demonstrates self directed learning</li> <li>- Participates in ward based/hospital education program</li> <li>- Actively seeks learning opportunities</li> </ul>
	- <b>KPI TBC</b>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>- Participation in hospital based competencies in a timely manner.</li> <li>- Participation in ongoing education</li> <li>- Accepts accountability and responsibility for own actions within nursing practice</li> <li>- Provides sound rationales for decisions and nursing actions</li> <li>- Acts to enhance the professional development of self and others</li> <li>- Modifies care based on evidence based practice</li> <li>- Participates in quality care activities</li> </ul>



	<ul style="list-style-type: none"> <li>- Participates in policy and procedure review</li> <li>- Carries out a comprehensive and accurate nursing assessment of patients</li> <li>- Demonstrates the ability to take a comprehensive patient history and structure care plan accordingly</li> <li>- Is able to perform a comprehensive patient assessment using a systematic approach</li> <li>- Is able to identify patients requiring increased care needs and articulate reasoning</li> <li>- Collects data regarding the health status of a patient from a variety of sources</li> <li>- Demonstrates ability to interpret data collected</li> </ul>
<p><b>People, Learning &amp; Research</b></p>	<ul style="list-style-type: none"> <li>- Protects the rights of individuals and groups in relation to health care</li> <li>- Acknowledges the rights of individuals and groups in the delivery of care and involves patients in decision making</li> <li>- Recognises that individual patients have unique care needs and modifies care accordingly</li> <li>- Ensures that patients and family are well informed of procedures and treatments through the provision of relevant and current health information</li> <li>- Modifies practice to accommodate individuality of patient and involves patient and family in delivery of care where appropriate</li> <li>- Respects the values, customs and spiritual beliefs of individuals and groups</li> <li>- Acts to ensure rights of patients are not compromised</li> <li>- Communicates accurately and effectively with patients and members of the health care team</li> <li>- Ensures documentation is accurate and maintains confidentiality</li> <li>- Contributes relevant information to patients and members of the health care team</li> <li>- Manages effectively to facilitate planned nursing care for individuals</li> <li>- Delegates activities to other staff under their supervision</li> <li>- Responds effectively in unexpected or rapidly changing situations</li> <li>- Collaborates with other members of the health care team</li> <li>- Recognises the role of members of the health care team</li> <li>- Established and maintains collaborative relationships with colleagues and members of the health care team in decision making</li> </ul>
<p><b>Organisational Management</b></p>	<ul style="list-style-type: none"> <li>- Demonstrates knowledge of hospital procedures and policies and able to modify practise accordingly</li> <li>- Accepts responsibility for own actions and works within own limitations and training</li> <li>- Consults with Senior staff when nursing care requires experience beyond own scope of competence</li> <li>- Seeks clarification of orders that are unclear or illegible</li> <li>- Consults with other health professionals when patients care needs fall outside the scope of nursing practice</li> <li>- Acts to enhance the professional development of self and others</li> <li>- Contributes to the learning experiences and professional development of others through active informal and formal teaching opportunities</li> <li>- Values research in contributing to developments in nursing and improved standards of care</li> <li>- Formulate a plan of care in collaboration with individuals and groups</li> <li>- Commences discharge planning from admission utilising multidisciplinary approach</li> <li>- Revises care plans and modifies according to patient needs</li> <li>- Utilises infection control principles within nursing practice</li> </ul>



## WORKING RELATIONSHIPS

### INTERNAL

- Nurse Unit Manager / ANUM's
- NHW Staff Members
- Medical Practitioners / Consultants
- Allied Health staff

### EXTERNAL

- Patients and Family Members
- Other Health Services in North East Victoria
- AHPRA and other membership entities

## SPECIFIC SKILL REQUIREMENTS / QUALIFICATIONS / QUALITIES

### Essential

- Current registration with AHPRA as a Registered Nurse
- Substantial post registration experience (surgical experience and pre-admission clinic experience an advantage).
- Sound clinical knowledge
- Advanced written and oral communication skills.
- Ability to work within a team environment and independently (as required)
- Commitment to ongoing education of self and others
- Ability to apply evidence based practice
- Demonstrated knowledge of and commitment to Quality improvement.
- Ability to comply with the "Behavioural Outcomes" for this role

### Desirable

- Physical Assessment qualifications

### 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

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### Received By Employee

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

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



# 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