Position Title: Registered Nurse Division 1 Grade 2

Campus: Grampians Health

Directorate: Acute Operations

Department: Acute Operations, Sub-acute Bed Based Services and Residential Nursing Services

Reporting to:

Direct: Nurse Unit Manager/Facility Manager

Indirect: Nursing Director/Director of Nursing (Acute Operations/Sub-acute Bed Based Services/Residential Nursing Services)

Professional: Chief Nursing & Midwifery Officer/Executive Director

Appointment Terms/Conditions:

Classification and Code: Registered Nurse Division 1 Grade 2

Enterprise Agreement: Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration *We are stronger together.*	***Compassion*** *We show that we care.*	***Accountability*** *We do what we say and say what we do.*	***Respect*** *We appreciate and value all people.*	***Innovation*** *We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Registered Nurse Division 1 Grade 2 Generic (Nursing and Midwifery, Acute Operations, Sub-acute and Residential)

The Registered Nurse Division 1 Grade 2:

- Will be employed to work in either the Acute Operations, Sub-acute or Residential Nursing Service Directorate
- Is responsible for planning, implementing and evaluating evidence based nursing care in collaboration with the multidisciplinary team to achieve optimal healthcare outcomes for people of all ages and cultural group
- Practices independently and interdependently assuming accountability and responsibility for their own actions and the delegation of care to other healthcare workers as required
- Develops professional practice in accordance with the health needs of the population and changing patterns of disease and illness
- Completes all mandatory education and participates in organizational education and professional development
- Works collaboratively with the Nurse Unit Manager and the team to support and enhance the core business of the designated clinical area
- Contributes to quality healthcare through personal and professional development, research data, clinical supervision and development of policy and clinical practice guidelines
- Ensures patient flow supports the achievement of organisational Key Performance Indicators, National Emergency Access Targets (NEAT) and National Elective Surgical Targets (NEST)
- Demonstrates an understanding and works within the guidelines of the Australian Aged Care Quality Agency
- Promotes nursing leadership within the Directorate
- Rotates into senior positions as delegated by the Nurse Unit Manager

KEY ACCOUNTABILITIES

Achieving Results, Innovation and Driving Change to Deliver High Quality Patient/Resident Care

- Ensures and promotes an excellent standard of care and service is delivered by partnering with patients/residents, consumers, carers and the community at all levels of health care provision, planning and evaluation
- Accepts responsibility for own actions and seeks guidance when a situation exceeds experience or knowledge
- Acts as a patient advocate and demonstrates a commitment to the patients “Charter of Healthcare Rights” and “Charter of Residents’ Rights and Responsibilities”
- Supports the Nurse Unit Manager and the team to review and evaluate best practice, evidence based clinical care
- Role models a positive vision for change and supports change management at both local and organizational level
- Actively engages in opportunities to consider innovations in nursing practice/research and models of care that focus on the patient/resident and the delivery of sustainable, quality, cost effective nursing services
- Participates in local, service and Directorate committees and working groups, attends meeting and reports back to local team meetings

Key Performance Measures

- Observation of practice demonstrates evidence of the delivery of safe, quality best practice evidence-based patient/resident care in partnership with the patient/resident, consumer’s and the community
- Observation of practice demonstrates evidence of a positive approach to the role and a commitment to promote and support change at both local and organizational level

Business and Financial Acumen

- Utilises the resources of the organization responsibly and in a cost effective manner
- Has an awareness of the annual budget build framework

- Works within the “Delegations of Authority” consistent with the role

Key Performance Measures

- Observation of practice and use of resources at the local level demonstrates an understanding of responsible financial management

Critical Thinking and Decision Making

- Uses best available evidence and nursing expertise to improve current practice
- Displays an ability to analyse situations and make appropriate decisions in a timely manner to ensure the needs of patients/residents, staff and the organization are met
- Participates in constructive decision making that impacts at local and Directorate level
- Identifies and supports the relevance of nursing and health research to improve patient/resident health outcomes

Key Performance Measures

- Demonstrates the ability to apply critical thinking skills and make sound clinical decisions on a shift-to-shift basis
- Demonstrates a collaborative working relationship with the Nurse Unit Manager and the team in relation to decision making at local level

Interpersonal Communication, Influence and Leadership

- Establishes a compassionate environment by providing emotional, psychological and spiritual support to staff, patients/residents their families and carers
- Demonstrates respect for cultural, psychosocial and spirituality of individuals
- Maintains a professional and respectful approach in all interpersonal communication with patients/residents consumers and colleagues in accordance with Grampians Health values
- Communicates with and involves patients/residents, families/carers in decision making processes as deemed appropriate
- Supports a culture of professionalism and respectfulness where all team members feel supported and confident to raise ideas or concerns
- Maintains a cooperative relationship with the health care team by communicating information, building rapport and participating in team problem solving
- Attends and contributes to clinical handover and team meetings
- Assists with the orientation and preceptoring of new staff
- Supports the development of others by acting as a clinical resource to colleagues

Key Performance Measures

- Observation of conduct, communication skills and daily interactions with all staff demonstrate Grampians Health values are upheld

Managing Performance

- Completes mandatory training requirements by the due date
- Participates and engages in the annual performance review and professional development plan in accordance with Grampians Health Staff Development Program
- Supports the Nurse Unit Managers strategies to retain staff including positive recognition, comprehensive orientation, building a cohesive team culture, coaching and mentoring
- Consults with the Nurse Unit Manager regarding all professional nursing practice issues

Key Performance Measures

- Demonstrates evidence of participation in own performance review and development plan
- Demonstrates evidence of support for the Nurse Unit Manager in relation to all HR processes

Planning and Priority Setting

- Performs a systematic and focused nursing assessment of the patient/resident and the environment
- Plans, delivers evaluates and reviews nursing care in partnership with the patient/resident, their families, carers and the multidisciplinary team
- Prioritises workload based on needs, acuity and optimal time for intervention
- Delegates aspects of care to others according to their level of competence and scope of practice and follows up to ensure appropriate standards of care are provided
- Documents all aspects of care, analyses and interprets data accurately utilising the organisations clinical patient/resident information and documentation systems
- Responds effectively to unexpected or rapidly changing clinical situations
- Recognises and responds to clinical deterioration of the patients/residents and utilises the Clinical Escalation policy to escalate clinical care issues and concerns
- Maintains an orderly environment to assist in the smooth operations of the clinical ward/department
- Communicates all patient flow and access issues to the Shift Team Leader

- Actively participates and takes responsibility for work associated with delegated portfolios
- Actively participates in committees and working group both at local and Directorate level
- Assumes the role of Shift Team Leader as required

Key Performance Measures

- Observation of practice demonstrates the delivery of safe quality care in partnership with the patient/resident and relevant others and implementation of efficient and effective patient flow and access strategies
- Demonstrates evidence of ability to prioritise workload, manage time efficiently and delegate care to others as required
- Observation of practice demonstrates ability to recognise and respond to the deteriorating patient

Quality, Safety and Risk Management

- Takes all reasonable care for personal safety and the safety of colleagues, patients/residents and their families/carers
- Maintains a good working knowledge of the national Safety and Quality Health Service Standards and the Aged Care Standards and takes initiative to pursue opportunities for quality improvement and actively contributes to the health service accreditation process
- Ensures hazards and/or risks are identified and reported promptly, assisting the Nurse Unit Manager to implement prevention strategies and complying with strategies to ensure the safety of all patients/residents and consumers
- Ensures own annual mandatory training is up to date
- Participates with preparation for accreditation and supports the health service accreditation process by maintaining up to date knowledge

Key Performance Measures

- Demonstrates achievement of 100% compliance with own mandatory competencies
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans
- Demonstrates evidence of active involvement in preparation for accreditation and participation in the health service accreditation process

Self Management

- Demonstrates a positive attitude to the agreed role and responsibilities of the position
- Maintains and updates own professional portfolio to demonstrate ongoing commitment to learning and best practice
- Invites and assimilates feedback from others by active participation in own performance review

Key Performance Measures

- Reflects on practice in line with Grampians Health and the Directorates values and applies these when interacting with others
- Appropriately and effectively articulates feelings and opinions
- Adopts an emotionally intelligent approach to leadership
- Perceives and understands the emotions of others
- Maintains resilience through stressful situations
- Actively engages in ongoing self development

KEY SELECTION CRITERIA

Essential Attributes

- Be eligible for registration as an Registered Nurse Division 1 with the Australian Health Practitioner
- Regulation Agency (AHPRA) and hold a current Practicing Certificate
- Demonstrated clinical knowledge and skills commensurate with experience
- Demonstrated organisational skills particularly with respect to time management
- Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
- Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation
- Have well developed interpersonal skills
- Demonstrated evidence of commitment to ongoing education and professional development
- Demonstrated knowledge of and involvement in evidence based practice and research activities
- Demonstrated ability to use Information Communications Technology

Desirable

- Recent clinical experience in relevant speciality
- Post registration qualification in relevant area of speciality or working towards same

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

All Grampians Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.
Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees
Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Proceduresand programs. This includes the Grampians Health Injury Management Program.
Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.
Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

Employees (Clinical – NSQHS and for Residential Services AACQA)

- The role of clinical employees is to ensure safe and effective delivery of healthcare services by:
- Actively participating in organisational processes, safety systems and improvement initiatives.
- Understanding their responsibilities for safety and quality in healthcare
- Following safety and quality procedures
- Supervising and educating other members of the organisation
- Participating in review of performance procedures individually, or as part of a team
- Forming partnerships with patients and carers to ensure effective and safe delivery of healthcare.