



POSITION DESCRIPTION – REGISTERED NURSE DIVISION 2

POSITION TITLE Classification Award Department Responsible to Hours of Work	Registered Nurse Division 2 Registered Nurse Division 2 Nurses (Victorian Public Sector) Multiple Business Agreement 2004-2007 Acute and/or Aged Care Nurse Unit Manager As per individual contract in line with Department rosters or hours of operation
ROLE:	<p>The Registered Nurse division 2 is an integral part of the nursing team. With support and guidance from the division 1 or 3 registered nurse, the division 2 registered nurse practises nursing care in accordance with Rural Northwest Health's mission and values. The RN division 2 applies knowledge and skill commensurate with her/his level of training and experience so that excellence in nursing care is fostered and maintained.</p> <p>The RN division 2 works under direct or indirect supervision of the division 1 registered nurse in accordance with the <i>Nurses Act 1993</i></p>
KEY SELECTION CRITERIA:	
QUALIFICATIONS/EXPERIENCE:	Registered or eligible for registration in division 2 with Nurses Board of Victoria Previous experience in an inpatient or residential care setting
KNOWLEDGE:	Knowledge of aged care or other industry accreditation standards Knowledge of RCS classification system Demonstrated knowledge relating to gerontic or general nursing Demonstrated understanding of customer service
SKILLS:	Ability to communicate (written and oral) Ability to participate effectively in a team Ability to understand and adhere to organisational policies and work practices Ability to assess changes in client/resident condition
BEHAVIOURS:	A positive approach to aged care A positive approach to ongoing self education and skill development A flexible and team oriented approach A positive approach to change management Respect for diversity in values, customs and beliefs

EMPLOYEE OBLIGATIONS:	Understands and adheres to Rural Northwest Health policy, in particular, confidentiality, security, OH&S, mandatory training and quality improvement
INDUSTRY STANDARDS:	Understands and adheres to relevant industry Standards, Acts and Regulations
PERFORMANCE APPRAISAL:	Three month post appointment and then each year

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KEY RESPONSIBILITIES

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FUNCTIONAL AREA	DESCRIPTION
CONTINUUM OF CARE	<p>Organise and implement allocated nursing care for patients/residents in accordance with documented care plans</p> <p>Plan care for patients/residents as delegated</p> <p>Assist patients/residents to maintain independence e.g. provides support for activities of daily living</p> <p>Provide direct nursing care to allocated patients/residents</p> <p>Ensure that the privacy and dignity of patients/residents is maintained at all times</p> <p>Participate in formal assessment and RCS classification of residents</p> <p>Understand and adheres to published practice standards and competencies</p> <p>Participate in discharge planning</p> <p>Liaise and communicate with relatives and carers of patients/residents</p> <p>Liaise with other health care professionals re patient/resident care issues</p> <p>Interpret assessment data and changes in patient/resident condition and seek assistance when necessary</p> <p>Understand and adhere to RNH clinical policies and work practices</p>
LEADERSHIP & MANAGEMENT	<p>Participate in the maintenance of an environment which facilitates effective communication between all internal and external customers</p> <p>Understand and adhere to established lines of communication</p> <p>Understand and adhere to policies and be aware of changes and developments</p> <p>Understand and adhere to risk management policies and work practices</p> <p>Ensure that clinical and other risks are identified and reported</p> <p>Act as a role model for less experienced staff</p> <p>Demonstrate effective use of resources e.g. consumables, equipment and supplies</p> <p>Understand and adhere to specific issues relative to resident and patient rights and responsibilities and complaints management</p>
HUMAN RESOURCE MANAGEMENT	<p>Participate in orientation and other mandatory and inservice education as delegated</p> <p>Undertake required competency assessments</p> <p>Participate in annual performance appraisal</p> <p>Participate in RNH committees and working parties as required</p> <p>Understand and adhere to rostering guidelines</p>
INFORMATION MANAGEMENT	<p>Ensure that all patients/residents/staff and organisational information is secure</p> <p>Understand and adhere to policies and practices for handover and other patient/resident related communication</p> <p>Understand and adhere to patient/resident documentation policies</p> <p>Participate in the identification and planning for information management needs</p> <p>Ensure that software packages and programs are utilised and appropriate</p>

FUNCTIONAL AREA	DESCRIPTION
<p>SAFE PRACTICE & ENVIRONMENT</p>	<p>Work with other staff to ensure that a safe environment for patients, residents, staff and visitors is maintained through:</p> <ul style="list-style-type: none"> • Adherence to industry standards and regulations • Adherence to RNH OH&S policy and work practice with emphasis on infection control, manual handling, incident and near miss reporting, hazard identification and reporting • Understanding and adherence to relevant RNH policies and work practices <p>Identify and report risks not included above Take responsibility as delegated for various aspects of OH&S and risk management Be aware of and adhere to emergency procedures</p>
<p>IMPROVING PERFORMANCE</p>	<p>Participate in the development of the unit quality improvement plan Participate in the design and implementation of quality improvement activities Undertake activities which ensure that best practice is identified and implemented Actively encourage and utilise feedback from patients/residents/staff/visitors Ensure that an improvement log is completed when there is an identified need for improvement Assist with implementation of recommendations from various reviews</p>