



**POSITION DESCRIPTION - RN DIVISION 1 GRADE 2 (ACUTE/AGED CARE)**

<b>Position Title</b>	Registered Nurse Division 1, Grade 2
<b>Classification</b>	Registered Nurse Division 1, Grade 2
<b>Award</b>	Nurses (Victoria) Award
<b>Department</b>	Across all RNH Campus and Wards
<b>Responsible to</b>	Nurse Unit Manager
<b>Hours of Work</b>	As per individual contract in line with Department rosters or hours of operation
<b>ROLE:</b>	The registered nurse division 1 is an integral member of the nursing team who provides holistic nursing care to all patients and residents in accordance with the core values and policies of the organisation
<b>KEY SELECTION CRITERIA:</b>	
<b>QUALIFICATIONS/EXPERIENCE</b>	Registered or eligible for registration in division 1 with Nurses Board of Victoria  A minimum of 2 years experience in a clinical setting providing acute and or aged care  Completion of a graduate nurse year is desirable
<b>KNOWLEDGE:</b>	Knowledge of clinical practice issues in gerontic nursing Evidence of ongoing professional development since qualification Knowledge of aged care and other industry accreditation standards Knowledge of nursing standards and scope of practice Knowledge of customer service principles
<b>SKILLS:</b>	Ability to communicate (written and oral)  Ability to make significant contribution to, facilitate and enhance the interdisciplinary team, including the ability to supervise other direct care staff  Ability to assist with the resolution of conflict  Ability to problem solve, confront issues and provide effective feedback to other staff  Demonstrated organisational and time management skills  Ability to work with individuals and groups to achieve common goals  Ability to maintain professional standards and to evaluate own professional practice

<b>BEHAVIOURS:</b>	<p>A positive approach to all aspects of patient and resident care</p> <p>A positive approach to ongoing self education and skill development</p> <p>A flexible and team orientated approach</p> <p>A positive approach to managing change</p> <p>Respect for diversity in values, customs and beliefs</p> <p>Willingness to teach and guide other staff</p>
<b>EMPLOYEE OBLIGATIONS:</b>	Understand and adhere to Rural Northwest Health policy, in particular, confidentiality, security, OH&S, mandatory training, infection control and quality improvement
<b>INDUSTRY STANDARDS:</b>	Understand and adhere to relevant industry Standards, Acts and Regulations.
<b>PERFORMANCE APPRAISAL:</b>	Three month post appointment and then each year

**Compiled:** November 2004

**Authorised:** DON

**Re-issue Date:** March 2008

**Issue No:** 3

**Review Date:** March 2011



**KEY RESPONSIBILITIES**

**POSITION TITLE: REGISTERED NURSE DIVISION 1 GRADE 2 (ACUTE/AGED CARE)**

FUNCTIONAL AREA	DESCRIPTION
<p><b>CONTINUUM OF CARE</b></p>	<p>Participate in the development of clinical policies and work practices            Understand and adhere to RNH clinical policies and work practices            Keep abreast of new developments in nursing and aged care            Undertake formal assessment of residents in high and low care            Provide direct patient care according to roster arrangements            Undertake and document discharge planning and case management            Liaise with other health care professionals re patient/resident care issues            Participate in the evaluation of care</p>
<p><b>LEADERSHIP &amp; MANAGEMENT</b></p>	<p>Participate in the maintenance of an environment which facilitates effective communication between all internal and external customers            Provide clinical leadership and supervision of direct care staff            Conversant with policies and aware of changes and developments            Understand and adhere to risk management policies and work practices            Ensure that clinical and other risks are identified, reported and managed            Act as a role model for less experienced staff            Demonstrate effective use of resources e.g. staff, consumables and supplies and equipment            Understand and adhere to specific issues relative to resident and patient rights and responsibilities and complaints management</p>

	DESCRIPTION
<p><b>HUMAN RESOURCE MANAGEMENT</b></p>	<p>Participate in orientation and other mandatory and inservice education as delegated            Undertake required competency assessments            Participate in annual performance appraisal            Understand and adhere to Awards and relevant Enterprise Bargaining Agreements            Provide supervision of direct care staff as required on a shift to shift basis            Participate in committees and working parties as required            Assist with staff rostering as required</p>
<p><b>INFORMATION MANAGEMENT</b></p>	<p>Ensure that all patient/resident/staff and organisational information is secure            Ensure that all delegated reporting requirements are fulfilled            Understand and adhere to patient/resident documentation policies            Adhere to policies and practices for handover and other patient/resident communications            Participate in the identification and planning for information management needs            Ensure that software packages and programs are utilised as appropriate</p>

FUNCTIONAL AREA	DESCRIPTION
<p><b>SAFE PRACTICE &amp; ENVIRONMENT</b></p>	<p>Work with the NUM and AUM to ensure that a safe environment for patients, residents, staff and visitors is maintained through:</p> <ul style="list-style-type: none"> <li>• adherence to industry standards and regulations</li> <li>• adherence to RNH OH&amp;S policy and work practice with emphasis on infection control, manual handling, incident and near miss reporting, hazard identification and reporting</li> <li>• understanding and adherence to relevant RNH policies and work practices</li> </ul> <p>Identify and report risks not included above  Take responsibility as delegated for various aspects of OH&amp;S and risk management and monitor progress and outcomes  Ensure that self and others are aware of and adhere to emergency procedures including the allocation of a fire warden for each shift</p>
<p><b>IMPROVING PERFORMANCE</b></p>	<p>Assist the NUM to develop a quality improvement plan for the unit as required  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, doctors, suppliers and contractors  Ensure that an improvement log is completed when there is an identified need for improvement  Assist with the implementation of recommendations from various reviews</p>