



POSITION DESCRIPTION – REGISTERED NURSE DIVISION 2 Medication Endorsed

Classification	RN Division 2
Award	Nurses (Victorian Public Sector) Multiple Business Agreement 2007-2011
Department	Acute and/or Aged Care
Responsible to	Nurse Unit Manager
Hours of Work	As per individual contract in line with Department rosters or hours of operation
ROLE:	<p>The Registered Nurse Division 2 Medication Endorsed practices with, and under the direction and supervision of the Division 1, and assists in the provision of nursing care consistent with Rural Northwest Health's mission and values.</p> <p>The Registered Nurse Division 2 Medication Endorsed retains responsibility for their personal actions whilst remaining accountable to the Division 1 In Charge and works within the Scope of Nursing and Midwifery Practice Guidelines – Nurses Board of Victoria.</p>
KEY SELECTION CRITERIA:	
QUALIFICATIONS/EXPERIENCE:	<p>Registered or eligible for registration in Division 2 Medication Endorsement with Nurses Board of Victoria</p> <p>Previous experience in an inpatient or residential care setting</p>
KNOWLEDGE:	<p>Knowledge of aged care and ACHS accreditation standards</p> <p>Knowledge of ACFI classification system</p> <p>Demonstrated understanding of Australian Nursing and Midwifery Council National Competency Standards for the Enrolled Nurse</p> <p>Demonstrated knowledge relating to gerontic or general nursing</p> <p>Demonstrated understanding of customer service</p>
SKILLS:	<p>Medication administration skills in accordance with Registered Nurse Division 2 Medication Endorsed.</p> <p>Ability to problem solve and demonstrate advanced decision making skills within the scope of practice of the Division 2 registered nurse.</p> <p>Ability to recognise changes in patient /resident condition.</p> <p>Ability to report changes to the Division 1 registered nurse in a timely manner.</p> <p>Ability to communicate effectively (written and oral)</p> <p>Ability to participate effectively in a team</p> <p>Ability to understand and adhere to RNH policies and work practices</p>
BEHAVIOURS:	<p>A positive approach to care provision.</p> <p>A positive approach to ongoing self education and skill development.</p>

	<p>A flexible and team oriented approach</p> <p>A positive approach to effective change management</p> <p>Respect for diversity in values, customs and beliefs</p>
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

Compiled: June 2009

Issue No: 1

Authorised: DON&CS

Review Date: June 2011

Re-issue Date:



KEY RESPONSIBILITIES

POSITION TITLE: REGISTERED NURSE DIVISION 2 Medication Endorsed

FUNCTIONAL AREA	DESCRIPTION
CONTINUUM OF CARE	<p>Maintains and updates professional knowledge base to ensure safe and contemporary nursing practice.</p> <p>Maintains and updates knowledge relating to medications and medication administration ensuring the 7 rights. Ensure appropriate documentation in relation to medication administration.</p> <p>Plan care for patients/residents as delegated, organise and implement allocated nursing care for patients/residents in accordance with care plans.</p> <p>Assist patients/residents to maintain independence e.g. provides support for activities of daily living</p> <p>Ensure that the privacy and dignity of patients/residents is maintained at all times</p> <p>Participate in formal assessment and ACFI 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 Essential Training and inservice education as delegated/requested</p> <p>Undertake required periodic competency assessments</p> <p>Participate in annual performance appraisal</p> <p>Participate in RNH committees and working parties as required/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>