

Position Title:	Registered Nurse Grade 2
Classification:	Grade 2 YP2 – YP11
Reports to:	Nurse Unit Manager
Department:	Surgical / Midwifery / Operating Suite / Medical Ward / Sub-Acute / Emergency / Haemodialysis / Residential Aged Care
Award / Enterprise Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020

About Bass Coast Health

Bass Coast Health is the major public healthcare provider within the Bass Coast Shire in South Gippsland. The service has provided quality service and care for residents of the Bass Coast Shire for over 100 years. It is an integrated Health Service providing Emergency services as well as Acute Medical and Surgical, Sub-acute and Residential inpatient beds along with an extensive array of Community and Primary care services. Services are provided also from a number of other sites including Wonthaggi, San Remo and Cowes.

The service is committed to working in partnership with its consumers, its community, and with other health services and all levels of government.

Bass Coast Health is committed to embracing the diverse life experiences and perspectives of our consumers, community, volunteers and staff – regardless of gender, age, ethnicity, cultural background, disability, religion or sexual orientation.

Bass Coast Health is a Smoke Free organisation.

Our Mission:

Delivering person-centred care to improve health, wellbeing, care experience and health outcomes, with our community.

Our Vision:

Excellence in Care

Our Values:

- Well-being
- Equity
- Compassion
- Accountability
- Respect
- Excellence

Our Strategic Goals:

Safety & Quality	Service Capability	People	Innovation & Technology	Financial Health
We will deliver safe, high quality, person-centred care.	We will grow service capacity and capability including access to meet local and sub-regional needs.	We will enable a skilled, motivated workforce that is highly valued.	We will embrace innovation and technology.	We will ensure strong financial governance viability and sustainability.

Position Summary

The Registered Nurse demonstrates competence in the provision of person centred care as specified by the registering authority’s licence to practise, education preparation and context of care. A Registered Nurse is required to work as a productive member of a nursing team under the direction of the Nurse Unit Manager, is expected to work within their scope of practice and demonstrate a sound level of skills in assessment, care planning, practice and evaluation in the provision of care to clients and their significant others.

Key Selection Criteria

MANDATORY:

- Registered Nurse (RN) holding current practicing certificate with NMBA
- *Emergency Department – Skills required or to be working towards:*
 - Advanced Life Support (within 6 months)
 - Cannulation (within 1 month)
 - Triage (within 1 month)
- A valid Police Check

DESIRABLE:

- Well-developed interpersonal skills
- Good written and oral communication skills
- Ability to function as a team member
- Willingness to develop both professionally and personally with further education

Position Objectives

Strategic Goal	Objectives
<p>Quality & Safety</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Be aware of and adhere to the responsibilities for safety and quality, continuous improvement and evaluation of your service. • Ensure all risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients, staff and consumers • Maintain a good working knowledge of the National Safety and Quality Health Service Standards; take initiative to pursue opportunities for quality improvement, and actively contribute to accreditation of services. • Actively involve patients, consumers and/or carers in their care (including decision making regarding goals and treatment including ACP) and in quality and safety improvement activities • Maintain knowledge of infection prevention and control commensurate with the requirements of your position and adhere to the organisation’s Infection Prevention and Control policies and procedures at all times.

Strategic Goal	Objectives
	<ul style="list-style-type: none"> • Comply with all legislative, regulatory and policy and procedural requirements to protect and enhance the health, safety and wellbeing of staff, consumers and volunteers whilst at work. This includes the appropriate and safe use of machinery, devices and personal protective equipment and adherence to the principles of general and patient manual handling. • Be aware and adhere to Bass Coast Health’s policies and procedures, accessible via the PROMPT document management system. <p>Local Objectives</p> <ul style="list-style-type: none"> • High standard of documentation • Competent medication administration • Works under the direction of the Nurse Unit Manager (NUM) to provide safe and competent nursing care • To uphold the agreed standards of the profession and demonstrate accountability in his/her professional role. • Actively participates in the Unit's quality development activities to promote Best Practice and Customer Service in all aspects of service provision. • To practice within the laws relevant to your sphere of practice. • To respect the dignity, cultural values and beliefs of patients/residents and significant others in the provision of nursing care. • To promote and support the health, wellbeing and informed decision making of the patient/ residents in the provision of care. • To be familiar with and practice safety and emergency procedures. • To act responsibly in terms of the environmental impact of practice and resource usage. • Responsibility to demonstrate an understanding of the manual handling requirements of the position, which are: <ul style="list-style-type: none"> ○ Patient transfers with co-operative and unco-operative patients/residents ○ Repositioning of patients for comfort and nutrition and other care ○ Use of lifting machines ○ Use of PAT slide/slide-sheets and other movement assist devices. ○ Pushing of wheelchairs and trolleys and relocating furniture. ○ Note: These duties can make up to 80% of the shift • Promote and support the trust that is inherent in the privileged relationship between nurses and their patients/residents with respect to both their person and their property. • Treat as confidential personal information obtained in a professional capacity.

Strategic Goal	Objectives
	<ul style="list-style-type: none"> • Refrain from engaging in exploitation, misinformation and misrepresentation in regard to health care products and nursing services. • Promotes a positive image of the organisation when interacting with patients/residents, their families, friends and visitors.
<p>Service Capability</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Be aware of the BCH Clinical Services Plan and implement relevant strategies to increase service capability. • Actively participate and support partnerships with service providers to improve service options and access. • Participate in activities that will improve facilities for care recipients and staff. • Ensure work practices enhance worker health and well-being <p>Local Objectives</p> <ul style="list-style-type: none"> • Effective patient allocation management • Other duties as directed by the NUM
<p>People</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Contribute to a positive work culture and constructively express your ideas to create a positive working environment. • Be an active team member and actively collaborate with other staff and volunteers and ensure open and transparent communication with staff. • Contribute actively to a safe working environment and reduce risk to yourself and other staff. • Support and value our volunteer services • Adhere to Victorian Privacy Laws-Information Privacy Act 2000 and the Victorian Health Record Act 2001 and comply with BCH privacy and confidentiality protocols • Demonstrate willingness to undertake professional development and continuing education both work and self-sponsored • Attend relevant in-service education programs, workshops and seminars to maintain and update knowledge and expertise • Support and development of others e.g. students • Participate in an annual performance review in accordance with BCH policy and participate in the revision of the position statement annually or as required • Maintain a zero tolerance of Bullying and Harassment behaviour. • Undertake annual competencies relevant to your position. <p>Local Objectives</p> <ul style="list-style-type: none"> • Evidence of assistance peers with portfolio development • Evidence of professional and personal development • Compliance with annual competencies <ul style="list-style-type: none"> ○ Manual Handling (practical & online) ○ Fire training (practical & online)

Strategic Goal	Objectives
	<ul style="list-style-type: none"> ○ Basic Life Support (practical & online) ○ Medication Administration (online) ○ Hand Hygiene (online) ○ Falls (online) ● Participates actively in the professional development of self and colleagues ● Participates in professional activities ● To maintain effective communication within the unit ● Haemodialysis Staff – new staff orientating to Haemodialysis are to undertake supernumerary training in the Haemodialysis unit with time spent training at the parent unit Monash Health and/or Latrobe Regional Health. Staff supported to attend renal short courses and study days are to discuss their needs with the Education Coordinator and NUM
<p>Innovation & Technology</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> ● Actively participate in Information Technology / Information Management strategies and ensure compliance with IMIT policies and procedures. ● Actively contribute to service development and service re-design initiatives which facilitate improved processes and system efficiency. ● Participate in eHealth opportunities including telemedicine services, to increase access to local service provision. ● Actively contribute to the re-design of local systems and processes which optimise Data Integrity and Management. ● Participate in the BCH learning and research plans and share innovation and learning with colleagues. <p>Local Objectives</p> <ul style="list-style-type: none"> ● Nil
<p>Financial Health</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> ● Comply with the Instrument of Delegation as set out with the BCH IOD policy. ● Implement revenue strategies where relevant. ● Reduce expenditure by ensuring all resources are used appropriately. ● Contribute ideas and efforts towards the BCH fundraising strategy. ● Be aware of the BCH Risk Management framework and the local requirements to identify, report, manage and mitigate risk. ● Participate in waste reduction initiatives such as ‘Turning Off the Lights’ to reduce BCH’s environmental footprint. <p>Local Objectives</p> <ul style="list-style-type: none"> ● Nil

NOTE:

Statements in this position description are intended to reflect general responsibilities and are not intended to be all-inclusive. Other duties may be required as part of this role.

Victorian Public Sector Commission Code of Conduct and Values

Bass Coast Health employees are required to observe the Victorian Public Sector Commission Code of Conduct which promotes adherence to the values prescribed in the Public Administration Act 2004. This Code prescribes standards of required behaviour and should be read in conjunction with this document. The Code of Conduct is outlined in the BCH Code of Conduct Policy.

Individual Staff Member Accepting and Reviewing the Position Description

I understand, agree to and accept the role as outlined in accordance with this Position Description.

NAME (please print):		
SIGNATURE:		DATE: ___ / ___ / ___

Individual's Manager Reviewing and Agreeing to the Position Description

I understand, agree to and accept the role as outlined in accordance with this Position Description.

NAME (please print):		
SIGNATURE:		DATE: ___ / ___ / ___