

Inter-Professional Graduate Program

Position Description for the Registered Nurse

Position title:

Registered Nurse, Inter-Professional Graduate Program (IPGP)

Directorate:

Department:

Reporting to

Direct

Nurse Unit Managers:

Indirect

Department and Nursing Directors:

Professional

Executive Director:

Appointment terms/conditions

Classification and Code:

Registered Nurse Division 1 Grade 2

Award coverage:

Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and the Memorandum of Understanding Double Degree Inter-Professional (Nursing & Paramedicine) Graduate Program (IPGP)

Time fraction (hrs/wk):

☐ Fixed term Part Time (64-76 hrs per fortnight) or

☐ Fixed term Full Time (76 hours per fortnight)

Organisational information

Vision:

Mission:

Position purpose

As a beginning practitioner in the inter-professional graduate program:

- 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 groups.
- 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 organisational 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.
- As a beginning practitioner, demonstrates and supports nursing leadership within the Directorate.
- Will be required to work in the Emergency Department and a minimum of two other allocated clinical areas. Other clinical areas may include acute surgical or medical, intensive care/critical care or high acuity, anaesthetic or recovery.

Key accountabilities

Achieving results, innovation and driving change to deliver high quality patient 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.
- As a beginning practitioner supports the Nurse Unit Manager and the team to review and evaluate best practice evidence based clinical care.
- As a beginning practitioner role models a positive vision for change and supports change management at both local and organisational level.
- As a beginning practitioner actively engages in opportunities to consider innovations in nursing practice/research and models of care that focus on the patient and the delivery of sustainable, quality, cost effective nursing services.
- As a beginning practitioner participates in local, service and Directorate committees and working groups, attends meetings and reports back to local team meetings.

Key performance measures

- Observation of practice demonstrates evidence of the delivery of safe and quality best practice evidence based patient/resident care in partnership with the patients, 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 organisational level.

Business and financial acumen

- Utilises the resources of the organisation responsibly and in a cost effective manner
- 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 – as a beginning practitioner in the inter-professional graduate program:

- Uses best available evidence based practice to consolidate and develop nursing 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 organisation 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 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

- 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 values.
- Communicates with and involves families/carers in decision making processes as deemed appropriate.
- Supports a culture of professional and respectfulness where all team members feel supported and confident to raise concerns or ideas.
- Maintains a cooperative relationship with the health care team by communicating information, building rapport and participating in team problem solving.
- Attends and contribute to clinical handover and team meetings.
- Assists with the orientation and precepting of new staff.
- Supports the development of others by acting as a clinical resource to colleagues.

Key performance measures

- Observation of conduct and daily interactions with all staff demonstrate the health service values are upheld.

Managing performance

- Completes mandatory training requirements by the due date.
- Participates and engages in clinical progress reports, performance development reviews, and professional

development plans in accordance with the assessment process of the IPGP and the Health Service Staff Development Program.

- As a beginning practitioner supports the Nurse Unit Managers strategies to retain staff including positive recognition, comprehensive orientation, building a cohesive team culture, coaching and mentoring.
- As a beginning practitioner seeks clarification and assistance when necessary with the Nurse Unit Managers, educators and other health professionals 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 – as a beginning practitioner in the inter-professional graduate program:

- 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 follow 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.
- Plan and prioritise educational requirements as outlined in the IPGP information for successful completion of the program.

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.
- Submission of educational requirements for the IPGP in a timely manner.

Quality, safety and risk management

- Takes all reasonable care for personal safety and the safety of colleagues, patients/residents and their families/carers.
- Develops an understanding 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 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.
- Develops and maintains resilience through stressful situations.

- Seeks support and guidance from appropriate support networks available to Registered Nurses. For example the Nursing and Midwifery Health Program Victoria. (NMHPV).

Key performance measures

- Reflects on practice in line with the Health Services and the Directorates values and applies these when interacting with others.
- Actively engages in ongoing self development.

Organisational requirements

- Compliance with all policies and procedures.
- Adherence to infection control policies and procedures as identified in the Infection Control Manuals.
- Participation in the integrated risk management and quality improvement 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 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
- At 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 employees.

Key selection criteria

- Hold current registration as an Registered Nurse Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA).

As a beginning practitioner in the inter-professional graduate program:-

- 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.
- Demonstrate developing 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.

Occupational health, safety and quality responsibilities

Responsibilities and accountabilities

- All employees have responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to Managers/Supervisors and Executive Management.
- Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Employees

Employees have a responsibility to comply with all relevant

OH&S management system policies, procedures and programs.

Employees should 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 to:

- Take reasonable care for their own health and safety and those of others in the workplace.
- Follow approved safe work practices and use personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.

- Report incidents, injuries, “near misses”, safety hazards and dangerous occurrences, via the organisation’s reporting system eg. RISKMAN /VHIMS.
- Assist with any incident investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Not wilfully interfere with or misuse anything provided in the workplace in interest of health and safety or wilfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.
- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in health service emergency evacuation exercises.

Employees (Clinical – NSQHS and AACQA)

Incorporated in 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.
- As appropriate 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.

Other relevant information

- Terms and Conditions as outlined in your Letter of Appointment are to be adhered to as part of your position description.
- 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).

Authorisations

Employee:

Date written:
12/10/2017

Date revised:

Date ratified:

Once all parties have signed the position description:

A copy to be sent to the Employee and
Original placed in the Employee's Personnel File