



YEA & DISTRICT MEMORIAL HOSPITAL

Position Definition	
Position:	Registered Nurse
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020/2024
Classification:	Registered Nurse (dependant on qualification/experience)
Position reports to:	Nurse Unit Managers
Effective date:	May 2021
Approved by:	Director Clinical Services/General Manager

Organisational Context
<p>Yea & District Memorial Hospital (YDMH) provides acute, aged and community healthcare, to people of all ages from the Yea & surrounding western Murrindindi district communities.</p> <p>Our services have a strong focus on best practice clinical assessment, treatment and care.</p> <p>YDMH partners with General Practitioners, Hospitals, the three levels of government, local agencies and community members to achieve a universal primary healthcare system.</p> <p>YDMH is a small rural health service. It is funded by state and commonwealth government grants and other self-managed revenue activities. It is governed by a Board of Directors selected and appointed by the Governor in Council</p> <p>YDMH Vision – An exceptional rural health service serving and engaging our local community</p> <p>YDMH Values – Integrity, Respect, Accountability, Responsiveness & Impartiality</p> <p>Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, multidisciplinary groups and community agencies.</p> <p>Our staff will continually update their knowledge to take on new responsibilities and challenges and be adaptive to changes within the health landscape environment.</p>

Purpose and Scope
<p>The purpose of this Registered Nurse role is to promote and person-centred nursing practice in the delivery of care needs to patients/residents using YDMH services that is compatible with local policy & procedures, relevant and applicable Acts and the Australian Nursing and Midwifery Council Registered Nurse Standards for Practice.</p> <p>The role also ensures good public relations through communication with patient's / residents' relatives and friends and liaising with any other organisations linked with residents/patient.</p> <p>The position will work both collaboratively with other YDMH staff members across the organisation, ensuring that all required service standards are met alongside facilitating collaborative teamwork in the delivery of person-centred care.</p>

Key Responsibilities and Duties

Service delivery:

- To meet, and strive to exceed, personal and service targets for Key Performance Indicators as set from time to time by YDMH and/or funding bodies in areas such as Safety, Efficiency and Effectiveness, amongst others.
- Demonstrate a high level of competency in acute and aged care delivery
- Support clinical Coordination of ward/unit, including patient/resident care, dispensing of medications, rounds with medical practitioners, including comprehensive and timely Discharge Planning
- Demonstrated ability to work with patient/residents with complex health and social issues.
- Participate in direct nursing care across the facility as required
- Establish and maintain good relationships with nursing and other hospital personnel by recognising the contribution each member makes to patient care.
- Ensures appropriate reporting of any clinical incidents via Incident Management System (VHIMs) and any required Mandatory reporting (Sentinel events/SIRs).
- Support, supervision and guidance of all Enrolled nursing staff and students
- To assist in the supervision and orientation new staff and nursing students as required.
- To liaise effectively to ensure appropriate referrals and consultations take place with other health and support workers both within and external to the Service
- Ensure accurate and timely recording of all patient contacts within YDMH patient management systems - Ensures documentation accurately reflects the patient's entire continuum of care, adheres to the hospital documentation policies and guidelines, is sufficiently detailed and legible, meeting medico-legal integrity requirements
- To practise effective infection prevention and control procedures in all aspects of patient and service delivery
- Ensures National Safety and Quality Health Care Standards (NSQHS) and Aged Care Quality Standards principles and practices are applied within the service.
- Actively participates in Quality projects and activities including audit schedule
- Active involvement in YDMH organisational accreditation planning and preparation
- Supports Occupational health & safety within organisation including ward equipment and appropriately organises maintenance where necessary in liaison with Maintenance/Special Projects Officer
- To participate in YDMH organisation committee meetings
- Represent YDMH at external meetings as required
- To maintain effective communication and liaison with the NUM/Director of Nursing/Manager

Key Responsibilities and Duties	
Organisational:	<ul style="list-style-type: none"> To abide by and actively support YDMH OH&S policies to ensure the safety and wellbeing of the employee, clients, colleagues, contractors and visitors. To ensure that the confidentiality of YDMH patients is always respected and upheld. To actively support the Vision, Purpose and Values contained in the YDMH Strategic Plan. To undertake Continuing Professional Development. To participate in annual performance review. To complete mandatory competency modules as required. To abide by the Policies & Procedures of YDMH (which may be amended from time to time). To actively promote YDMH and its services within the community. Other duties as directed.
Leadership:	<ul style="list-style-type: none"> Support the effective and efficient service delivery across the organisation
Management:	<ul style="list-style-type: none"> N/A
Financial:	<ul style="list-style-type: none"> N/A

Core Competencies, Attributes and Capabilities	
Clinical/professional:	<ul style="list-style-type: none"> Thorough understanding and absolute commitment to the principles and practises of person-centred care delivery Demonstrated commitment to the principles of diversity, EEO and participatory work practices. Demonstrated commitment to and use of appropriate ethical standards and behaviours.
Client orientation:	<ul style="list-style-type: none"> Demonstrated sensitivity to culturally and Linguistically Diverse (CALD) individuals and communities. Demonstrated sensitivity to gender equity. Demonstrated commitment to access and equity for all community members
Interpersonal:	<ul style="list-style-type: none"> Well-developed written and oral communication skills. Ability to manage competing priorities. Ability to liaise effectively with patients/residents/clients, community groups, other employees and external agencies. Ability to negotiate and gain co-operation and support from others in a team environment. Willingness to support team members and work as part of a cohesive team across YDMH.
Leadership:	<ul style="list-style-type: none"> N/A
Management:	<ul style="list-style-type: none"> N/A

Core Competencies, Attributes and Capabilities	
Computer:	<ul style="list-style-type: none"> • Sound demonstrable knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint) and Internet Explorer. • The capacity to learn to effectively use the YDMH electronic records systems
Others (specify):	Not applicable
Financial:	<ul style="list-style-type: none"> • N/A

Key Selection Criteria	
<p>Mandatory:</p> <p><i>Successful applicants are required to provide certified copies of the mandatory qualifications listed in this section.</i></p>	<ul style="list-style-type: none"> • Bachelor's Degree in Nursing or equivalent. • Registration as Division 1 Registered Nurse • The employee must obtain and maintain professional registration with the AHPRA entitling them to practice and must provide evidence of that registration to YDMH annually • Demonstrated understanding of NSQHS, Aged Care Quality standards & accreditation experience • Ability to work effectively within a multidisciplinary team. • Ability to prioritise workload and meet set timelines • Knowledge of contemporary professional nursing and health care • Demonstrated Core Attributes as listed above
Desirable:	<ul style="list-style-type: none"> • Post registration experience or qualification in emergency/urgent care/aged care

Conditions of Employment	
Remuneration:	<ul style="list-style-type: none"> • The employee will be paid in accordance with the Award/Agreement. • Salary Packaging is available for permanent and fixed term employees, in accordance with prevailing legislation and YDMH Policy.
Location:	<ul style="list-style-type: none"> • The employee may be expected to work in both the acute and urgent care units
Hours of duty:	The hours of duty – as per contract

Conditions of Employment	
Pre-employment checks:	<p>A Police Check is mandatory (if working in Aged Care NDIS Screening Check is required). In accordance with YDMH Policy, relevant convictions will be taken into consideration when considering applicants for this position.</p> <p>All employees of YDMH must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.</p> <p>COVID 19 Vaccination required</p> <p>YDMH employees who are engaged in direct client care are required to complete the YDMH Staff immunisation record form, confirming their consent to receive or declaration that they have received the recommended vaccinations.</p>
Probationary period:	Confirmation of new employees to YDMH is subject to a 6-month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Responsibilities and Duties. This probationary period is regarded as an extension of the interview process.

Acknowledgement

Position Descriptions may be modified from time to time in accordance with YDMH Policy, relevant Awards, Agreements or Legislative amendments.

Awards and Agreements may be modified or replaced in accordance with the Fair Work Act 2009.

I acknowledge:

- That I have read and fully understand the Position Description.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Yea and District Memorial Hospital may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by (Print Name): _____

Signature: _____ Date ____/____/____

DCS/Manager: _____ Date ____/____/____

Validated by:	DCS/Manager
Reviewed:	Jan 2015, Aug 2017, 2020, 2021, 2022
Review Date:	June 2024

Yea & District Memorial Hospital is an equal opportunity employer who respects the diversity within our world and is inclusive of our community's diversity including Aboriginal and Torres Strait Islander people, Lesbian, Gay, Transsexual, Bisexual and Intersex, varying age groups, cultural backgrounds and abilities.