

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Registered Nurse – Grade 3 (ANUM)</b>		
<b>Division</b>	Nursing	<b>Unit</b>	Koorooman House
<b>Campus</b>	Korumburra		
<b>Classification</b>	Registered Nurse, Grade 3 (ANUM)		
<b>Award</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020		
<b>Reports To</b>	Nurse Unit Manager Koorooman House		
<b>Position Approved By</b>	Director of Nursing - Leongatha		

### Position Outline:

The position of Registered Nurse - Grade 3 (ANUM) is an exciting and challenging career opportunity within Gippsland Southern Health Service. The key objective of this position is to provide clinical services to patients across all settings within GSHS including acute inpatient, outpatient and residential aged care whilst achieving and maintaining high standards of quality care and service, reliability and safety. This will occur within the principles of care coordination, where patients/residents have access to a highly coordinated health care and community support system.

This position is at operational/middle management level and will have input into planning and decision making processes as part of the service team.

This objective is achieved by adhering to the following core principles:

- Maintaining professional nursing care for patients and clients.
- Respecting client rights in cooperation with the client, their representatives and other health professionals.
- Ensuring care is provided in accordance with GSHS policies and procedures.
- Ensuring practice is conducted in a way that supports the Occupational Health and Safety principles of GSHS.

Working with a diverse range of people, you are required to uphold GSHS values and ensure our patients and families are treated with respect and professional care.

### Divisional Context:

The Nursing Division at GSHS is a dynamic team of nurses, personal care attendants, hotel and domestic workers, administrative staff, managers and a variety of key medical practitioners who provide a broad range of acute and nursing-based services to the South Gippsland Shire, including:

- Inpatient care
- Specialist Nursing Services
- Theatre
- Infection Control
- Residential Aged Care
- Clinical Support Services
- Hospitality Services
- Staff Education and Development

### Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

### Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision
<i>Excellence in Healthcare</i>

Mission
<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none"><li>Continuous Improvement</li><li>Evidence Based Practise</li><li>Consistency of Practice</li><li>Innovative Practice</li><li>High Standards</li></ul>	<ul style="list-style-type: none"><li>Unwilling to Improve</li><li>Lack of Innovation</li><li>Non-Adherence</li><li>Inconsistency</li><li>Acceptance</li></ul>
Individuality	<ul style="list-style-type: none"><li>Be Tolerant</li><li>Acknowledge Rights</li><li>Personalise</li><li>Support Individuals</li><li>Practice Self Care</li></ul>	<ul style="list-style-type: none"><li>Lack of Respect</li><li>Discriminating</li><li>Being Inconsiderate</li><li>Being Judgemental</li><li>Being Dismissive</li></ul>
Collaboration	<ul style="list-style-type: none"><li>Value Teamwork</li><li>Involve Others</li><li>Actively Listen</li><li>Ask and Offer Solutions</li><li>Support Decisions and Change</li></ul>	<ul style="list-style-type: none"><li>Poor Communication</li><li>Criticising Others</li><li>Being Negative</li><li>Not Open</li><li>Withholding Information</li></ul>
Accountability	<ul style="list-style-type: none"><li>Take Responsibility</li><li>Set Clear Expectations</li><li>Manage Performance</li><li>Results Focused</li><li>Ethically Bound</li></ul>	<ul style="list-style-type: none"><li>Blaming Others</li><li>Unethical Behaviour</li><li>Underperforming</li><li>Unreliable</li><li>Shirking Responsibility</li></ul>
Respect	<ul style="list-style-type: none"><li>Respect People</li><li>Respect Privacy</li><li>Respect Property</li><li>Respect Views</li><li>Be courteous</li></ul>	<ul style="list-style-type: none"><li>Being Rude</li><li>Being Negative</li><li>Being Disrespectful</li><li>Being unhelpful</li><li>Disrespecting Property</li></ul>
Empowerment	<ul style="list-style-type: none"><li>Take Initiative</li><li>Actively Participate</li><li>Ask Questions</li><li>Clarify Expectations</li><li>Empower Others</li></ul>	<ul style="list-style-type: none"><li>Authoritarian</li><li>Discrimination</li><li>Blaming Others</li><li>Not Sharing</li><li>Stifling Development</li></ul>

## Key Responsibilities

- Provide effective shift management and clinical leadership during the off-duty periods of the NUM and performs in the NUM role in their absence.
- Act as a role model for staff, communicating clinical and professional expectations and hold staff accountable for meeting these expectations.
- Responsible for Urgent Care presentations in accordance with relevant policies and procedures.
- Works closely with nursing staff and multidisciplinary team to ensure that residents have a comprehensive assessment and documented plan of care; ensures timely clinical documentation is at the highest standard and service delivery planning is consistent and supports care delivery across care settings.
- Use critical and reflective thinking skills in contributing to decision making which includes reporting changes in health and functional status and individual responses to health care interventions, ensuring that appropriate clinical resources are used, including when specific complex care needs are identified.
- Work in a highly organised manner, balancing competing priorities and work demands, and identify and respond appropriately to critical and urgent clinical needs.
- Supports the Nurse Unit Manager to embed strategies to achieve the organisation's Vision of Excellence in Healthcare.
- Support the development of, complies with and ensures organisational policies and procedures are followed by staff and that clinical standards are constantly monitored and met.
- Assist and support rosters that will provide a suitable number and mix of staff, consistent with the Safe Patient Care Act and requirements of the Enterprise Agreement, to meet the care needs of the residents and are fiscally responsible.
- Is aware of the diverse needs of all residents, and understands the importance of diversity in health care.
- Recognises and maintains professional boundaries of the nurse – client relationship.
- Reports client problems/concerns promptly to assist effective resolution of complaints.
- Undertakes any reasonable task that is requested by the Nurse Unit Manager.
- Supports the implementation of change to achieve performance improvements in consultation with NUM and Senior Management.
- Directly contributes to the in-service program to meet identified learning needs of the nursing team.
- Contributes to/undertakes nursing research activities.
- Assists in the collection of clinical indicator data.
- Participates in critical incident reviews.
- Ensures timely completion of documentation relating to roster changes, overtime and unplanned and/or planned absences from work. i.e. sick leave, family leave, compassionate leave and annual leave requests.
- Undertakes administrative roles according to delegated clinical portfolio/s.
- Instruct and supervise students of nursing in all aspects of nursing care.
- Supports the NUM in all other administrative matters as required.
- Assists in the orientation of new personnel to the area of work as required.
- Demonstrates and ensures best practice at all times by ensuring that professional skills are regularly updated.
- Ensures safety standards including safe use of equipment are met.
- Assisting with internal audits and surveys to monitor quality and safety of care.
- Practising and being competent with all GSHS emergency and hazard control procedures.
- Ensuring all equipment is maintained in safe and clean condition.
- Proactively and accurately identifying those situations requiring assistance from other staff or medical staff and acting accordingly.

## Key Selection Criteria:

### Mandatory

- Tertiary Qualifications as a Registered Nurse.
- Current registration with AHPRA (Australian Health Practitioner Regulation Agency) – Registered Nurse.
- Current Police Check.
- Demonstrated capability of working as “in-charge” of a shift.

### Desirable

- Post graduate gerontological qualification and/or post graduate studies in emergency nursing
- Good Interpersonal skills
- Organisational and problem solving skills
- Time management and decision making skills
- Working knowledge and understanding of ACFI assessments
- Knowledge and attention to clinical assessments and care planning
- Demonstrated capability of aligning performance to organisational objectives
- Experience working in an acute ward, emergency department or Urgent Care Centre

### Nursing Capabilities

Mapped to the Nursing and Midwifery Board of Australia Standards for Practice for the Registered Nurse.

**Standard 1:** Thinks critically and analyses nursing practice

**Standard 2:** Engages in therapeutic and professional relationships

**Standard 3:** Maintains the capability for practice

**Standard 4:** Comprehensively conducts assessments

**Standard 5:** Develops a plan for nursing practice

**Standard 6:** Provides safe, appropriate and responsive quality nursing Practice

**Standard 7:** Evaluates outcomes to inform nursing practice

### Leadership Capabilities

#### Thinks Creatively And Solves Problems Effectively

- Understands the work area’s direction and how it delivers its service.
- Links own work to the health service’s work priorities.
- Applies creative approaches to issues and problems.
- Shows judgement, intelligence and common-sense.

#### Achieves Results

- Responds to client needs and organises resources.
- Shares expertise and uses technology effectively.
- Adapts to and implements change.
- Delivers on intended results.

#### Demonstrates Personal Drive And Integrity

- Demonstrates professionalism and acts ethically.
- Engages with risk and shows personal courage and resilience.
- Takes personal responsibility for meeting objectives and progressing work.
- Demonstrates self-awareness and a commitment to personal development.

#### Communicates Effectively

- Communicates clearly.
- Listens, understands and adapts to the audience.
- Negotiates effectively.

### **Works Productively With Others**

- Builds internal and external relationships
- Values individual differences and diversity
- Works co-operatively
- Guides people

### **OH&S**

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

### **Policies & Procedures**

It is everybody's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

### **Person Centred Care**

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff are required to adhere to these principles.

### **Values & Conduct**

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS' Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee's conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

### **Child Safety**

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

### **Violence & Aggression**

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- Are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.
- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

### **Diversity & Inclusion**

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

### **Risk Management**

GSHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

### **Professional Development & Performance Management**

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

### **Quality Improvement**

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

### **Clinical Supervision**

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

### **Privacy & Confidentiality**

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Development and Discipline Policies, along with the relevant Enterprise Agreement.

### Additional Requirements:

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions.

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at GSHS' discretion and activities may be added, removed or amended at any time.*

### Sign-off to verify agreement with this Position Description:

Incumbent		Date	
Manager		Date	