

Position Description



POSITION TITLE: REGISTERED NURSE GRADE 2 (GRADUATE PROGRAM)	DIVISION: CLINICAL EDUCATION AND TRAINING
REPORTS TO: MANAGER CLINICAL EDUCATION & TRAINING	DIRECT REPORTS: <ul style="list-style-type: none"> • NURSE UNIT MANAGER • GRADUATE PROGRAM COORDINATOR • GRADUATE SUPPORT TEAM
ENTERPRISE AGREEMENT: NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016 - 2020	CLASSIFICATION: YP2
APPROVED:	APPROVAL DATE:
PRIMARY OBJECTIVE:	
The Registered Nurse is responsible for the provision of patient / client / resident focused holistic nursing care to those assigned to him/her, in order to achieve desired clinical outcomes.	
BARWON HEALTH VISION – Together with our community we build healthier lives, inspired by world class standards	
PRIORITIES	VALUES
<p>Our Consumers at the Forefront</p> <p>Our People at their Best</p> <p>Right Care, Right Time, Right Place</p> <p>Research, Education and Training for Excellence</p> <p>Our Community's Wellbeing</p> <p>Mission With our consumers at the forefront, we excel in delivering efficient integrated care, education & research to advance health and wellbeing for all.</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED): Actively participate as a member of a multi-disciplinary team to ensure quality health outcomes for patients																	
<p>Without referral to Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> ▪ Provision of direct patient care through a consumer centred approach and within scope of practice ▪ Nursing care for allocated patients ▪ Ensures all work is completed accurately on time and in accordance with Barwon Health policies and procedures <p>After Consultation with Manager or others (CONSULTED)</p> <ul style="list-style-type: none"> ▪ Appropriate referral of any instances where the patient needs fall outside the scope of experience within the team ▪ Clinical deterioration ▪ Assist in education and planning <p>Referred to Managers or others (CONSULTED)</p> <ul style="list-style-type: none"> ▪ Consumer complaints and compliments ▪ OH&S issues ▪ Improving Care initiatives 	<table border="1"> <thead> <tr> <th data-bbox="1088 256 1603 309">Contact/Organisation</th> <th data-bbox="1603 256 2119 309">Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td data-bbox="1088 309 1603 469">Manager NE&T</td> <td data-bbox="1603 309 2119 469">As required /in the absence of the GNP Coordinator and Graduate Team. May be to manage issues of performance management or for general advice on any issue.</td> </tr> <tr> <td data-bbox="1088 469 1603 628">Graduate Nurse Program Coordinator / Graduate Team</td> <td data-bbox="1603 469 2119 628">Regular/daily to receive guidance and direction relating to patient care, learning needs and general advice.</td> </tr> <tr> <td data-bbox="1088 628 1603 788">NUM</td> <td data-bbox="1603 628 2119 788">Regular to ensure patient care requirements are met and to contribute to effective team outcomes</td> </tr> <tr> <td data-bbox="1088 788 1603 948">ANUM</td> <td data-bbox="1603 788 2119 948">Daily to receive guidance and direction on patient care and to advise any issue</td> </tr> <tr> <td data-bbox="1088 948 1603 1107">Work team</td> <td data-bbox="1603 948 2119 1107">Daily to ensure quality patient care is delivered at all times</td> </tr> <tr> <td data-bbox="1088 1107 1603 1267">Other health professionals</td> <td data-bbox="1603 1107 2119 1267">Daily to ensure quality patient care is delivered at all times</td> </tr> <tr> <td data-bbox="1088 1267 1603 1394">Relatives and friends of patients</td> <td data-bbox="1603 1267 2119 1394">As required to inform of patient wellbeing</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Manager NE&T	As required /in the absence of the GNP Coordinator and Graduate Team. May be to manage issues of performance management or for general advice on any issue.	Graduate Nurse Program Coordinator / Graduate Team	Regular/daily to receive guidance and direction relating to patient care, learning needs and general advice.	NUM	Regular to ensure patient care requirements are met and to contribute to effective team outcomes	ANUM	Daily to receive guidance and direction on patient care and to advise any issue	Work team	Daily to ensure quality patient care is delivered at all times	Other health professionals	Daily to ensure quality patient care is delivered at all times	Relatives and friends of patients	As required to inform of patient wellbeing	
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KEY ACCOUNTABILITIES:

Key Result Area	Major Activities	Performance Measures
<ul style="list-style-type: none"> Patient care 	<ul style="list-style-type: none"> Practice in accordance with the Nursing and Midwifery Board of Australia Registered Nurse Standards for Practice Delivery of consumer centred care that meets best practice standards and in line with Barwon Health requirements Provide quality patient care using evidence based approach and in line with Barwon Health Policy and Procedure Facilitate service coordination where possible to ensure broader health and well-being issues are supported 	<ul style="list-style-type: none"> Standards for Practice are met Achievement of best practice standards Referrals
<ul style="list-style-type: none"> Safety and Quality 	<ul style="list-style-type: none"> Understand the application of National Safety and Quality Standards and Residential Aged Care Guidelines to ensure compliance with applicable regulatory bodies in maintained Actively participate in improving care activities and service redesign initiatives Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained Demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient care is effective and culturally appropriate 	<ul style="list-style-type: none"> Adherence to National Safety and Quality Standards &/or the National Community Common Care Standards. Participation in Safety and Quality initiatives Compliance with Managing Diversity and EEO policies
<ul style="list-style-type: none"> Teamwork 	<ul style="list-style-type: none"> Establish and maintain effective communication within a multi-disciplinary team to ensure patients receive quality ongoing care Actively participate in the promotion of a positive and engaging team culture 	<ul style="list-style-type: none"> Active ongoing contribution within multi-disciplinary team Positive role model within team
<ul style="list-style-type: none"> Information Management 	<ul style="list-style-type: none"> Utilise Barwon Health's IT systems to ensure accurate development and maintenance of patient related documentation in a timely manner Regular monitoring of patient related documentation to ensure compliance with applicable legal and regulatory bodies 	<ul style="list-style-type: none"> Patient related documentation is complete and accurate Documentation complies with legal and regulatory bodies requirements



<ul style="list-style-type: none"> Professional Competence and Management 	<ul style="list-style-type: none"> Ensure compliance with National Framework for Decision Making by Nurses and Midwives on Scope of Practice. Share skills and knowledge to contribute to professional development of colleagues, students and others. Maintain annual registration requirements and continuing professional development (CPD) standards outlined by AHPRA through participation in relevant educational programs. 	<ul style="list-style-type: none"> National Framework for Decision Making by Nurses and Midwives on Scope of Practice requirements met Annually registered with AHPRA CPD requirements met and documented Active participation in others learning Attends mandatory study days as part of the Graduate Nurse Program Frequently attends and participates in Graduate Professional Development sessions Attends and participates in any other education organised by the graduate team/clinical area.
<ul style="list-style-type: none"> Other Duties 	<p>Exhibits a commitment to the Barwon Health's Values including team based above and below behaviours</p> <ul style="list-style-type: none"> Undertake special projects or reports required by the Manager on a wide range of issues Report all incidents through the incident management system Practice in accordance with the relevant health care or industry standards Demonstrate an understanding of appropriate behaviours when engaging with children Complete mandatory training and education Comply with relevant Barwon Health policies and procedures Participate in quality improvement activities Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> Barwon Health values modelled at all times Performance Review Demonstrated use of incident management system Adherence to applicable health care or industry standards Demonstrated completion of mandatory training Adherence with Barwon Health policy and procedures Adherence with Child Safe Standards Active participation in required quality improvement activities



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Self](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p>Builds and maintains resilience:</p> <ul style="list-style-type: none"> • Monitors own emotional reactions when under pressure • Focuses on the positives in difficult situations • Bounces back from setbacks 	<p>Communicates clearly:</p> <ul style="list-style-type: none"> • Provides accurate information • Has the courage to respectfully have 'difficult' conversations • Discusses issues thoughtfully without getting aggressive 	<p>Works in teams:</p> <ul style="list-style-type: none"> • Works cooperatively with others to achieve shared objectives • Contributes to maintaining an environment of trust 	<p>Supports a shared purpose:</p> <ul style="list-style-type: none"> • Understands <u>Barwon Health's mission, vision and values</u> and can explain how they are relevant to work • Holds self and others responsible for achieving results
<p>Demonstrates commitment to personal development:</p> <ul style="list-style-type: none"> • Evaluates own strengths and areas for development • Seeks feedback from others on own performance and development • Seeks development opportunities 	<p>Listens, understands and adapt to others:</p> <ul style="list-style-type: none"> • Listens actively to others • Focuses on gaining a clear understanding of others comments by asking clarifying questions and reflecting back 	<p>Develops others:</p> <ul style="list-style-type: none"> • Recognises and praises others for their contributions and accomplishments • Provides respectful and timely feedback to others 	<p>Displays openness to change:</p> <ul style="list-style-type: none"> • Responds in a positive and flexible manner to change and uncertainty • Listens with an open mind to others when they propose new solutions and different ways of doing things
<p>Exemplifies personal integrity and professionalism:</p> <ul style="list-style-type: none"> • Acts in alignment with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> at all times • Reports instances where the behaviours of others are inconsistent with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> 	<p>Influences positive outcomes:</p> <ul style="list-style-type: none"> • Provides ideas and information to individuals and in group discussions, in keeping with the <u>Barwon Health Values</u> 	<p>Values individual differences and diversity:</p> <ul style="list-style-type: none"> • Recognises the positive benefits of diversity • Is sensitive to culture norms and expectations • Puts themselves in others' shoes to accept and value different perspectives 	<p>Takes accountability for achieving quality and excellence:</p> <ul style="list-style-type: none"> • Establishes and maintains effective consumer relationships • Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress • Shows initiative



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

QUALIFICATIONS -

ESSENTIAL:

- Degree level qualification with a recognised educational institution in Nursing (or other if required)
- Registration with AHPRA

