

**REGISTERED NURSE DIVISION ONE**

Designation: REGISTERED NURSE.

Level: Division One.

Program / Unit: Patient Services Program.

Purpose of Position:

The Registered Nurse Division One is part of the health care team and utilises the practice of nursing to deliver patient care in any practice setting, addressing the functions and obligations of work that reflect current practice guidelines and standards for individuals.

This Position Description recognises that Nurses who are employed at Wodonga Regional Health Service (WRHS) vary in experience being reflective of year of practice. Therefore it is recognised that beginning nurses will work toward fulfilling this Position Description and that more experienced nurses are expected to comply with this level (or higher).

Organisational Environment / Reporting Relationships:

The Registered Nurse shall be accountable to the Nurse Manager or their delegate for all nursing issues. The Registered Nurse must assume the responsibility for their own actions whilst promoting and practising professional standards of practice and conduct.

Supervisory Responsibilities:

Registered Nurse Division Two.
Nursing / Medical / Other Students.

Primary Responsibilities:**KPI ~ 1 Clinical / Technical Skills and Abilities:**

- Perform nursing assessment and practice in areas of responsibility in a correct, safe and professional manner.
- Conduct nursing practice in accordance with legislation and common law.
- Demonstrate accountability for nursing practice.
- Be responsible for the safe and effective handling of all equipment with regard to the safety of self and others.
- Demonstrate a knowledge of WRHS policies and procedures that have legal implications for practice.
- Effectively and efficiently manage the nursing care of individuals or groups of clients.
- Protect the rights of individuals and groups, and assist informed decision making.
- Promote a physical and psychosocial environment that enhances safety, security and optimal health.
- Utilise resources in an efficient and cost-effective manner.
- Adhere to infection control according to WRHS policy and procedures, Department of Human Services (DHS) guidelines and Australian Standards.
- Maintain and update knowledge of WRHS emergency plans, policy and procedures to maximise effectiveness in a crisis situation.

KPI ~ 2 Personal / Professional Development:

- Maintain current knowledge and skill base that facilitates the best possible client care.
- Maintain an active professional development program by:
 - Attendance and participation in relevant courses, workshops, lectures, tele/video conferences, evidenced by provision of attendance record of in-service education sessions
 - Sharing of knowledge and skills so gained with other staff via formal and informal training.
- Participate actively in the WRHS performance review process.
- Maintain mandatory education on an annual basis.
- Maintain of WRHS approved competencies on an annual basis as required within particular competency criteria.

KPI ~ 3 Customer Service:

- At all times promote good interpersonal relationships both within and outside the Department/Unit, and Organisation, recognising internal and external customers.
- Provide education and act as a resource to:
 - Other staff, students, clients and carers.
 - Community groups and other agencies as appropriate and required.
- Professional work in accordance with the ANCI Code of Professional Conduct for Nurses and the ANCI Code of Ethics for Nurses.
- Comply with the WRHS Code of Conduct.

KPI ~ 4 Teamwork and Communication:

- Assume appropriate supervision of students, other staff and peers where required.
- Liaise regularly with the Nurse Manager / delegate on patient and administrative matters relating to work areas.
- Attend unit meetings
- Work in conjunction with other disciplines to achieve common goals.
- Delegate tasks effectively where appropriate.
- Perform other duties in keeping with the professional and administrative responsibilities of Unit portfolio and/or Unit specific roles and responsibilities.
- Communicate effectively and document relevant information in line with WRHS policies and procedures.
- Collaborate with the multi-disciplinary health care team.
- Recognise own abilities and level of professional competence whilst enhancing the professional development of others.

KPI ~ 5 Documentation and Administration:

- Document in a clinically effective manner that conforms to legal requirements.
- Maintain confidentiality of information.
- Contribute to the maintenance of data collection for statistical purposes.
- Participate in the ongoing development, revision and implementation of policies and procedures within the Department / Unit or organisation Program.

KPI ~ 6 Continuous Quality Improvement:

- Adhere at all times to WRHS Occupational Health and Safety policies and procedures and comply with “Employee” responsibilities as identified in the Victorian Occupational Health & Safety Act, 1985. (As amended)
- Recommend to the Nurse Manager/Program Manager any new equipment, resources or clinical practice changes required to maintain and further develop effective services.

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- Initiate and participate in Quality Improvement activities within the Department / Unit and Organisation.
- Promote the value of research that contributes to developments of evidence based nursing and improved standards of care.

Specific Delegations:

Unit Specific Roles and Responsibilities.

- The Position Description will be clarified by specific roles and responsibilities within the individual unit or department.
- Demonstrate decision-making skills consistent with experience and specific roles and responsibilities, as determined by speciality specific standards.
- Where the role of students (ie: Midwifery, Peri-Operative) negates the requirements of this Position Description, the specific KPI will be defined in Student Role and Responsibilities.

Performance Review:

Performance reviews will be conducted within the first three months of employment and yearly thereafter, or prior as deemed necessary by Unit Manager or delegate. Position Description must be read and performed in conjunction with Unit specific Roles and Responsibilities, Code of Conduct and WRHS Vision Statement.

REGISTERED NURSE DIVISION ONE SELECTION CRITERIA

1. Efficient and effective, knowledge and skill base.
2. Commitment to professional development.
3. Demonstrated commitment to customer focused care
4. Ability to work as a team member within a multidisciplinary environment.
5. Knowledge of and commitment to Quality Improvement
6. Ability to plan and manage clinical activities.
7. Skills, knowledge and ability appropriate to specific Unit requirements (where applicable).
8. Understanding of OH & S legislation as it relates to employees' responsibilities.

MANDATORY CRITERIA

1. Eligibility to practice as a Registered Nurse Division 1.
ie: Current Registration with the Nurses Board of Victoria.

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Signature of Employee:

Witness:

Date:

Annexes:

Other Relevant Information: Roles and Responsibilities (Unit Specific).
 Policy – Staff Performance Review and Management.
 Procedure – Staff Performance Review.
 ANCI Code of Professional Conduct for Nurses.
 ANCI Code of Ethics for Nurses.
 WRHS Code of Conduct.

References: ANCI Code of Professional Conduct for Nurses (Division 1 RN).
 ANCI Code of Ethics for Nurses.
 National Competency Standards for the Registered Nurse 3d Edition.
 WRHS Code of Conduct.

Contact Point: EDPS.

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Approval Committee:	Date Approved:	SharePoint Location:
Business Services	September 2002	Position Descriptions...
Responsible Department:	Date for Review:	Manual Location:
EDPS	September 2005	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
2	July 1996	Same