

**REGISTERED NURSE DIVISION TWO**

Designation: REGISTERED NURSE.

Level: Division Two.

Program / Unit: Patient Services Program.

Purpose of Position:

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

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

Organisational Environment / Reporting Relationships:

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

Supervisory Responsibilities:

Nursing and Other Students.

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

- Perform observations and practice in areas of responsibility in a correct, safe and professional manner.
- Conduct nursing practice in accordance with legislation and common law.
- Demonstrate responsibility for nursing practise.
- Be responsible for the safe and effective handling of all equipment with regard to the safety of self and others.
- Demonstrate knowledge of WRHS policies and procedures that have legal implications for practice.
- Effectively and efficiently deliver 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 an up to date 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.
- Show evidence on an annual basis maintenance of WRHS approved competencies 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.
- 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 and peers where required.
- Seek direction with the Nurse Manager / delegate on patient and administrative matters relating to work areas.
- Attend unit meetings and work in conjunction with other disciplines to achieve common goals.
- Perform other duties in keeping with the professional responsibilities of Unit portfolio and / or Unit specific roles and responsibilities as delegated.
- 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.

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.
- Recommend to the Nurse Manager any new equipment, resources or clinical practice changes approaches required to maintain and further develop effective services.
- Participate in Quality Improvement activities within the Department / Unit and Organisation.
- Recognise the value of research that contributes to developments for evidence based nursing and improved standards of care.

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Specific Delegations:

Unit Specific Roles and Responsibilities.

- The Position Description is clarified by specific roles and responsibilities within the individual unit or department.
- Apply decision-making skills consistent with experience and specific roles and responsibilities, as determined by speciality specific standards.

Performance Review:

Performance reviews will be conducted within the first three months of employment and six monthly in April and October thereafter, or prior as deemed necessary by Unit Manager or delegate.

This 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 TWO
SELECTION CRITERIA**

1. Demonstrate efficient and effective, knowledge and skills.
2. Demonstrate commitment to professional development.
3. Demonstrate commitment to customer focused care and interpersonal relationships.
4. Demonstrate ability to work within a team structure in a multidisciplinary environment.
5. Demonstrate knowledge of and commitment to Quality Improvement.
6. Demonstrate ability to plan and manage clinical activities at Division 2 level.

MANDATORY CRITERIA

1. Eligibility to practise as a Registered Nurse Division 2 in Victoria.
le: Current Registration with the Nurses Board of Victoria.
2. Skills, knowledge and ability appropriate to specific Unit requirements (where applicable).

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.

References: ANCI Code of Professional Conduct for Nurses (Division 2 RN).
 ANCI Code of Ethics for Nurses.
 ANCI National Competency Standards for the Enrolled Nurse (Div 2).

Contact Point: EDPS.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint Location:
Patient Services	April 2003	Position Descriptions...
Responsible Department:	Date for Review:	Manual Location:
EDPS	April 2006	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
3	July 1996	Same