

## POSITION DESCRIPTION – Caulfield Hospital

<b>POSITION:</b>	Registered Nurse Division 1
<b>AWARD/AGREEMENT:</b>	Nurse (Victorian Health Services) Award 2000
<b>CLASSIFICATION TITLE:</b>	Registered Nurse: Grade 1 YP1, Grade 2 YP2 – 10
<b>DEPARTMENT/DIVISION:</b>	Aged Psychiatry Services
<b>REPORTS TO:</b>	Nurse Unit Manager
<b>OPERATIONALLY ACCOUNTABLE:</b>	<optional>
<b>PROFESSIONALLY ACCOUNTABLE:</b>	<optional>
<b>HOURS OF WORK:</b>	Monday to Sunday as rostered

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### ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities:

The Alfred is a major tertiary referral teaching hospital and provides a number of state-wide services.

Caulfield Hospital is a provider of a range of specialty services in the areas of community services, rehabilitation, aged care, residential care and aged mental health.

Sandringham Hospital has a strong focus on meeting the health needs of the local community.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

### DEPARTMENT

<insert department description here>

### POSITION SUMMARY

The Registered Nurse Division 1 is an integral member of the nursing team who provides holistic nursing care in accordance with the core values of the organisation.

## **KEY RESPONSIBILITIES**

### **1. Clinical Practice**

- Oversees and participates in the assessment, planning and implementation of care based on individual patient's needs;
- Incorporates a holistic approach to patient care, implementing care in response to physical, emotion and social needs;
- Effectively evaluates and reports outcomes of care and changes the plan of care accordingly;
- Maintains accurate nursing and management documentation/records;
- Regularly consults with patients and their family/significant others regarding all aspects of care;
- Ensures effective, relevant communication to the Nurse Manager and other relevant staff of any change in patient's care needs;
- Ensures application of all relevant policies, procedures and guidelines.

### **2. Communication**

- Communicates the plan of care for each patient through effective verbal and written skills;
- Effectively communicates with patients, carers, relatives and staff by employing good interpersonal skills;
- Responds promptly and appropriately to internal and external customers;
- Ensures that relevant written information is accessed and read, including memos and minutes of unit based meetings;
- Actively participates in committees and meetings.

### **3. Quality and Risk Management**

- Consistently follows organisational and service policies and procedures;
- Participates in quality improvement activities;
- Participates in service and/or program quality improvement activities in accordance with The Mental Health Standards;
- Participates in the review of policies and procedures.

### **4. Professional Development:**

- Maintains patient confidentiality at all times;
- Accepts responsibility for own actions;
- Recognises own ability and level of professional competence;
- Ensures practice as in accordance with legislation and common law affecting nursing practice;
- Demonstrates a positive attitude to the agreed role and responsibility of the position;
- Demonstrates ability to understand and integrate those behaviours which reflect the mission and values of the organisation;
- Respects diversity and acts to protect patients'/residents' rights.

### **5. Occupational Health & Safety**

- Is actively involved in matters relating to OH&S;
- Adheres to OH&S policies and procedures;
- Participates in relevant safety training;
- Ensures use of protective clothing and/or equipment as per policy;
- Seeks clarification on safety issues where uncertain.

### **6. Infection Control**

- Adheres to Infection Control policies and procedures.

## **7. Professional Development**

- Seeks advice and guidance from the Nurse Unit Manager and/or Clinical Education staff to enhance knowledge and skill development;
- Attends relevant in-service education;
- Maintains and updates own professional development to ensure safe and contemporary practice.

**In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.**

## **Values**

Values consistent with those of Alfred Health which are:

- Caring and responding to our patients
- Encouraging and achieving excellence, continual learning and improvement
- Working in partnership and co-operation
- Being responsible and accountable for the services we provide
- Achievement through team work
- Treating people with integrity, in a friendly, trusting and respectful manner and environment.

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

- Current registration with the Nurses Board of Victoria as a Division 1 Registered Nurse.

**Position Description authorised by:** <insert position title here>

**Date:** <insert date authorised here>