

POSITION DESCRIPTION - SANDRINGHAM HOSPITAL

POSITION: Registered Nurse - Grade 2, Year 1-9

AWARD/AGREEMENT: Nurses

CLASSIFICATION TITLE: YP1 – YP11

DEPARTMENT/DIVISION: Nursing

ACCOUNTABLE TO: Unit Manager or Associate Unit Manager.
To be accountable for one's own actions.

ALFRED HEALTH

Alfred Health incorporates The Alfred, Caulfield Hospital and Sandringham Hospitals. The management of the operations and business of Alfred Health is the responsibility of the Alfred Chief Executive, the General Managers of Caulfield Hospital and Sandringham Hospital and executive staff to whom management responsibilities have been delegated.

Alfred Health serves a catchment population of approximately 400,000 providing services ranging from major trauma to residential aged-care facilities. Alfred works in collaboration with a wide range of community based services including the Cities of Melbourne, Stonnington, Glen Eira and Port Phillip, the Alfred and Southcity Divisions of General Practice and the Inner South East Partnership in Community and Health.

The Alfred is a 350 bed acute tertiary referral hospital with a budget of \$300 million and a staff of 3,500. It treats 50,000 inpatients and 200,000 emergency patients and outpatients annually. Caulfield Hospital is a 360 bed hospital, with a focus on aged care, aged psychiatry, residential care, rehabilitation and community services. It employs 1200 staff and has an annual budget of \$70M.

Sandringham Hospital is a community hospital with a total of 86 beds. It incorporates an Emergency Department, 2 medical wards, 2 surgical wards, an obstetrics unit and a haemodialysis satellite centre. It employs 300 staff and has an annual budget of \$30M.

Further information about Alfred Health is available at www.Alfredhealth.org.au

POSITION SUMMARY

PRIMARY OBJECTIVES:

1. Provide direct patient care in line with the Mission and Objectives of the Clinical Programs and the ward.
2. Maintain the standard of care and competence as documented by the Hospital and the Australian Nursing Council (ANC) document.
3. To work to improve one's level of skill.

CONDITIONS OF EMPLOYMENT:

1. As per the Nurses (Victorian Health Services) Award.
2. To familiarise and act accordingly with hospital policy, including Nursing Staff Mission and Objectives, documents and standards for nursing practice.
3. To be available to work day, evening, night and weekend duties, on a rotating roster, when required.

DUTIES AND RESPONSIBILITIES:

1. PATIENT CARE

1.1 Direct Patient Care

1.1-1 To discuss and construct a plan of care with the patient which will help him/her to regain an optimal health condition, using the nursing process and patient assignment.

1.1-2 To assist the patient in the meeting of those physical needs necessary for his/her well-being and comfort that he/she is unable to do for himself/herself, or cannot perform unaided.

1.1-3 To help the patient adjust psychologically to his/her new environment, his/her illness and its effect, if any, on his/her lifestyle.

1.1-4 To consistently and accurately identify situations of risk and respond appropriately, achieving a safe outcome.

1.1-5 To promote the patient's comfort prior to, during and following interventions.

1.1-6 To give medications and carry out nursing treatments as prescribed, unless you have reason or information that it is contraindicated.

1.1-7 To educate the patient in how to maintain and improve his/her health during his/her stay in hospital, and after discharge.

1.1-8 To maintain the rights of the patient at all times.

1.1-9 To endeavour to maintain a safe environment at all times in the ward areas, by prevention of accident and incident, cross infection and by care in the handling and administration of all drugs.

1.1-10 To meet any emergency situation with prompt action and good judgement and be accountable for these decisions.

1.1-11 To ensure that the patients receive adequate and correct dietary nourishment, according to their individual needs.

1.2 Indirect Patient Care

To appraise and evaluate nursing care and standards of work performance through peer review, staff assessments and quality assurance programmes.

2. MANAGEMENT SKILLS

2.1 To utilise available resources realistically and economically.

2.2 To have a working knowledge of Casemix funding with reference to Diagnosis Related Groups with their inherent length of stay component.

2.3 To make decisions within the level of experience and qualifications.

2.4 To give support and encouragement to colleagues.

2.5 On occasion, may be required to relieve as Associate Unit Manager.

2.6 To utilise the P.A.I.S. method of patient dependency.

3. COMMUNICATION

3.1 Participate in ward meetings and Registered Nurse Meetings, and report back to the Unit Manager or Associate Unit Manager.

3.2 To submit ideas and proposals to the department or the Registered Nurses Meeting which will contribute to the improvement of patient care and/or in human resources management.

3.3 To maintain a courteous and consistent manner when dealing with people.

3.4 Liaise between medical and paramedical staff, and provide clinical information based on nursing observations.

3.5 Keep the Unit Manager or Associate Unit Manager informed of any change in condition of patient, or other problems or potential problems.

3.6 To inform the Unit Manager or Associate Unit Manager of any difficulty in maintenance of established standards of care, and make recommendation to the Unit Manager or Associate Unit Manager.

3.7 To establish and maintain an effective interpersonal relationship and act as liaison between family, doctor, hospital personnel and community agencies.

4. PROFESSIONAL DEVELOPMENT

4.1 To participate in the development of policies and actively participate in evaluation of the Nursing Service Programme.

4.2 To contribute to the learning experiences of colleagues by facilitating mutual sharing of knowledge and experiences relating to individual/group/unit problems.

4.3 To identify areas where professional growth can occur and activate programmes to enable the development to take place.

4.4 To recognise the need for continuing education for oneself and staff both within and outside nursing.

4.5 To update one's own skills and knowledge by attending courses.

4.6 To encourage staff within the Unit to broaden their knowledge.

4.7 To participate in and encourage staff to attend In-service education, Fire and Evacuation Drills.

5. PROFESSIONAL COMPETENCE

5.1 To consult with other health care professionals if the patient needs fall outside the scope of experience available in the Unit.

5.2 To practice within the limits of one's abilities and qualifications. Ensure staff within the unit do likewise.

6. SAFE PRACTICE

6.1 To familiarise oneself with the legal implications of actions taken by the staff in the course of practice.

7. RIGHTS OF INDIVIDUAL

7.1 To display a knowledge of rights of individuals/group in the health care setting and ensure staff within the Unit display this knowledge.

7.2 To respond when rights of the individuals/groups are being overlooked by taking the role of advocate.

7.3 To ensure the confidentiality of information regarding staff and patients.

8. ACCOUNTABILITY FOR NURSING PRACTICE

8.1 To accept responsibility for one's actions relating to patient care.

8.2 To provide guidance to staff in the Unit regarding their responsibility.

8.3 To co-ordinate care, together with medical and allied health.

8.4 To ensure clarity of instructions relating to patient care.

8.5 To question interventions which appear inappropriate and encourage staff to do likewise.

8.6 When it is imminent, to allow a patient to die with dignity.

9. ETHICAL JUSTIFICATION

9.1 To comply with the professional's code of ethics.

9.2 To ensure knowledge of contemporary ethical issues impinging on nursing.

9.3 To ensure an effective process of care when confronted by differing values, beliefs and biases of clients and staff.

9.4 To respond appropriately to instances of unprofessional conduct.

10. GENERAL

10.1 To contribute to nursing research and development of nursing knowledge.

10.2 To incorporate where appropriate, research findings into nursing practice.

10.3 To attend to any duties delegated by the Unit Manager or the Associate Unit Manager appropriate to the position.

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.