

## POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

<b>DATE REVISED:</b>	June 2019
<b>POSITION:</b>	Registered Nurse
<b>AWARD/AGREEMENT:</b>	Nurses (Vic Public Sector) Multiple Business Agreement 2016-2020
<b>CLASSIFICATION TITLE:</b>	Registered Nurse: Grade 2 Year1–10 (YP2-YP11)
<b>DIVISION:</b>	Nursing
<b>ACCOUNTABLE TO:</b>	Nurse Manager

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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, Caulfield, and Sandringham.

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

### OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

### OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

## **POSITION SUMMARY**

As a clinical nurse your practice will lead to excellence in patient care. You understand the importance of establishing a relationship between the patient and yourself in order to achieve the best possible outcomes for your patients. You demonstrate the core nursing values of patient centred care, trust and respect in every interaction with patients, carers and colleagues. As nurse you are accountable for establishing and evaluating the patient's plan of care in partnership with the patient, their carers and other members of the health care team. You are supported in your role as a clinical nurse by all other nursing positions.

## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Assesses the health care needs of patients. Is responsible for formulating, implementing and evaluating a plan of care, in partnership with the patient.**

- Systematically assesses the patient, analyses data and identifies the patient's nursing needs.
- Applying knowledge and skills, develops and documents a plan of care that reflects the identified needs of the patient.
- Implements the plan of care by providing direct care to patients.
- Evaluates and validates the effectiveness of nursing strategies towards meeting expected patient outcomes.
- Involves the patient and carers in the plan of care.
- Recognises changes in the patient's condition, takes necessary action and documents variation in the plan of care.
- Accepts accountability for own actions and seeks guidance when a situation exceeds experience and/or knowledge.
- Coordinates an effective discharge from hospital that reflects the needs of the patient and carers.
- Develops, implements and evaluates teaching plans for patients and carers that meet their learning needs and facilitates informed decision-making.
- Delegation and Supervision is a core responsibility of a Registered Nurse.
- Utilises all relevant clinical information systems including the patient electronic medical record

### **2. Develops and maintains collaborative relationships with all disciplines.**

- Respects decisions and actions of other staff; collaborates with team members to achieve desired patient outcomes.
- Contributes to interdisciplinary team meetings and ward rounds to facilitate patient care goals.

### **3. Supports and participates in evidence-based programs to evaluate and improve the quality of nursing care and patient outcomes.**

- Maintains current knowledge of clinical practice and research in nursing.
- Actively participates in identifying areas of nursing practice where improvements can be made to the quality of nursing care.
- Initiates, participates in and/or facilitates research in nursing.

### **4. Commits to ongoing professional development of self, other staff and the profession.**

- Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.
- Supports the development of others by acting as a resource to colleagues and participating in orientation and precepting of new staff.
- Participates in continuing education activities, committees and professional groups.

- Supporting health care students to meet their learning objectives in cooperation with other members of the health care team
- Contributing to orientation and ongoing education programs
- Acting as a role model to other members of the health care team
- Participating where possible in preceptorship, coaching and mentoring to assist and develop colleagues
- Participating where appropriate in teaching others including students of nursing and inexperienced nurses, and other health disciplines

#### **KEY CAPABILITIES:**

- Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions.
- Patient centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice and self management.
- Ability to work independently as well as working with others to deliver outcomes.
- An awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view.
- Be aware of limitations in own knowledge and seek appropriate education and training.
- Present oneself in a professional and respectful manner.
- Ability to communicate accurately and effectively in both written and verbal forms.
- Excellent organization and time management skills

#### **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security

#### **OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**

- Provide junior staff, graduates, students working in the unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

## **COMMITMENT TO CHILD SAFETY**

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

- Registered as a Registered Nurse with the Nursing and Midwifery Board of Australia via AHPRA.
- Add Unit specifics
- Current and satisfactory Police Check
- Current and satisfactory Working With Children Check

**Position Description authorised by: Executive Director of Nursing, Alfred Health**

**Date: 1<sup>st</sup> August 2019**