

MANSFIELD DISTRICT HOSPITAL

POSITION DESCRIPTION**1. POSITION DETAILS**

Position Title:	Registered Nurse Division 2
Classification:	RN Div 2 (IB 1 – IB18), dependent on qualifications and years of experience)
Agreement/Award:	Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011 incorporating the Nurses (Victorian Health Services) Award 2000
Salary:	As per award
Hours of Work:	As per contract
Tenure:	Ongoing
Location:	The position may be located at Buckland House, the Acute Ward, Bindaree Retirement Centre or the Visiting Nursing Service.

See Attachment 1 – Organisational Information

See Attachment 2 – Organisational Structure

2. JOB SUMMARY

This position is responsible for providing comprehensive and high quality nursing care to patients/ residents of Mansfield District Hospital within the boundary of current education and skills.

3. REPORTING RELATIONSHIPS

This position reports to the Nurse Unit Manager/ Team Leader of the individual units.

4. KEY ACCOUNTABILITIES

Position Accountabilities:

- Provide nursing care to patients/ residents within the boundaries of the nurse's education, qualifications and skills.
- Participate in the development and monitoring of the patient/ resident care plan.
- Actively report and document changes to the health and well-being of patients/ residents and changes to patient/ resident needs.
- Provide nursing treatments as identified on a patient/ resident care plan, and report and document the patient/ resident response to treatment to senior nursing staff.
- Actively participate in the hospital's discharge planning processes.
- Encourage the involvement of the patient/ residents and their family and friends.
- Participate in the Unit's staff meetings, raising any concerns, ideas or suggestions for improvements in the delivery of nursing care to patients/ residents.
- Participate in the organisation's quality improvement program.
- Further own education by updating and maintaining skills and knowledge.
- Ensures that the mandatory training requirements of the position are maintained.

Organisation Accountabilities:

- In order to comply with Occupational Health & Safety Legislation, each employee is required to:
 - Adopt work practices that support the OH&S policy.
 - Take reasonable care for his/her own health and safety and that of others in the workplace that may be affected by their actions.
 - Participate in meetings, fire drills, training and other OH&S activities.
 - Use equipment in compliance with relevant guidelines.
 - Ensure that all incidents, hazardous conditions or injuries are reported immediately to the supervisor or relevant authority

5. KEY PERFORMANCE OBJECTIVES

- Complies with the Nursing Profession's Code of Practice
- Provides high quality, dignified and safe nursing care that meets the patient/ resident needs within the boundaries of the nurse's education, qualifications and skills.
- Ensures that the privacy, confidentiality and dignity of patients/ residents is respected.
- Maintains a competent level of knowledge in the use of all hospital/ nursing home equipment.
- Hospital Policy and Procedure is adhered to at all times, including NO-Lift and Infection Control.
- OH&S legislation is complied with at all times.
- Demonstrates a sound knowledge of emergency procedures
- Demonstrates evidence of contribution to the Unit functioning by means of an identified portfolio.
- Appropriate professional development is undertaken.

6. KEY SELECTION CRITERIA

Essential

- Current registration with Nurses Board Victoria, for a RN. Div. 2
- Demonstrated excellent interpersonal skills.
- Demonstrated oral and written communication skills.
- Proven ability to prioritise tasks
- Experience as an effective team member.

Desirable

- Completion of, or working towards a recognised endorsement for RN Div. 2 nurse to administer medications.
- Completion of, or working towards recognised educational qualifications for specialised nursing skills for RN Div. 2 nurses (eg. acute care, peri operative, emergency)
- Is able to competently use the IT products: WORD & OUTLOOK and management information in an computer environment utilizing products.

7. PERFORMANCE REVIEW:

A performance review will be conducted three months post appointment and then on an annual basis. The position description will form the basis for performance appraisal; however, specific key performance indicators are to be developed in consultation with the supervisor.

8. OTHER CONDITIONS

All hospital staff are required to have a pre-employment police check which must be renewed every three years.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature.....

Name:

Date: