
POSITION TITLE:	Registered Nurse – Graduate Nurse
RESPONSIBLE TO:	Director of Nursing and Clinical Service
DEPARTMENT:	Nursing
AWARD:	Nurses and Midwives (Victorian Public Sector)
CLASSIFICATION:	As per Award
REPORTS TO:	Nurse Unit Manager
CONTRACT:	As per employment contract

POSITION STATEMENT

The Registered Nurse is responsible for the delivery of effective and efficient quality patient care.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

Clinical:

- Provides innovative and quality care, which remains within the confines of moral, legal and ethical standards of patient care under the supervision of a senior Registered Nurse.
- Practices within the policies and procedures of Orbost Regional Health (ORH)
- Identifies health needs, expected health outcomes and time frames for achieving these in collaboration with other health professionals.
- Encourages active participation of the patients/residents (known as 'patients' in remainder of Position Description) in planning and provision of their care. Supports patient's choices within the boundary of safety and acknowledges the rights of individuals and groups.
- Respects the values, customs, spiritual beliefs and practices of all patients and their significant others.
- The Graduate Nurse recognises their responsibility to inform senior nursing staff and other appropriate professionals and clinical staff as required when the nursing care requires expertise beyond their scope.
- Responsible for providing advice to patients and the subsequent documentation of this advice, and documentation of the patient's wishes including the acceptance or refusal of the patient to follow the advice.
- Maintains adequate, accurate and contemporary records of practice which will include documentation of care given, response to that care and evaluation of care.
- Provides education to patients to promote health outcomes.
- The Graduate Nurse will play an active role in discharge planning.
- Maintains confidentiality at all times.

Administration:

- Is actively involved in the admission and discharge process of patients to and from the health service.

Professional Issues:

- The Graduate Nurse is responsible and accountable for their own practice
- Completes clinical competencies as per the Graduate Nurse Program
- Attends mandatory nurse education as indicated by the Nursing Education policy

- Each nurse acts within the sphere of general nursing practice, and is expected to maintain the competencies, in conjunction with Clinical Nurse Educator and preceptors necessary for contemporary practice
- Has an understanding and knowledge of the Acts relating to Registered Nurses, including mandatory reporting of child abuse, Poisons Act 1981, Nurses Act of 1993, Victorian Nurses Board Code of Practice, Ethics and Conduct

QUALIFICATIONS

- Registered, or eligible for registration, with the Nurses and Midwives Board of Australia

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values **Respect, Integrity, Excellence, Compassion, Community**
- All employees of Orbest Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
- Participate in the annual review and planning process, completing an individual aims and achievements plan in line with the strategic objectives of Orbest Regional Health
- During the annual aims and achievements discussion review the annual information updates as listed in attachment 2.
- All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
- On an annual basis complete mandatory training as per attachment 1.

ADMINISTRATION

- Be conversant with Orbest Regional Health policies and procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system

OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
- Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
- Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
- Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.

QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.

- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Health Service Standards (organisation wide)
 - Community Care Common Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)
 - Royal Australian College of General Practitioners Standards (Medical Clinic);
 - Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health quality program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.

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AUTHORITY AND CONDITIONS

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level NA under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)	Executive Title
.....
Signature	Signature
.....
Date	Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Registered, or eligible for registration, in the State of Victoria as a Registered Nurse
- Passes in all undergraduate modules
- Undergraduate clinical assessments that reflect confidence and competence in practice
- Demonstrated ability to remain calm under pressure and during emergencies
- Sound grasp of the principles of medication management
- Understanding of rural health issues relating to nursing
- Ability to work as part of a multidisciplinary team
- Understanding of, and willingness to participate in, discharge planning process
- Experience and confidence in the process of admission of a new patient to a unit
- Strong communication skills
- Understanding of occupational health and safety issues relating to nursing
- Sound understanding of infection control issues
- Good understanding of the principles relating to privacy and confidentiality
- Current drivers licence
- Current police check, wwc check or working with aged as relevant

Orbost Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers
NDIS Worker Orientation Program	Orientation (post June 2020)	Mandatory	NDIS workers	Online Training	People and Culture

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion