

## Position Description

<b>Position Title:</b>	Registered Nurse
<b>Department:</b>	Clinical Services
<b>Reporting to:</b>	Direct: Associate Nurse Unit Manager Indirect: Nurse Unit Manager
<b>Classification / Code:</b>	Dependent upon skills and experience
<b>Award Coverage:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
<b>Pay Rate &amp; Hours of Work:</b>	As per contract of employment

### Beaufort & Skipton Health Service

#### Vision

To be a vibrant provider of care.

#### Mission

To enable all people in our community to be connected, healthy and live well.

#### Values

Teamwork, Compassion, Accountability, Respect, Excellence

### Beaufort and Skipton Health Service

Beaufort and Skipton Health Service is a small rural health service that was formed on 1 October 1996 following the amalgamation of the Ripon Peace Memorial Hospital and the Skipton and District Memorial Hospital.

The Health Service provides Urgent Care, Primary Care, Acute Inpatient, Residential Aged Care (Nursing Home and Hostel level care), and a Transition Care Program (TCP). Community and Allied health and home based services include District Nursing, Home Care Packages, Respite, Health Promotion, Diabetes Education and a large range of support programs.

Medical Clinical operates at Skipton along with specialist services that are available. Beaufort and Skipton Health Service serves nearly 6,000 people in Beaufort, Skipton and the surrounding area.

### Purpose of Position

The Registered Nurse is responsible for the total care of the patient and resident, including physical and mental wellbeing and safety, as well as for the management and co-ordination of staff, being at all times mindful of following orders or recommendations of the Director of Nursing and Medical Practitioners. The Registered Nurse Division 1 is responsible for providing individualised person centred care, on a day-to-day basis. The Registered Nurse Division 1 practices according to their own level of educational preparedness and competence.

**All nursing staff of Beaufort and Skipton Health Service must comply with the organisations values, policies and guidelines and are required to abide by the Nursing and Midwifery Board of Australia – Professional Codes and Guidelines, and Registration Standards.**

### Key Responsibilities

- Provide patient-centred nursing care including recognition of normal and abnormal is assessment, intervention and evaluation of individual health and function status.
- Work collaboratively with all members of the multidisciplinary team to facilitate integrated person-centred care leading to timely and effective client discharge.
- Monitor the impact of nursing care and maintain ongoing communication with the Visiting Medical Officer regarding the health and functional status of individuals.
- Use critical and reflective thinking skills in contributing to decision making which includes reporting changes in health and functional status and individual responses to health care interventions.
- Support the development of and comply with organisational and service level policies and procedures pertinent to registered nursing practice.
- Contribute to the review of care plans in conjunction with individuals/groups.
- Implement planned nursing care to achieve identified outcomes.
- Ensure communication, reporting and documentation are timely and accurate.
- Organise workload to facilitate planned nursing care for individuals and groups.
- Pursue own professional development, enhance supervisory skills and keep abreast of all changes and professional requirements.
- Read reports and client documentation and ensure information is utilised in care planning and delivery
- Write reports and records, ensuring records are completed in required format and timeframes are observed.
- Communicate and work co-operatively with others in the team.
- Planning and carrying out work in accordance with time available.
- Responding to crisis situations and managing breakdowns in area of responsibility.
- Promote and contribute to a safe, secure environment for staff, patients, residents and visitors.
- Be conversant with the Commonwealth Government's accreditation standards and ensure continuously works towards all aspects of these standards across all clinical areas.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying a registered nurse position.

### Qualifications

- Bachelor of Nursing
- Current Australian Health Practitioner Regulation Agency (AHPRA) registration – Registered Nurse.
- Advanced Life Support certified

### BSHS Accountabilities

- Compliance with all BSHS Policies and Procedures.
- At all times practices works within the vision, mission and values of Beaufort and Skipton Health Service.
- Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.
- Participation in the BSHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensures that the affairs of Beaufort and Skipton Health Service, its patients, consumers (residents), clients and staff remain strictly confidential and are not divulged to any third party except where

required for clinical reasons or by Law. Such confidentiality will extend to the commercial and financial activities of Beaufort and Skipton Health Service.

- At BSHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst BSHS employees.
- BSHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BSHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues
- You must ensure that the affairs of BSHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of BSHS.

### Key Selection Criteria

1. Demonstrated clinical knowledge and skill in relation to nursing care, relevant to experience and scope of practice.
2. Demonstrated ability to work cooperatively as a member of team and as part of a multidisciplinary health care team
3. Well-developed interpersonal communication skills and the ability to communicate professionally and effectively with patients and colleagues.
4. Demonstrated flexibility to adapt to unexpected changes.
5. Demonstrated strong self-management skills.
6. Good understanding and adherence to the principles underpinning person centred care.

### Jobs Demand Checklist

Beaufort and Skipton Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

PHYSICAL DEMANDS	
<b>Sitting</b> – remaining in a seated position to perform tasks	Frequent
<b>Standing</b> – Remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Indoor /even – Frequent
<b>Running</b> – Floor type: even / uneven/ slippery / indoors/ outdoors / slopes	Occasional
<b>Bend / Lean Forward from Waist</b> – forward bending from the waist to perform tasks	Frequent
<b>Trunk Twisting</b> – Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> – remain kneeling posture to perform tasks	Occasional
<b>Squatting / Crouching</b> – Adopting a squatting or crouching posture to perform tasks	Occasional
<b>Leg / Foot movement</b> – Use of leg and / or foot to operate machinery	Not Applicable
<b>Climbing (stairs / ladders)</b> – Ascend / descend stairs, ladders, steps etc	Infrequent
<b>Lifting / Carrying</b> – light lifting and carrying: 0-9 kg	Frequent
<b>Lifting / Carrying</b> – Moderate lifting and carrying: 10 -15 kg	Frequent
<b>Lifting/ Carrying</b> – Heavy lifting and carrying: 10-15kg	Occasional
<b>Reaching</b> – Arms fully extended forward or raised above shoulder	Frequent
<b>Pushing / Pulling / restraining</b> – Using force to hold / restrain or move objects toward or away from the body	Frequent

## Position Description

<b>Head / Neck Postures</b> – Holding head in a position other than neutral (facing forward)	Occasional
<b>Hand &amp; Arm movements</b> – Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> – Gripping, holding, clasping with fingers or hands	Frequent
<b>Work at Heights</b> – Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
<b>Driving</b> – Operating any motor powered vehicle	Occasional
<b>SENSORY DEMANDS</b>	
<b>Sight</b> – Use of sight is an integral part of work performance e.g. viewing of X-Rays, use of computer screens	Frequent
<b>Hearing</b> – Use of hearing is an integral part of work performance, e.g., telephone enquiries	Frequent
<b>Smell</b> – Use of smell is an integral part of work performance e.g., food preparation	Frequent
<b>Taste</b> – Use of taste is an integral part of work performance e.g., Food preparation	Not Applicable
<b>PSYCHOSOCIAL DEMANDS</b>	
<b>Distressed People</b> - e.g., Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> – e.g., Dementia, mental illness, head injuries	Occasional
<b>Unpredictable People</b> – e.g., Dementia, mental illness, head injuries	Frequent
<b>Restraining</b> – involvement in physical containment of patients / clients	Occasional
<b>Exposure to Distressing Situations</b> - e.g., Child abuse, viewing dead / mutilated bodies	Occasional
<b>ENVIRONMENTAL DEMANDS</b>	
<b>Dust</b> – Exposure to atmospheric dust	Not Applicable
<b>Gases</b> – Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> – Exposure to noxious or toxic fumes	Not Applicable
<b>Liquids</b> – Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
<b>Hazardous Substances</b> – e.g., Dry chemicals, glues	Infrequent
<b>Noise</b> – Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> – Risk of trips, falls or eyestrain	Occasional
<b>Sunlight</b> – Risk to sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
<b>Extreme Temperatures</b> – Environmental temperatures are less than 15 c or more than 35 c	Infrequent
<b>Confined Spaces</b> – area where only one egress (escape route) exists	Frequent
<b>Working at Heights</b> – Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
<b>Biological Hazards</b> – e.g., exposure to body fluids, bacteria, infectious diseases	Frequent

### Incumbent Statement

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- Appointment is subject to a satisfactory staff immunisation clearance, a satisfactory current Police Record Check and current Working with Children Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager within your probation period from your commencement date and per annum. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position

## Position Description

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Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_