



Position Description – Graduate

| | |
|--------------------------------|--|
| Position Title: | Registered Nurse / Registered Midwife Grade 2 - Graduate |
| Employment Type: | Rostered - Full-time / Part Time (0.8), Fixed Term |
| Reporting Relationship: | Responsible to the Continuing Education & Support Coordinator (overall Graduate Program operations) and the Nurse Unit Manager (daily clinical operations) |
| Enterprise Agreement: | Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 |
| Division: | Clinical Operations |
| Classification: | Registered Nurse Grade 2 Year 1 (YP2) |
| Location: | West Gippsland Healthcare Group (Hospital Site and Andrews House) |

Position Summary:

The Registered Nurse demonstrates competence in the provision of quality nursing care to people of all ages and cultural groups and assumes responsibility for the nursing plan of care, is held accountable for patient care, management decisions specific to assessment, planning, implementation and evaluation of the plan.

Organisation Overview:

The West Gippsland Healthcare Group (WGHG) is a sub-regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. Services include the Community Services Centres in Warragul and Trafalgar, the Rawson Community Health Centre, Cooina Lodge Aged Care Residence, Andrews House Aged Care Residence, Warragul Linen Service and the West Gippsland Hospital. The Healthcare Group has 110 Aged Care and 102 Hospital beds, and provides a broad range of services including acute medical and surgical, paediatric, obstetrics & gynaecology, emergency, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

Vision:

To improve the health and wellbeing of our community.

Mission:

West Gippsland Healthcare Group is committed to the provision of high quality, integrated health care that meets the changing needs of individuals and our community.

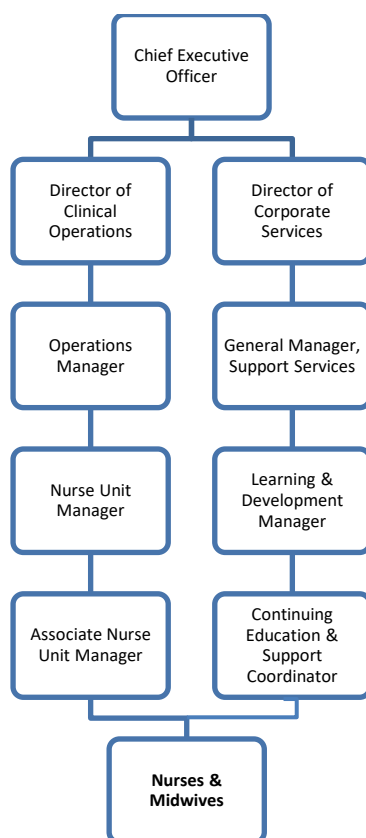
What we value:

| | |
|------------------------------|---|
| Our Customers | Be committed to continuity of care for individuals whilst recognising rights, responsibilities and participation. |
| Our Community | Be a responsible corporate citizen and neighbour in caring for our community and environment |
| Our Staff | We are committed to our staff's wellbeing and ongoing development |
| Leadership | Be a role model in the planning and delivery of health services |
| Improving Performance | Ensure continuous quality improvement. |

Organisational Structure:

The Graduate Program is managed by the Continuing Education & Support Coordinator, who will be referred to for all matters regarding the program. For day-to-day clinical matters, the Registered Nurse will report to the Nurse Unit Manager via the Associate Nurse Manager.

Direct reporting line:



Qualifications/Experience:

Mandatory:

- Current registration as a Registered Nurse and/or Registered Midwife (Double Degree) with the Nursing & Midwifery Board of Australia.

Key Selection Criteria:

Key Competencies:

- Sound level of nursing skills and works within safe practice principles as a beginning level Registered Nurse.
- Commitment to flexibility and innovation in practice including an evidence-based approach to care.
- Good communication, interpersonal, negotiation and problem solving skills.
- Ability to work under pressure, as expected for a Graduate entry Registered Nurse handling multiple tasks simultaneously.
- Ability to work in a multi-disciplinary team environment.
- Demonstrated written and computer skills at the level required to fulfill the role.

Personal Attributes:

- Responsible and mature work attitude.
- A thorough understanding and respect for confidentiality requirements.
- Commitment to oversee the processes required for a quality service with a patient centered focus.

- A commitment to a team approach to care delivery.
- An interest in continuing professional development.
- Ability to use initiative.
- Capacity and willingness to be flexible and adaptable with the ability to work all shifts.
- Commitment to corporate vision, mission values and agreed critical strategies.

Key Responsibilities:

Professional Practice

- Demonstrates practice within the Vision, Mission and Values of West Gippsland Healthcare Group and according to the intent and standards prescribed by the Australian Nursing and Midwifery Council.
- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the rights of individuals and groups.
- Ensure all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Collaborate with multi-disciplinary team members to achieve desired health outcomes for patients, residents and clients.
- Demonstrate a commitment to organisational change.
- Accept accountability for own actions and seek guidance from senior nursing staff when limited by own level of expertise.
- Practice within policy and procedural guidelines.
- Respond to clinical changes in the patient, resident and client's condition and initiate consultation with relevant medical/nursing and multi-disciplinary team as required.
- Accurately document in accordance with West Gippsland Healthcare Group guidelines.
- Ensure all incidents are accurately documented and investigated at the time of an incident and the Nurse Unit Manager or delegate is informed.
- Comply with all West Gippsland Healthcare Group policy including but not limited to Code of Conduct, uniform and punctuality.
- Promote and maintain an environment of teamwork and professionalism.
- Support and actively participate in quality improvement activities.
- Comply with West Gippsland Healthcare Group Risk Management framework.

Learning Organisation

- Demonstrates commitment to personal and professional development of self and others.
- Maintain awareness of legal and ethical implications of nursing practice.
- Maintain currency of knowledge and clinical expertise through attendance and participation in in-service education, relevant courses, conferences, seminars and other educational opportunities as provided within the West Gippsland Healthcare Group Graduate Nurse & Midwifery Program.
- Attend study days, tutorials, clinical supervision, clinical hurdles and any additional learning requirements as identified as components of the Graduate Nurse & Midwifery Program.
- Participate in the review of one's own professional development bi-annually, with the Nurse Unit Manager/delegate and Continuing Education & Support Coordinator, identifying key areas for professional and personal growth.

Information Management

- Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office and the organisation's Health Information Management system.
- Maintain accurate and timely documentation.
- Demonstrate verbal and communication skills.

Organisational Expectations

- Demonstrate a person-centered approach which places the patient, resident or client at the centre of their own care needs and also considers the needs of carers.
- Ensure that patients, residents or clients are encouraged to be partners in care planning, goal setting and decision making.
- Ensure responsiveness to individual differences, preferences and cultural diversity of persons receiving care.

Facilities and Equipment

- Maintain environment and equipment used within the role, ensuring that cleanliness and safety are adhered to at all times.
- Responsible for the reporting of any malfunctioning equipment and/or facility to the appropriate line manager.
- Dispose of waste promptly and according to West Gippsland Healthcare Group Waste Management Policy
- Ensure the safe and economical use of all resources both clinically and organisationally.

Occupational Health and Safety

- Perform role in a safe manner by adhering to West Gippsland Healthcare Group Occupational Health and Safety policies, regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace.
- Adhere to Infection Control policies and procedures as identified in the West Gippsland Healthcare Group Infection Control Manuals.
- Adhere to emergency procedures as detailed in the Emergency Procedure Manual.
- Ensure compliance with "Smart Lift" program.

Equal Employment Opportunity

- Adhere to West Gippsland Healthcare Group Equal Employment Opportunities policies and practices.
- Adhere to West Gippsland Healthcare Group Bullying Policy.

Confidentiality

- Ensure that any personal, private or sensitive information obtained regarding a staff member or client remains confidential.

Personnel Reporting To This Position:

- Nil

Annual Operating Expenditure:

- Not applicable

Personal Responsibilities:

- Work within the organisation's vision and mission.
- Comply with record keeping policies and standards
- Comply with all Occupational Health & Safety Regulations.
- Comply with all legislative requirements.
- Uphold the organisation's commitment to providing patient centred care in a culturally aware and respectful manner.
- Complete mandatory training annually that has been identified as being a requirement of the position.

- Participate in continuous quality improvement.
- Ensure that effective lines of communication are maintained with key stakeholders.
- Participate in an annual performance appraisal every six (6) months.
- Practice Health Literacy principles in everyday practice.
- Actively seek feedback from Stakeholders (Health Professionals, Consumers, Carers & the Community).

Conditions of Employment:

- Employment subject to provision of satisfactory Police Record Check and Working with Children Check.
- 6 month probationary period from commencement.
- Comply with all WGHG policies and procedures.
- The West Gippsland Healthcare Graduate Nurse & Midwifery Program is a twelve month fixed term contract.

| | |
|-----------------------------|--------------------------------|
| Reviewed By: | Learning & Development Manager |
| Last Review Date: | June 2018 |
| Date to be Reviewed: | June 2021 |

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____ / _____ / _____

The West Gippsland Healthcare Group is an Equal Opportunity Employer