

Position Title:	<i>Graduate Nurse Division 1</i>
Position Number:	
Classification	<i>RN Division 1 Entry to Practice</i>
Award:	<i>Nurses-Victorian Health Services-Award 2008</i>
Department:	<i>Nursing/ Clinical Services</i>
Reports to:	<i>Nurse Unit Manager and Graduate Nurse Program coordinator.</i>
Hours:	<i>As per rotating roster including weekends and public holidays)</i>

1. ORGANISATIONAL INFORMATION

1.1 Mission Statement

We are committed to achieving the best health for all the Wimmera.

1.2 Vision Statement

To be the best provider of rural health services in Australia.

1.3 Our Values

- We are responsive to the health needs of the community.
- We believe that our customers are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.
- We recognise our customers' total needs in order for them to achieve optimal health and wellbeing.
- We are committed to continuous quality improvement.
- We deliver quality health services that are value for money.
- We care for the wellbeing and encourage the ongoing development of our staff that we recognise as our most valuable resource.

2. PURPOSE OF POSITION

The purpose of this position is to provide evidence based nursing care to a broad client base in a range of clinical settings; these may include acute, community residential and extended care in accordance with both undergraduate educational preparation and national competency standards for the Registered Nurse (ANMC).

3. KEY SELECTION CRITERIA

3.1 Essential

Division 1 Registered Nurse currently registered with the Nurses Board of Victoria who has graduated within the past year and has not practised as a Division 1 Registered Nurse for a period longer than 6 months.
Good communication and interpersonal skills.

Developing organisational and time management skills
Developing problem-solving skills.
Commitment to quality improvement and superior customer service.

3.2 Desirable

Clinical skills relevant to area
Basic computer skills

4. PERFORMANCE MANAGEMENT

4.1 Pre-employment Check

In accordance with current legislation the employee must be willing to undertake both a police check and working with Children's check , ongoing employment is dependant on satisfactory clearances.

4.2 Review

The Graduate's designated preceptor and unit manager will undertake a performance review at the end of each clinical rotation. In addition to this learning objectives will be set within the first three weeks of each clinical rotation and reviewed during each rotation. The Graduate is to identify these goals with the support of their preceptor and the Graduate Nurse Program Coordinator.

4.3 Equal Employment Opportunity

WHCG is committed to equality of employment opportunity. The Employee will agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The WHCG will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

4.4 Confidentiality

Any private and health information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. The Employee is bound by the Information Privacy Act 2000 and the Health Records Act 2000 and shall be required to sign a statement on commencement of employment agreeing to comply with WHCG Privacy Policies.

5.1 KEY RESPONSIBILITIES / PERFORMANCE INDICATORS.

Performance Objectives	Performance Indicators
<p>Service Delivery</p> <ul style="list-style-type: none"> • Delivers individualised nursing care as part of a multi-disciplinary team. • Participates with the assessment of patient needs. • Demonstrates competence to perform within designated role. • If required supervises and directs practice of, student nurses and Patient Care Assistants (PCA'S) • Promotes evidence-based practice that has a problem solving approach and is competency based. 	<ul style="list-style-type: none"> • Organises workload in order to meet the needs of individual patients. • Contributes information relevant to assessing the effectiveness of planned care. • Encourages patient and families to participate in all stages of the care continuum. • Facilitates effective admission and discharge processes. • Implements practice consistent with WHCG clinical guidelines and nursing policy and procedures. • Exercises appropriate economy of use of linen, supplies, equipment and energy

<p>Training and Development</p> <ul style="list-style-type: none"> • Recognises the need for ongoing commitment to personal and professional development. • Complies with both the clinical and theoretical requirements of the Graduate Nurse program. • Keeps informed about current clinical practice and research in health care. • Maintains a level of competency required for the position. • Maintains awareness of professional issues in nursing and the health care system 	<ul style="list-style-type: none"> • Identifies own learning needs and sets appropriate learning objectives in consultation with the Graduate Program coordinator, allocated preceptor and or Unit manager. • Demonstrates evidence of ongoing education by maintaining a professional portfolio, attending study days, debriefing sessions and ward in-services • Attends debriefing sessions and Graduate presentations, when required. If unable to attend informs the Graduate Nurse program coordinator. • Attends all mandatory study days as deemed necessary for the position. Provides reasoning to GNP coordinator if unable to attend. • Completes mandatory requirements and set competencies for the program to a satisfactory level, including no lift and basic Life Support (BLS), fire evacuation and Patient Controlled Analgesia (PCA) •
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<p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • Ensures compliance with Workcover regulations and other occupational health and safety legislation / initiatives. • Maintains current knowledge of WHCG emergency procedures. 	<ul style="list-style-type: none"> • Recognises the need for self-care and acts to promote it. • Complies with Occupational Health and Safety Act 2006. • Maintains annual No lift competency. • Attends annual Fire and Evacuation training. • Responds to the action required in the event of an internal or external emergency situation. • Reports any incidents / matters which affect the health and safety of the work environment.
<p>Organisational Improvement</p> <ul style="list-style-type: none"> • Contributes to achieving the WHCG Strategic Plan. • Promotes a quality culture within the organisation highlighting the values of customer service. • Acts to positively promote WHCG both internally and externally, and provides prompt and courteous service to clients, families / carers and colleagues. 	<ul style="list-style-type: none"> • Contributes to the development of quality improvement activities at ward or unit level. • Participates in the GNP Clinical Risk Project under the direction and supervision of the Clinical risk department. • Seeks feedback from patients / residents and clients cared for and follows up on related complaints appropriately. • Demonstrates an understanding of and contributes to the accreditation program operating in the clinical areas allocated to practise in, i.e. Equip <i>and or</i> Aged Care
<p>Risk Management</p> <ul style="list-style-type: none"> • Comply with the WHCG risk management and infection control policies. • Participates with the implementation of strategies to reduce risks / potential risk in the work setting. • Has knowledge of and understands the philosophy and intent of guidelines and standards prescribed by professional nursing organisations. 	<ul style="list-style-type: none"> • Reports any identified or potential risks. • Keeps informed about WHCG policies and procedures • Complies with all relevant legislation • Practices in accordance with the <u>Health Professionals Registration Act (2005)</u>; <u>Nurses Board of Victoria Scope of Nursing & Midwifery Practice (2007)</u>; <u>Drugs, Poisons and Controlled Substances Act (1981) and Regulations (2006)</u>; <u>Australian Nursing and Midwifery Council Code</u>

	<p>of Ethics (2002), Code of Professional Conduct (2003), National Competency Standards for the Registered Nurse (2006), Enrolled Nurse (2002), Midwife (2006).</p> <ul style="list-style-type: none"> • Participates in critical incident reviews including sentinel events.
<p>Information Management</p> <ul style="list-style-type: none"> • Liaises and communicates with all departments and employees (as required by the position). • Maintains appropriate communication channels. • Completes documentation required by the position. • Utilises effective written and verbal communication methods. 	<ul style="list-style-type: none"> • Attends scheduled staff, committee and other meetings as required. • Provides clear and accurate patient documentation. • Asks when unsure and seeks out appropriate resource people.

6. VERIFICATION

<p>INCUMBENT STATEMENT</p> <p>I _____ have read, understood and agree to comply with the above Position Description.</p> <p>Signed: _____ (Incumbent)</p> <p>Signed: _____ (Manager)</p> <p>Date: ____/____/____</p> <p>(Original to be placed in personal file; photocopy to incumbent)</p>

7. REVIEW OF POSITION DESCRIPTION

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

Date Issued: January 2009.

Last Date Reviewed: January 2009.