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# Mansfield District Hospital

## Position Description

### GRADUATE NURSE - ENROLLED

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## Mansfield District Hospital

### VALUES & EXPECTED BEHAVIOURS

The Mansfield District Hospital Values & Expected Behaviours are based on the *Application of Public Sector Standards, Fair and Reasonable Treatment Guidelines, Merit in Employment Guideline, Reasonable Avenue of Redress Guidelines and Code of Conduct for Victorian Public Sector Employees.*

We value our Staff and have faith that they will express a positive attitude by actively modelling and promoting our expected behaviours:

#### Quality

We believe that excellence of service and the provision of high quality, effective and accessible health services will be achieved by working in partnership with other health care providers to plan, strengthen and deliver innovative, cost-effective and integrated health care services.

#### **Behaviours to support value**

- Seeking to achieve best use of resources
- Maintaining professionalism in all our interactions
- We will demonstrate openness and fairness when dealing with others
- Use our knowledge and skills to perform our duties to the best of our ability

#### Integrity

We believe it imperative to be open, honest, transparent and ethical in our decision-making and business transactions to ensure equitable access to a safe, high quality healthcare service is available that upholds and respects the dignity and rights of all stakeholders.

#### **Behaviours to support value**

- Providing frank, impartial and timely feedback to requests for information
- Identifying and encouraging best practice in our interactions with colleagues
- Seek to resolve conflict rapidly and constructively
- We will honour confidentiality
- We will treat people equally
- Actively implementing, promoting and supporting human rights
- Making decisions and providing advice on merit without bias, caprice, favouritism or self interest

#### Support

We believe in providing a fair and equitable environment for our staff that supports access to education and training opportunities, fosters a culture of safety and teamwork, and values the experience and knowledge of all employees.

#### **Behaviours to support value**

- Being honest, open and transparent in our dealings with our colleagues
- Using powers responsibly
- Reporting improper or inappropriate conduct
- Identifying and avoiding conflicts of interest in our daily practice.
- We will treat others fairly and objectively considering all relevant facts and applying fair criteria
- Working to clear objectives in a transparent manner
- Our staff will ensure freedom from discrimination, harassment and bullying
- We will use our colleagues' views to improve outcomes on an ongoing basis.
- We will communicate courteously
- Discuss differences in a clear and calm manner
- Refrain from using behaviours that are abusive, intimidating and patronising

#### Sustainability

We believe that the future of our organization and of our community will only be enhanced by the development of genuine environmental sustainability initiatives.

#### **Behaviours to support value**

- Accepting responsibility for our decisions and actions
- Cultivating and maintaining relationships that support the goals of the organization
- Actively implementing, promoting and supporting our values

## MANSFIELD DISTRICT HOSPITAL

## POSITION DESCRIPTION

## 1. POSITION DETAILS

<b>Position Title:</b>	Graduate Enrolled Nurse
<b>Classification:</b>	EN – Level 1.1
<b>Agreement:</b>	Nurses (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 or its successor
<b>Salary</b>	As per Award
<b>Hours of Work:</b>	Hours Negotiable (minimum EFT 0.6) Rotating Shifts
<b>Tenure:</b>	One year
<b>Location:</b>	The position will be located in a variety of hospital locations, including Acute, Buckland House and Bindaree Retirement Centre.

## 2. JOB SUMMARY

***Registering authorities would not expect the beginning practitioner to take in-charge positions, or function alone in areas where clinical decisions involve unpredictable outcomes or where patients/residents present with multiple problems.***

The aim of the graduate year is to learn, experience and become increasingly competent and confident in:

- Providing high quality nursing care to allocated patients/residents;
- Coordinating nursing and other health care provided to allocated patients/residents on daily basis;
- Counselling patients/residents and providing appropriate health education;
- Where appropriate, acting as an advocate for patients/residents and their families, ensuring their opinions are heard and their rights are respected;
- Participating in the organisation's quality and accreditation programs, contributing to the processes whereby the quality of care of patients/residents and residents is continuously improved. This includes examining own and others' nursing and health care delivery critically and incorporating the results of evidence-based practice in the delivery of care.
- Demonstrating personal motivation and ability to pursue or promote opportunities for continuing professional and personal development.
- To pursue best practices and, therefore, best outcomes for clients by continually updating nursing skills.

## 3. REPORTING RELATIONSHIPS

This position reports to the Nurse Unit Manager/Team Leader in each of the respective areas in which the graduate enrolled nurse is rostered.

#### 4. KEY ACCOUNTABILITIES

##### **Position Accountabilities:**

- Competence in nursing practice measured by the Australian Enrolled Nurse Standards for Practice (Nursing and Midwifery Board of Australia).
- 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.
- Attending study days and completing all necessary components, as outlined in the graduate program, to a satisfactory level.
- Hospital Policy and Procedure is adhered to at all times including No-Lift and Infection Control.

##### **Organisation Accountabilities:**

##### **Quality & Safety**

- All staff have a direct responsibility to ensure the organisation provides safe and high-quality health services. It is also the responsibility of all staff to develop and maintain a working knowledge of the National Safety and Quality Health Service Standards (NSQHSS), Home Care Common Standards and Aged Care Quality Standards relevant to their position.

##### **Consumer Participation**

- Ensure the service focus is person-centred including enabling and encouraging consumers to participate effectively in their treatment and planning, delivery and evaluation of health services.
- Participate and investigate, respond and take corrective action to consumer complaints as required in accordance with MDH's complaint policy.
- Ensure feedback from consumers including complaints and satisfaction
- Foster a culture of client self-management

##### **Occupational Health & Safety**

- 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/Code of conduct
- 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.
- Has a two-way approach that encourages consumer participation leading to successful health outcomes
- 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 participation in meetings and quality improvement activities.
- Appropriate professional development is undertaken.

**6. KEY SELECTION CRITERIA****Essential**

- Enrolled Nurse - current Australian Health Professional Registration Board (AHPRA) registration
- Demonstrated interpersonal skills.
- Demonstrated oral and written communication skills.
- Proven ability to prioritise tasks.
- Experience as an effective team member.
- Current Working with Children check.

**Desirable**

- Is able to competently use the IT products: WORD & OUTLOOK and management information in a computer environment utilising products.

**7. PERFORMANCE REVIEW:**

A performance review will be conducted within three months of appointment. As part of the EN Graduate Nurse Program, performance review will be conducted at regular intervals. The position description will form the basis for performance appraisal however specific key performance indicators may be developed in consultation with the supervisor. If performance does not meet expectations or additional staff development/ guidance is required, additional performance review meetings will be arranged. The employee can request additional performance reviews at any time, in writing, to the supervisor.

**8. OTHER CONDITIONS**

As noted under section 1, hours of work will be negotiated on a rotating shift basis. Because of the need for flexibility to meet our roster obligations, no staff member will be guaranteed shifts on specific days/times.

All hospital staff are required to have a pre-employment police check which must be renewed every three years. It is organisational policy that staff who do not hold a current police check will be unable to be rostered for duty.

**9. RISK ASSESSMENT – Enrolled Nurse**

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the hospital

Aspects of Normal Workplace	Frequency	Comments
<b>Work Environment</b> <ul style="list-style-type: none"> <li>Clinical Area for the management of patients</li> <li>Administrative and office environments</li> <li>Training facilities and rooms</li> <li>Traveling or driving in cars</li> </ul>	Constant Occasionally	Core business activity May be away from the workplace
Single beds for patients/residents. All beds are fully electric. There is no requirement to lift bed heads or foot ends. Height adjustment is via a button.	Constant	No Lift training to have been completed
Office area for the completion of reports, computer operation, phone usage, handwriting. Fully adjustable ergonomic equipment is available.	Constant	More than one area within each workplace
<b>Work Activity</b> Exposure to Substances. Hazardous substances are part of the hospital workplace (e.g. blood). Protective equipment and procedures are in place to prevent contact.	Intermittent	Atopic individuals are required to declare their condition for individual assessment
<b>Patient Handling</b> A "No-Lift" programme is vigorously supported at Mansfield District Hospital. Daily mobility assessments are required as a minimum. Whenever patient/resident lifting is required the appropriate equipment <u>must</u> be used <ul style="list-style-type: none"> <li>Reaching and stretching (e.g. bed making) more than 30cm</li> <li>Bending forward (e.g. assisting with daily hygiene)</li> <li>Bending forward squatting, assisting with activities of daily living (e.g. dressing)</li> </ul>	Constant  Intermittent Intermittent Intermittent	Annual competency training is required  Can be spaced out over whole shift but usually only a few minutes at a time
<b>Clerical work</b> Handwriting of reports. Telephone conversations, computer operation which may include data entry	Intermittent	Substantial self-management over the duration of each episode
<b>OH&amp;S Management</b> <ul style="list-style-type: none"> <li>Participation in hazard information identification and improvement strategies</li> <li>Correct and safe use of all equipment</li> <li>Correct and safe use of all protective equipment</li> <li>Follow safe working procedures and systems</li> </ul>	Continual  Continual Continual Continual	Includes but not restricted to: <ul style="list-style-type: none"> <li>Hazard Reports</li> <li>Electrical equipment</li> <li>Use of gloves</li> <li>Emergency procedures</li> </ul>
<b>Work relationships</b> <ul style="list-style-type: none"> <li>Professional interaction with medical, nursing and admin staff</li> <li>Interact with colleagues and other hospital staff</li> <li>Members of the public</li> <li>Patients/residents and relatives</li> </ul>	Continual Continual Continual Continual	
<b>Training</b> <ul style="list-style-type: none"> <li>Manual Handling</li> <li>Emergency Management</li> <li>BLS</li> <li>Attendance at seminars and conferences</li> <li>Include any requirements related to the National Safety &amp; Quality Health Service standards</li> <li>To attain 20 CPD points annually to maintain AHPRA registration</li> </ul>		No Lift training includes maneuvering equipment (which may be on carpet) May involve lifting 13kg fire extinguishers Involves bending over for short periods of time May involve sitting for extended periods of time

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.

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**Signature**.....

**Name:** .....

**Date:** .....