

# Mansfield District Hospital

## Position Description

### GRADUATE NURSE – ACUTE WARD/ AGED CARE

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# Mansfield District Hospital

## OUR VALUES



*Mansfield District Hospital Values & Expected Behaviours are based on the Application of Public Sector Standards, Relevant Enterprise Bargaining agreements, Awards, Fair Work Australia, Code of Conduct for Victorian Public Sector Employees and our MDH Strategic plan and Great Care Model.*

*We value our Staff and have faith that they will express a positive attitude by actively modelling and promoting our values and ensuring every person who has contact with Mansfield District Hospital receives Great Care – consistently and every time.*

<p><b><u>We deliver great care</u></b>  <i>We strive for the best health outcomes for our consumers and communities every time. Consumers are at the centre of our care and we consistently provide high-quality, safe and personalised care. We demonstrate empathy and kindness in every aspect of our care.</i>  <b>Our commitment to Great Care is underpinned by four guiding principles:</b></p> <ol style="list-style-type: none"> <li><b>1. Personal</b>- the individuals' values, beliefs and uniqueness' guide all aspects of planning and delivery of care.</li> <li><b>2. Effective</b>–the right care is delivered in the right way and at the right time.</li> <li><b>3. Connected</b>–care and information are received when needed, and in a co-ordinated way.</li> <li><b>4. Safe</b>–avoidable harm is eliminated.</li> </ol>	<p><b><u>We respect each other</u></b>  <i>We respect our peers, our consumers, our hospital and our environment. Care is delivered thoughtfully and with compassion. We are considerate of our consumers' dignity and privacy, and our consumers trust and have confidence in our quality of care. We actively listen and act fairly, impartially and without judgement.</i>  <b>Behaviours to support value</b></p> <ul style="list-style-type: none"> <li>• Lead by example – champion positive behaviour</li> <li>• Treat people equally – support human rights</li> <li>• Be open and honest in our dealings with others</li> <li>• Report improper or inappropriate conduct</li> <li>• Treat others fairly and objectively, considering all relevant facts</li> <li>• Communicate courteously</li> <li>• Promote positive relationships that support the values and objectives of the organisation</li> <li>• Be respectful of people from culturally diverse backgrounds</li> <li>• Seek to resolve conflict constructively</li> </ul>
<p><b><u>We work together</u></b>  <i>We work as a cohesive team and feel connected to the work we do together. We maintain strong connections to our diverse communities in and outside of Mansfield. We work in collaboration with our partners to deliver exceptional care. We have honest and open conversations with our staff, consumers and the community.</i>  <b>Behaviours to support value</b></p> <ul style="list-style-type: none"> <li>• Being honest, open and transparent in our dealings with our colleagues</li> <li>• Use powers responsibly</li> <li>• Identifying and avoiding conflicts of interest in our daily practice.</li> <li>• Working to clear objectives in a transparent manner</li> <li>• Our staff will ensure freedom from discrimination, harassment and bullying</li> <li>• Acknowledge the views, opinions, beliefs and ideas of others</li> <li>• Discuss differences in a clear and calm manner</li> <li>• Refrain from using behaviours that are abusive, intimidating and patronising</li> </ul>	<p><b><u>We empower each other</u></b>  <i>We support and trust each other to deliver an exceptional consumer experience. We give our consumers the information and resources they need to make considered and informed decisions about their health care. We continuously support our staff in their development and empower them to make decisions based on their best judgement.</i>  <b>Behaviours to support value</b></p> <ul style="list-style-type: none"> <li>• Accepting responsibility for our decisions and actions</li> <li>• Cultivating and maintaining relationships that support the goals of the organisation</li> <li>• Actively implementing, promoting and supporting our values</li> <li>• Feel empowered to perform our best</li> <li>• Promote diversity and equality</li> <li>• Empower employee wellbeing, self-care and awareness</li> <li>• Seek continuous personal development</li> <li>• Actively listen and use positive body language</li> </ul>

MANSFIELD DISTRICT HOSPITAL  
**POSITION DESCRIPTION**

**Position Purpose**

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

- 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 and residents is continuously improved. This includes examining own and others' nursing and health care delivery critically and incorporating the results of personal research or the research findings of others in the delivery of care.

***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.***

**Key Responsibilities**

The key accountabilities expected by the Graduate Nurse are;

- Competence in nursing practice measured by the Australian National Competency Standards for Registered Nurse (Australian Nursing Council Inc.);
- Compliance with all organisational policies and procedures;
- Adopt a two-way approach that encourages patient participation leading to successful patient health outcomes;
- Recency of practice with regard to basic life support and No Lift policies;
- Delivery of excellent nursing care in accordance with the unity, philosophy, policies and procedures;
- 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.

***Note: Where by virtue of education and past experience, the RN Grade 2 Year 1 is deemed to be inexperienced in the area of practice, the nurse will be supervised by a more experienced nurse.***

**Technical Knowledge & Application Objectives:**

1. To deliver direct nursing care to consumers within the practice setting using nursing skills and knowledge acquired through education and experience.
2. To demonstrate a sound knowledge and understanding of current nursing care practices.
3. To maintain a thorough knowledge of emergency procedures.

**Performance Indicators:**

1. Complies with the profession's code of practice.
2. Is aware of governing legislation and standards.
3. Acts to rectify unsafe nursing practice or unprofessional conduct.
4. Environmental hazards are identified, eliminated and / or prevented where possible.
5. The Nurse Unit Manager is kept informed of issues and achievements in relation to health and safety issues.

6. Adheres to the policies and procedures of body substance isolation for Infection Control.
7. Employs safe practice in the checking of drugs.
8. Maintains a competent level of knowledge in the use of all hospital equipment.
9. Undertakes technical procedures, under supervision if necessary, until able to perform procedures confidently and safely.
10. Emergency management practices and drills are participated in accordance with agency policy.
11. Demonstrates a sound knowledge of emergency procedures.

**Clinical Management Objectives:**

1. To be accountable for the delivery of nursing care to all consumers within the practice setting according to the philosophy and aims of the Nursing Division and in consultation with other registered nurses and Nurse Unit Manager.
2. To ensure nursing actions and interventions are accurate and safe, and demonstrate due regard for the theoretical concepts and principles underlying practice.
3. To ensure comprehensive and accurate nursing assessments of patients/residents are carried out.
4. To ensure a plan of care is developed and documented in consultation with the patient/resident and relevant others.
5. To ensure planned care is implemented, evaluation and assessed.
6. To organise workload to facilitate planned nursing care.

**Performance Indicators:**

1. Develops a nursing care plan after assessing the client and, where possible, in consultation with the client and/or family which includes specific nursing care, health teaching and preparation for discharge or referral in the nursing care plan.
2. Appropriate assessment tools and strategies are used effectively.
3. Practice is in accordance with the profession's code of ethics.
4. Provides total nursing care of the client and ensures physical, psychological, spiritual and social needs are met.
5. Data is analysed and interpreted accurately and assistance and/or clarification is sought if in doubt.
6. Deviations from normal in the patient's health status are identified, reported and acted upon appropriately.
7. Responds effectively in unexpected or rapidly changing situations.
8. The plan identifies expected outcomes, including a timeframe.
9. Work is organised, coordinated and delivered according to priorities of care.
10. Maintains the client's right to privacy, dignity and confidentiality in accordance with signed agreement.
11. Respect for individuals and their families in terms of cultural and social context is demonstrated.
12. Provides/facilitates appropriate education to meet the client's needs.
13. Resources are utilised effectively and efficiently in providing care.

**Communication & Interpersonal Skills Objectives:**

1. To practice effective communication at all levels by developing formal and informal networks, within and outside the patient care area, in order to coordinate patient care.
2. To promote a team approach to patient care.
3. To ensure appropriate interpersonal relationships are developed with individuals.
4. To foster good public relations with patients/residents, relatives, visitors and the general public.
5. To establish and maintain collaborative relationships with colleagues and members of the health care team.

**Performance Indicators:**

1. Demonstrates the ability to communicate effectively verbally and in writing by providing clear, accurate verbal and written reports on care issues.
2. Communicates with other members of the health team to determine the care requirements of the patient.
3. Effective and collaborative working relationships with other members of the health care team are established and maintained.
4. Uses professional and courteous language in communicating care.
5. The roles and functions of the health care team are recognised and understood.
6. Treats the individual with dignity and respect at all times. 7. Strategies that encourage independence are identified and utilised.
7. Is courteous and helpful to patients/residents, relatives and visitors and maintains effective liaison between same.
8. Acts as the patient's advocate to assist individuals to make informed decisions.
9. Maintains accurate records and documentation which include:
  - nursing assessment;
  - nursing care plan;
  - details of nursing care given;
  - patient's response to care and significant changes in health status;
  - changes in the nursing care plan resulting from evaluation of patient's progress;
  - nursing discharge summary.

**Human Resource Management Objectives:**

1. To provide a role model that emphasises fairness, consistency and work practice accountability for all team members.
2. To support and encourage other nurses in their professional practice and development

**Performance Indicators:**

1. Is an effective role model.
2. Acts to rectify unsafe work environments and participates in the organisation's Occupational Health and Safety program.
3. Promotes an atmosphere which is conducive for staff learning.
4. Promotes an atmosphere which is conducive to staff and patient safety.
5. Assists in the orientation of new staff and work experience students.

**Self-Management Objectives:**

1. To demonstrate personal motivation and ability to pursue or promote opportunities for continuing professional and personal development.
2. To pursue best practices and, therefore, best outcomes for consumers by continually updating nursing skills.

**Performance Indicators:**

1. Maintains current professional knowledge and skills for clinical competency.
2. Recognises own knowledge base / level of competence and knows when to ask for assistance by more experienced nursing staff.
3. Participates in the quality improvement program and in-service activities within the organisation.
4. Continual education is actively undertaken throughout the year, including self-directed learning, designated assignments and self-evaluation of nursing practice and performance following each ward placement.
5. Incorporates research findings into nursing practice.
6. Role modelling to all other members of the health care team is demonstrated.
7. Demonstrates awareness of changes in legislation and ISO 9002 standards.

**General Objectives:**

1. To be actively involved in other duties and/or programs as required.
2. To positively promote the organisation to both internal and external consumers.
3. To maintain strict confidentiality with reference to all matters relating to resident and/or consumers of the organisation.

**Performance Indicators:**

1. Arrives at work on time as per scheduled roster.
2. Appearance is neat and tidy at all times.
3. Participates in policy and procedure development.
4. Participates, where possible, in community ventures organised or planned by the organisation.
5. Helps other team members.
6. Participates in maintaining household standards of cleanliness and neatness.
7. Assists relatives/carers in providing special care for consumers.
8. Assists relative/carers in times of loss and grief.
9. Demonstrates commitment to quality patient care.
10. Displays commitment and good working knowledge toward the following organisational programmes:
  - a. occupational health and safety
  - b. quality activities
  - c. infection control.
11. Maintains strict confidentiality with reference to all matters relating to patients/residents and/or consumers of the organisation.

*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), Common Community care Standards and Aged Care Quality Standards relevant to their position.*

*In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities \(refer Appendix 1\)](#) which are aligned with the Mansfield district hospital strategic aims.*

**Key Selection Criteria****Essential:**

- Current registration with Australian Health Practitioners Regulation Agency
- Demonstrated intrapersonal skills
- Demonstrated oral and written communication skills
- Effective written and verbal communication skills
- Demonstrated commitment to the organisation's values.

**Desirable:**

- Able to competently use the IT products of WORD and OUTLOOK and manage information in a computerised environment

**Additional Requirements**

All employees are required to:

- Obtain a police / criminal history check upon commencement of employment (MDH facilitated)
- Obtain a working with children check prior to employment
- Obtain an immunisation Health Clearance upon employment
- Report to management any criminal charges or convictions you receive during the course of your employment

- Comply with relevant Mansfield District Hospital's clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Mansfield District Hospital in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential except for the purpose of and to the extent necessary to perform your employment duties at Mansfield District Hospital
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other MDH employment guidelines

### General Information

- Redeployment to other services or sites with Mansfield District Hospital may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Mansfield District Hospital is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Mansfield District Hospital reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- This document provides a summary of the role and duties of the position and forms the basis for periodic review (annual performance appraisals) of individual performance
- Mansfield District Hospital is a smoke free environment

### Risk Assessment Matrix

*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
<u>Work Environment</u> <ul style="list-style-type: none"> <li>• Clinical Area for the management of patients/ residents</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
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

<p><u>Work Activity</u> Exposure to Substances. Hazardous substances are part of the hospital workplace (e.g. blood). Protective equipment and procedures are in place to prevent contact.</p>	<p>Intermittent</p>	<p>MSDS data sheets available. Atopic individuals are required to declare their condition for individual assessment</p>
<ul style="list-style-type: none"> <li>• A No-Lift program is vigorously supported at Mansfield District Hospital. Reaching and stretching 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>	<p>Intermittent  Intermittent Intermittent</p>	<p>Annual training is mandatory  Can be spaced out over a whole shift but usually only a few minutes at a time</p>
<p><u>Clerical work</u> Handwriting of reports. Telephone conversations, computer operation which may include data entry</p>	<p>Intermittent</p>	<p>Substantial self-management over the duration of each episode</p>
<p><u>OH&amp;S Management</u></p> <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>	<p>Continual  Continual Continual Continual</p>	<p>Includes Hazard or Incident Reports. Attendance at OHS meetings.</p>
<p><u>Work relationships</u></p> <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>	<p>Continual Continual Continual Continual</p>	<p>Need to constantly monitor situation.</p>
<p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Basic Life Support</li> <li>• Emergency Management</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>	<p>Occasionally</p>	<p>Training in accordance with MDH policy and guidelines</p>

I confirm I have read the **Position Description**, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

I confirm I have read and understood the **Key Organisational Accountabilities (Appendix 1)** and **Mansfield District Hospital Code of Conduct**, in accordance with the requirements of my employment.

Employee's Name: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_