1. THE ORGANISATION AND OUR MISSION

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia’s largest not-for-profit Catholic health and aged care network, St Vincent’s Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Registered Nurse – Grade 2 Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Care of the Older Person - Graduate Program</td>
</tr>
<tr>
<td>Industrial Agreement</td>
<td>Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 or its successor</td>
</tr>
<tr>
<td>Reports to</td>
<td>Nurse Unit Manager (NUM)</td>
</tr>
<tr>
<td></td>
<td>Graduate Nurse Coordinator (GNC)/Practice Development Nurse – Graduates (PDN’s)</td>
</tr>
<tr>
<td>Classification</td>
<td>YP2</td>
</tr>
</tbody>
</table>

3. LOCAL WORK ENVIRONMENT

St Vincent’s Care of the Older Person Graduate Program offers the opportunity to practice in a supportive environment and facilitates the transition to the role of Registered Nurse, allowing participants to build upon their knowledge and skills in the delivery of quality patient care and professional development.

Within our busy clinical areas Graduate Nurses are encouraged to make the most of the extensive opportunities, and care for patients with a range of clinical conditions. St Vincent’s assists individuals to identify strengths and develop strategies for further growth, and provides professional development opportunities.

The 2019 Care of the Older Person-Graduate Nurse Program consists of 2 x six month rotations, which are offered in the following Units:

- GEM Unit (Fitzroy) is a 22 beds ward admitting patients with medical and post- surgical conditions with many accompanying co-morbidities.
- GEM Unit (Kew) is a 30 bed unit specialising in the management of patients with complex health issues common in the older population.
- The Ellerslie Unit, located at St Georges Hospital Kew, is a 35 bed transitional care and restorative care unit that aims to optimise health and functional status, while long term plans are being finalised for the client.
4. **POSITION PURPOSE**

The Grade 2 Year 1 Registered Nurse, under the guidance of the Nurse Unit Manager or Associate Nurse Unit Manager, will be responsible for the delivery of high quality patient care within the healthcare team. The Grade 2 Year 1 Registered Nurse will be responsible for ensuring his / her own professional development in order to maintain clinical skills and knowledge.

5. **POSITION DUTIES**

- Provide quality patient centred care
- Manage both the physical and emotional well-being of the patient
- Administer medication safely in accordance with hospital policies, procedures and protocols
- Observe, report and document relevant nursing findings within the framework of nursing progress reporting
- Liaise with patients, patient’s family, medical and allied health staff as required or requested to facilitate the delivery of high quality patient care
- Complete clinical Handover in accordance with Hospital/unit based policies and procedures
- Facilitate/coordinate effective admission and discharge processes in accordance with Hospital or Unit guidelines
- Participate in Unit /clinical area meetings and area based quality activities
- Participate in ongoing education by attending study days, nursing forum and area based education sessions

6. **INCUMBENT OBLIGATIONS**

**General**
- Perform duties of the position to a standard acceptable to SVHM/SVHA
- Comply with all SVHM /SVHA policies, procedures, by laws and directions
- Treat others with respect and always behave professionally in accordance with the SVHM Code of Conduct policy
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process (as per the Care of the Older Person Graduate Program)
  - Complete a six week and four month Practice Development Discussion (PDD) for each rotation by given date
  - Accept feedback on performance in the clinical area throughout the program from NUM, ANUM’s, preceptors, GNC and PDN’s and demonstrate change and improvement in identified areas within a set timeframe
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

**Clinical Quality and Safety**
- Attend orientation upon commencement of the program
- Maintain Nursing registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete all mandatory clinical competencies and unit based competencies
- Maintain skills and knowledge necessary to safely undertake clinical work
Consult with NUM, ANUM, members of the nursing team, Medical staff and allied health when appropriate and in a timely manner
• Collaborate and clearly communicate with patients/clients and the healthcare team (both verbal and written)
• Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care
• Ensure consumers receive information in an appropriate and accessible format
• Actively support consumers to make informed decisions about their treatment and ongoing care
• Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety
• Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
• Complete required Fire and Emergency Training annually
• Complete required Workplace Culture and Equity Training annually
• Complete Move Smart Training as required

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)
The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td></td>
</tr>
<tr>
<td>Personal Effectiveness</td>
<td>Takes responsibility for accurate, timely work results</td>
</tr>
<tr>
<td>Learning Agility</td>
<td>Identifies personal development needs and seeks information from a range of sources</td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Patient/Resident/client centred</td>
<td>Strives to meet and exceed expectations, demonstrating sound judgement</td>
</tr>
<tr>
<td>Innovation and improvement</td>
<td>Contributes to improvement by reviewing strengths and weaknesses of current processes</td>
</tr>
<tr>
<td>Strategy</td>
<td></td>
</tr>
<tr>
<td>Driving Results</td>
<td>Manages own work load to deliver results</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Understands the interdependencies between units/departments</td>
</tr>
<tr>
<td>People</td>
<td></td>
</tr>
<tr>
<td>Working with and Managing others</td>
<td>Takes responsibility for ensuring productive, efficient teamwork</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Works collaboratively within and outside the team</td>
</tr>
</tbody>
</table>

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

• Degree in General Nursing which meets the registration requirements of the Nursing and Midwifery board of Australia
• Current practising certificate and registration with the Australian Health Practitioner Regulation Agency (AHPRA).

OTHER ESSENTIAL REQUIREMENTS

• Commitment to:
  - The Values and Health Care Philosophy of St Vincent’s Health Australia
  - Ongoing education and professional development
  - Occupational Health and Safety and Quality Improvement Principles
• Demonstrated ability to:
  - Operate within a “patient centred care” framework
  - Facilitate team outcomes in a multidisciplinary environment
- Assist and support change and implement process improvements
- Communicate effectively, with patients and staff at all levels
- Utilise written and verbal communication skills in problem solving, conflict resolution, and negotiation
- Prioritise tasks and activities to foster good time management

- Attendance of six Nursing Forums throughout the year
- Completion of local objectives, competencies, work packages and/or presentation as outlined in graduate Nursing Handbook for each rotation
- Attendance and participation in four GNP compulsory study days and unit based education
- Attendance at all COOP specific study days during the 12 month program.
- Responsibility for own professional development, including achievement of 100% annual clinical competencies within the designated timeframes
- Complete all PDD within specified time frames.

9. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

10. AGREEMENT

General

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

Name: __________________________________________________________

Signature: _______________________________________________________

Date: ___________________________________________________________