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

| Job Title: | Grade 2 Registered Nurse |
| Reports to: | Nurse Unit Manager |
| Program: | Aged & Community Care |
| Department: | Geriatric Medicine |
| Industrial Agreement: | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 or its successor |
| Classification: | YP3 – YP11 |

3. LOCAL WORK ENVIRONMENT

The Geriatric Evaluation Management [GEM] Unit, Kew is a 30 bed unit specialising in the care of patients aged over 65 years who have multiple medical co-morbidities, often with mild to severe cognitive impairment who require functional rehabilitation but are unable to participate in main stream rehabilitation. Care and discharge planning is provided by an inter-disciplinary team.

4. POSITION PURPOSE

The Registered Nurse Division 1 Grade 2, under the guidance of the Nurse Unit Manager or delegate, will be responsible for the delivery of high quality patient care within the team environment. The Registered Nurse Division 1 Grade 2 will be responsible for the clinical care of patients and supervision of the clinical care of patients under the care of Registered Nurses Division 2 within the unit. The Registered Nurse Division 1 Grade 2 will be responsible for his/her own professional development, for supporting and assisting his/her colleagues and facilitating achievement of specific key performance indicators (KPIs) as developed for the ward/unit.

5. POSITION DUTIES

- Demonstrate commitment to the Values and Philosophy of the Sisters of Charity
- Act as a role model by demonstrating consistent consumer service
- Demonstrate commitment to organisational change
- Mentor or preceptor nursing staff
- Participate in portfolios as delegated by Nurse Unit Manager or Associate Nurse Unit Manager.
- Consider the cost and budget implications when using or obtaining consumables in relation to the delivery of patient care
- Ensure the delivery of high quality care incorporates the Values and Health Care Philosophy of the Sisters of Charity. Including at a minimum but not limited to wound care, airway management,
medical emergencies, altered cognition, complex co-morbidities, family dynamics and distressed families

- Practice within policy and procedural guidelines
- Supervise and direct other staff as required in clinical practice
- Respond to clinical changes in patient’s condition and initiates consultation with relevant medical/nursing and multidisciplinary team as required
- Adhere to all aspects of confidentiality in regard to patients and health service staff
- Participate and facilitate discharge planning and teaching sessions for patients and family
- Apply clinical knowledge acquired from attendance at professional development activities

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6. **INCUMBENT OBLIGATIONS**

**General**

- Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM
- Ensure all those in the area they manage, comply with all SVHM policies, procedures, bylaws and directions
- Ensure all those in the area they manage, only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Display adaptability and flexibility to meet the changing operational needs of the business

**Clinical Quality and Safety**

- Ensure clinical care is undertaken within established procedures in order to provide safe clinical care for patients/residents, ensuring clinical risk is minimised.
- Ensure all staff attend necessary training that enhances safety and quality of clinical care
- Promote a culture that supports learning and encourages reporting of errors and incidents
- Implement systems to identify and manage risks and to deal with and learn from incidents and complaints
- Implement all facets of the SVHM safety and clinical quality programme within clinical area managed
- Collaborate with more senior levels of management to implement the SVHM safety and quality agenda
- Provide feedback to more senior management in relation to problems or issues that impact on safety and clinical quality.

**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**

- Complies with Occupational Health and Safety regulations by identifying risks, alerting the Nurse Unit Manager and implementing appropriate action is liaison with Human Resources Department.
- Demonstrate annual attendance at and achievement of competency in all mandatory competencies.
- Participates in training and accepts responsibility as area warden as required

**Human Resource Management**

- Complies with Occupational Health and Safety regulations by identifying risks, alerting the Nurse Unit Manager and implementing appropriate action is liaison with Human Resources Department.
- Demonstrate annual attendance at and achievement of competency in all mandatory competencies.
- Participates in training and accepts responsibility as area warden as required
- Ensure decision making remains within delegated authority
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>
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<tbody>
<tr>
<td>Personal</td>
<td></td>
</tr>
<tr>
<td>Personal effectiveness</td>
<td>Contributes to and practices team goals, driving pursuit of higher standards of practice</td>
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<tr>
<td>Learning Agility</td>
<td>Responds to new and complex situations by adjusting behaviour appropriately</td>
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<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Patient/Resident/client centred</td>
<td>Monitors satisfaction levels and proactively addresses issues</td>
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<tr>
<td>Innovation and Improvement</td>
<td>Anticipates problems and continuously improves systems and processes</td>
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<tr>
<td>Strategy</td>
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<tr>
<td>Driving Results</td>
<td>Takes ownership for performance of team results</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Uses information and organisational knowledge to make decisions and achieve results</td>
</tr>
<tr>
<td>People</td>
<td></td>
</tr>
<tr>
<td>Working with and Managing others</td>
<td>Leads others and shares responsibilities, providing support and effective communication</td>
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<tr>
<td>Collaboration</td>
<td>Operates cross functionally and develops constructive relationships across the organisation</td>
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8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Bachelor of Nursing
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

8.2 OTHER ESSENTIAL REQUIREMENTS

- Demonstrated written and verbal communication skills which allows for effective communication with patients, visitors and staff at all levels
- Commitment to the Values and Health Care Philosophy of the Sisters of Charity
- Commitment to the principles of the St. Vincent’s Patient Care Model
- Commitment to the Hospital’s Code of Conduct
- Competent clinical nursing skills
- Demonstrated organisational skills
- Demonstration of ability to facilitate team outcomes in a multi disciplinary environment
- Demonstrated ability to assist and support change
- Demonstrated ability to communicate effectively with patients, visitors and staff at all levels
- Demonstrated interpersonal skills
- Knowledge of, and commitment to, Continuous Quality Improvement
- Demonstrated commitment to ongoing educational and professional development
- Demonstrated understanding of professional nursing issues

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Geriatric rehabilitation experience

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.
I understand that regardless of the frequency, if I am working and or visiting in a designated ‘high risk area’ of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: _______________________________________

Signature: _______________________________________

Date: _______________________________________