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 6,500 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>Grade 2 Registered Nurse</th>
<th>Reports to:</th>
<th>Nurse Unit Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Integrated Care</td>
<td>Department:</td>
<td>Geriatric Medicine (GEM)</td>
</tr>
<tr>
<td>Industrial Agreement:</td>
<td>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 or its successor</td>
<td>Classification:</td>
<td>YP3 – YP11</td>
</tr>
</tbody>
</table>

3. LOCAL WORK ENVIRONMENT

The Geriatric Evaluation Management [GEM] Unit, is a 20 bed unit, providing comprehensive, multidisciplinary assessment and management of medical, physical, psychological and social issues associated with the ageing process.

POSITION PURPOSE

The Grade 2 Registered Nurse, 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 Grade 2 Registered Nurse will be responsible for the clinical care of patients and supervision of the clinical care of patients under the care of Enrolled Nurses within the unit. The Grade 2 Registered Nurse will be responsible for his/her own professional development, for supporting and assisting his/her colleagues and facilitating achievement of specific KPI’s as developed for the ward/unit.

4. POSITION DUTIES

- Demonstrates a commitment to organisational change
- Mentors or preceptors nursing staff
- Will act as a resource person for Graduate Nurses, other Grade 2 Nurses, Enrolled Nurses, Casual Nursing Staff, Agency Nursing Staff and Student Nurses
- Accepts in charge responsibility in the absence of Nurse Unit Manager/Associate Nurse Unit Manager with appropriate support and instruction
- Commitment to specific portfolios as agreed by the nurse and Nurse Unit Manager
- Ensure that optimal efficiency is achieved and quality of practice is maintained
- In consultation with Nurse Unit Manager or delegate, reviews and assesses work practices for cost effectiveness
• Considers the costs and budget implications when using or obtaining consumables in relation to patient care
• Awareness of the cost of affecting work practices to ensure that optimal efficiency is achieved and quality of practice is maintained
• Demonstrates an understanding of the funding process and unit based activity targets
• Ensures delivery of high quality care incorporating the Values and Health Care Philosophy of the Sisters of Charity. Including at a minimum but not limited to wound care, air way management, medical emergencies, altered cognition, complex co morbidities, family dynamics, distressed family
• Practices within policy and procedural guidelines
• Will supervise and direct other staff as required in clinical practice
• Accurately documents patient care in accordance with health service guidelines
• Ensures incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Nurse Unit Manager or delegate is informed
• Responds to clinical changes in patient’s condition and initiates consultation with relevant medical/nursing and multidisciplinary team as required. Seeks guidance from senior nurse when limited by own level of expertise
• Adheres to all aspects of confidentiality in regard to patients and health service staff
• Participates and facilitates discharge planning and teaching sessions for patients and family
• Application of clinical knowledge acquired from attendance at professional development activities

5. INCUMBENT OBLIGATIONS

General
• Perform duties of the position to best of their ability and to a standard acceptable to SVHM
• Comply with all SVHM policies, procedures, by laws and directions
• Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
• 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
• 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 clinical orientation upon commencement
• Maintain clinical 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 annual clinical competencies
• Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
• Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
• Collaborate and clearly communicate with patients/clients and the healthcare team
• 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
• Adheres to Infection Control Protocols in relation to patient care
• Adheres to emergency procedures as detailed in the Emergency Procedure Manual
• Participates in training and accepts responsibility as area warden as required
• Complete required Fire and Emergency Training annually
• Complete required Workplace Culture and Equity Training annually
• Attend general hospital orientation within 3 months of commencement

6. 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>

7. SELECTION CRITERIA

7.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

• Degree in Nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia
• Current AHPRA Registration

7.2 OTHER ESSENTIAL REQUIREMENTS

• Completed Graduate Nurse Program or equivalent
• 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
• Excellent 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 with patients, visitors and staff at all levels
• Knowledge of, and commitment to, Continuous Quality Improvement
• Demonstrated commitment to ongoing educational and professional development
• Demonstrated understanding of professional nursing issues
7.3 OTHER NON ESSENTIAL REQUIREMENTS

- Previous experience working in Geriatric Medicine, slow stream Rehabilitation or acute medical would be highly desirable
- Post graduate studies in Geriatric Medicine

8. 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.

9. 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: 

________________________________________

________________________________________

________________________________________