



# Cultivating Healthy Communities

<b>Position Title:</b>	Graduate Registered Nurse
<b>Reports To:</b>	Nurse Unit Manager & Clinical Support Nurse
<b>Direct Reports:</b>	Nil
<b>Department:</b>	Clinical Services
<b>Classification:</b>	YP2: Grade 2 Year 1
<b>Employment Conditions:</b>	In accordance with the Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024.
<b>Qualifying Period</b>	Six months from commencement date

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

## Our Vision

To see sustainable improvement in the health and wellbeing of our community

## Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

## Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence

## ROLE STATEMENT

The Graduate Registered Nurse is responsible to the Nurse Unit Manager (NUM) for the provision of high quality, comprehensive and individualised patient/resident care, on a day to day basis. The Registered Nurse practices according to their own level of educational preparedness and competence.

As a beginning practitioner in the graduate nurse program, the Graduate Registered Nurse:

- Is responsible for planning, implementing and evaluation evidence-based nursing care in collaboration with the Nurse Unit Manager and Clinical Support Nurses, to achieve optimal healthcare outcomes for people of all ages and cultural groups.
- Practices independently and interdependently assuming accountability and responsibility for their own actions and the delegation of care to other healthcare workers as required.
- Develops professional practice in accordance with the health needs of the community and changing patterns of disease and illness
- Completes all mandatory education and participates in the health service education and professional development programs
- Works collaboratively with the NUM and the team to support and enhance the core business and the designated clinical areas.

## POSITION SPECIFIC RESPONSIBILITIES

### Professional Competency & Development

- Maintain annual registration requirement and Continuing Professional Development (CPD) standards as outlined by the Australian Health Practitioner Regulation Agency for Nursing and Midwifery)
- Maintain knowledge, skills, and evidence-based practice through participation in professional development activities.
- Participate in the performance review and development program (PDR) process
- Undertake all assigned Education & Training Schedule (ETS) units as outlined by EWHS.

### Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute to occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and participate in appropriate safety education and evaluation activities. Recognise and manage risk, ensuring that actions are taken to prevent and minimise harm to consumers and the healthcare workforce. Reports all incidents/hazards/injuries/near\_misses using VHIMS Central

## PERFORMANCE INDICATORS

- Compliance with the Education and Training Schedule (ETS)
- Ensures and promotes an excellent standard of care and service is delivered by partnering with consumers/residents, carers and the community at all levels of health care provision, planning and evaluation
- Accepts responsibility for own actions and seeks guidance when a situation exceeds experience or knowledge
- As a beginning practitioner, actively engages in opportunities to consider innovations in nursing practice/research and models of care that focus on the patient and the delivery of sustainable, quality and effective nursing practices.

### Key Performance Measures:

#### Critical Thinking & Decision Making

- Uses best available evidence-based practice to consolidate and develop nursing practice.
- Displays an ability to analyse situations and make appropriate decisions in a timely manner to ensure the needs of patients/residents, staff and the organisation are met
- Demonstrates the ability to apply critical thinking skills and make sound clinical decisions on a shift to shift basis
- Demonstrates a collaborative working relationship with the NUM and the team in relation to decision making at a local level

#### Interpersonal Communication, Influence & Leadership

- Demonstrate respect for cultural, psychosocial and spirituality of individuals
- Maintains a professional and respectful approach in all interpersonal communication with patients/residents/consumers and colleagues in accordance with EWHS Standards of Behaviour
- Communicates with and involves families/carers in decision making processes as deemed appropriate
- Supports a culture of professional and respectfulness where all team members feel supported and confident to raise concerns or ideas

## KEY BEHAVIORAL COMPETENCIES

- |   |   |
|---|---|
| • Functional/Technical skills                       | • Patient Care                            |
| • Delivery of safe & quality best practice evidence | • Medical Knowledge                       |
| • Teamwork  | • Practice-based Learning and Improvement |
| • Interpersonal and Communication Skills            | • Professionalism                         |
|   | • System-based practice                   |

## KEY SELECTION CRITERIA

- Certificate in Nursing or Bachelor of Health Science (Nursing)
- Registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Sound knowledge and skills in relation to nursing care, relevant to experience and scope of practice
- Good understanding and adherence to the principles underpinning person centre care.
- Proven time management and prioritisation skills
- Well-developed interpersonal communication skill and the ability to communicate professionally and effectively with patients and colleagues.
- Ability to set goals and objectives and meet deadlines as required.
- Evidence of recent annual influenza immunisation or willingness to obtain (unless a valid exemption applies)
- Evidence of full immunisation against COVID-19.



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The Graduate Registered Nurse at East Wimmera Health Service will hold:

- A current Victorian Drivers Licence.
- A current National Police Check or ability to obtain a satisfactory check.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A Working with Children Check or ability to obtain a satisfactory check.

East Wimmera Health Service		
STANDARDS OF BEHAVIOUR		
Our staff will always:		Our staff will not:
<b>Together</b>	<ul style="list-style-type: none"> <li>• Work as part of the team</li> <li>• Mentor others</li> <li>• Provide encouragement to others</li> <li>• Care for others the way they would like to be cared for themselves</li> <li>• Partner with consumers in decision making about their healthcare</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-centered</li> <li>• Have inappropriate conversations with others</li> <li>• Demonstrate a “can’t-do” attitude</li> <li>• Ignore feedback given by patients or colleagues</li> <li>• Avoid responsibility</li> <li>• Refuse to assist others with their workload</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>• Be open &amp; honest with ourselves and with others</li> <li>• Make ethical decisions</li> <li>• Bring ourselves to work</li> <li>• Maintain high levels of integrity</li> <li>• Be responsible and accountable</li> </ul>	<ul style="list-style-type: none"> <li>• Be dishonest</li> <li>• Be unreliable</li> <li>• Pass the buck</li> <li>• Be lazy</li> </ul>
<b>Empathy</b>	<ul style="list-style-type: none"> <li>• Commit to delivering a positive health experience to every person every time</li> <li>• Show compassion to all people</li> <li>• Demonstrate empathy &amp; understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Be sarcastic</li> <li>• Be judgmental</li> <li>• Make care decisions without consulting the consumer</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Maintain customer focus</li> <li>• Lead by example</li> <li>• Be responsible &amp; accountable for their own actions</li> <li>• Stand up and take action</li> <li>• Escalate issues or behaviours of concern</li> </ul>	<ul style="list-style-type: none"> <li>• Be hypocritical</li> <li>• Contribute to rumours</li> <li>• Discriminate against others</li> <li>• Think they’re better than others</li> <li>• Be passive</li> </ul>
<b>Open</b>	<ul style="list-style-type: none"> <li>• Demonstrate consistency</li> <li>• Treat people equally</li> <li>• Be considerate &amp; understanding</li> <li>• Be collaborative and collegiate</li> <li>• Deal with issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate favouritism &amp; exclusion</li> <li>• Withhold information</li> <li>• Ignore issues</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality &amp; privacy</li> <li>• Be punctual</li> <li>• Listen to others &amp; accept differences</li> <li>• Respond courteously</li> <li>• Greet all people by saying hello, smiling and introducing themselves</li> <li>• Be culturally informed and sensitive</li> <li>• Respect diverse opinions</li> </ul>	<ul style="list-style-type: none"> <li>• Be arrogant</li> <li>• Be disrespectful</li> <li>• Display rudeness</li> <li>• Bully, harass or display aggression</li> <li>• Allow unacceptable behaviour</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Expect and deliver excellence</li> <li>• Persevere to do the best job they can</li> <li>• Strive continuously to improve</li> <li>• Be professional &amp; enthusiastic</li> <li>• Have the courage to question what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Give up</li> <li>• Accept mediocrity</li> <li>• Leave an untidy workplace</li> </ul>

Staff at EWHS must also comply with both the Industry and organisational Code of Conduct

## RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

*(Please mark (eg X or ✓) to those that apply to this position)*

Aspects of Normal Workplace	Frequency			
Work Environment	Occasionally	Regularly	Continual	NA
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility	✓			
• Working off site which may include clients homes	✓			
• Clinical areas			✓	
• Travelling or Driving in cars on a regular basis	✓			
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities			✓	
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time		✓		
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment	✓			
• Patient Handling ( <i>No Lift Program operates throughout EWHS</i> )		✓		
• Exposure to Substances ( <i>Protective equipment &amp; procedures in place to prevent contact</i> )		✓		
<u>Work relationships</u>				
• Work in a team environment and at times independently			✓	
• Interaction with staff from other disciplines and departments			✓	
• Interacts with: <ul style="list-style-type: none"> <li>○ colleagues and other hospital staff</li> <li>○ members of the public</li> <li>○ Patients and relatives</li> </ul>			✓ ✓ ✓	



# Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Document Control

Executive Sponsor: Director of Clinical Services

Manager Responsible: Nurse Unit Manager / Clinical Support Nurse

Author(s):

Last Review: 10 October 2022

Next Review: 10 October 2024