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| **Position Title** | Registered Nurse  |
| **Position Number** | N5939 |
| **Department** | Theatre |
| **Classification** | Registered Nurse – Grade 2  |
| **Agreement**  | [Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 202](http://intranet/Files/Awards/Nurses%20%28Victorian%20Public%20Health%20Sector%29%20MECA%202007-2011%20%28Public%29.pdf)4  |
| **Reports to:** | Nurse Unit Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

A Registered Nurse (RN) is responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board of Australia Standards for Practice including responsibility for:

* The wellbeing of surgical patients.
* Assisting in the preparation of the operating theatre
* Assisting the surgical team in the operating theatre.
* The delegation of tasks to others as required.

**Department / Unit Specific Overview**

EGHS’ Perioperative department offers a wide range services to meet the needs of the local community and the surrounding region. The perioperative services include two operating theatres, day procedure unit – 6 bays, central sterile supply department, recovery room – 4 bays and a renal dialysis suite – 7 chairs. We offer a range of surgical procedures performed by our resident and visiting surgeons, these include; general surgery, gynaecology, ophthalmology, orthopaedics, urology, dental, Ear nose and throat, caesarean section and certain emergency surgeries.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’.  We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

1. A system geared to prevention as much as treatment
2. Everyone understands their own health risks
3. Illness is detected and managed early
4. Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

1. Care is always there when people need it
2. More access to care in the home and community
3. People are connected to the full range of care and support they need
4. There is fair access to care

**BETTER CARE**

1. Target zero avoidable harm
2. Healthcare that focuses on outcomes
3. People are active partners in care
4. Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board of Australia Standards for Practice.
* Accepts responsibility for own actions, recognises limitations in practice and abilities and seeks input from more experienced clinicians and help as necessary
* Provide physical, emotional and environmental assistance for patients in addition to supporting the team through counselling and education
* Plans, delivers, evaluates and reviews nursing care in partnership with the patient, their families, carers and the multidisciplinary team
* Prioritises workload based on needs, acuity and optimal time for intervention and provide leadership and coordination of work for less experienced staff
* Provide supervision and mentorship to students and less experienced staff in their ability to provide safe and effective care
* Demonstrate accurate, complete and up-to-date documentation in line with EGHS policies and maintain a high documentation standard of all staff within the designated area
* Contributes to and supports the usage of best evidence to drive patient care
* Provide leadership to the implementation of safety and quality initiatives
* Ensure that all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
* Assist in managing the complaints process of staff and providing facilitating discussion with all relevant stakeholders including patients / residents and family.
* Undertake the admission and discharge of patients to a high standard as required by your area of work

**Key Performance Indicators**

Key performance measures are how you will be measured as to meeting the responsibilities of the position listed above. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of the appointment and then to be reviewed on an annual basis.

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates leadership and application of knowledge to operate within the agreed budget for the Department and facility and the organisation’s Financial Management framework.
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement.
* Demonstrates commitment to personal and professional development and participate as an active member of a team.
* Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met.
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

Key Selection Criteria

**Essential Criteria:**

* Registered Nurse in Victoria with current APHRA registration
* Commitment to a high standard of personal appearance and conduct that is clean, neat, tidy, punctual and respectful in language and manner towards staff, patients, residents and visitors
* Demonstrated sound level of clinical nursing skills and ability to work safely and effectively within the designated area.
* Demonstrated excellent written and verbal communication, co-ordination and organisational skills
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Commitment to flexibility and innovation in practice including an evidence based approach to care
* Demonstrate excellent computer literacy skills for use within the designated area
* Current drivers licence

**Must comply to having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)

 **Desirable Criteria:**

* Post-graduate qualification in a perioperative nursing
* Recent perioperative experience
* Experience in scrub/scout/anaesthetics and PACU

**Acknowledgement**

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| **Employee Name:** |  |
| **Employee Signature:** |  | **Date:** |  |
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| **Manager Name:** |  |
| **Manager Signature :** |  | **Date:** |  |
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| **Developed Date:** | **October 2019** |
| **Developed By – Name:** |  |
| **Developed by – Title:** | **Director of Clinical Services** |
| **Date of Next Review:** | **October 2020** |