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| **Position Title** | Graduate Registered Nurse |
| **Position Number** | As per rotation |
| **Department** | Education |
| **Classification** | Registered Nurse Grade 2 Yr1-Yp2 |
| **Agreement**  |  Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024  |
| **Reports to:** | Nurse Unit Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Graduate Registered Nurse who provides and is responsible for the clinical care of patients, residents and clients.

**Department / Unit Specific Overview**

Graduate Nurse Program runs for twelve months. Each graduate will have a four month clinical rotation through acute, aged care and either perioperative or Community nursing for a further four months.

* Acute Services - In-patient Unit — 18 bed acute unit covering medical, surgical, paediatric, palliative, midwifery, oncology and Urgent Care Centre
* 70 Lowe Street — 45 bed aged care facility
* Community Nursing— two nurses visit 16-24 clients/day, incorporates hospital in the home, palliative care and hospital at risk program
* Perioperative Services— two theatres, operates five days/week, six chair dialysis, ophthalmology, ENT, gynaecology, urology, general, orthopaedic
* Willaura Health Care – 8 sub-acute beds, 2 nursing home beds, 10 aged care beds

**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 |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **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 |
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| **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 |
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| **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 (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS 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, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**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)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, 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 to 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. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* 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, consumers and visitors
* 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**

* Promotion of Graduate Nurse Program
* Responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board of Australia Standards for Practice for a Registered Nurse.
* 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, residents or clients
* Plans, delivers, evaluates and reviews nursing care in partnership with the medical practitioner, patient/resident, their families/carers and the multidisciplinary team
* Prioritises workload based on needs, acuity and optimal time for intervention
* 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
* 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

**Key Performance Indicators**

* Consistent delivery of nursing care against identified need
* Patient’s confidence in the knowledge and skills of the nurse
* Evidence of accurate and appropriate documentation where required

Key Selection Criteria

**Essential Criteria:**

* Recent completion of a Bachelor of Nursing
* Current Registered Nurse with the Australian Health Practitioner Regulation Agency.
* Well-developed interpersonal skills and the ability to work as part of a team.
* 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
* Commitment to flexibility in clinical rotations and innovation in practice including an evidence based approach to care.
* Demonstrated sound level of clinical nursing skills and the ability to work safely and effectively within the designated area.
* Demonstrated well-developed written and verbal communication, co-ordination and organisational skills
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Self-motivated and committed to personal development and growth as part of graduate nurse program
* Demonstrate excellent computer literacy skills for use within the designated area
* Willingness to develop leadership and management skills.
* 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)
* Immunisation requirements (annually)

**Desirable Criteria**

* Knowledge of aged care standards, accreditation and funding.

**Acknowledgement**

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| Employee Name |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature  | Date |
|  |  |
| Developed Date (MM,YY) |  |
| Developed By Name | Developed by Title |
| Date of next review (12 months) |  |