|  |  |
| --- | --- |
|  | Position Description Version: |

|  |  |
| --- | --- |
| **Position Title:** | Registered Nurse (Instrument & Circulating) |
| **Position Number:** |  | **Cost Centre:** | 1340 |
| **Site/Facility:** | Calvary Mater Newcastle |
| **Department:** | Operating Suite |
| **Enterprise Agreement** | The Named NSW (Non-Declared) Affiliated Health Organisation’s Nurses Agreement |
| **Classification:** | RNR 1-8 |
| **Reports To:** | Nurse Manager (Perioperative Services) |
| **Pre-Employment Screening Checks:**  | Yes - Working with Children Check (WWCC) and National Criminal Record Check (NCRC) required  |
| **Infection Control Risk Category:** | Category A (Contact with clients or contact with blood, body substances or infectious material). **COVID-19 vaccination is a mandatory requirement unless assessed exempt** |
| **Functional Capacity Evaluation required:** | **YES**  |
| **Date of Preparation:** | November 2021 | **Date Updated:** |  |
| **Primary Purpose** |
| The Registered Nurse is responsible for the provision and documentation of safe, effective, and appropriate patient care in a patient-focused environment. This position involves a seven day rotating roster and on call duties.  |
| Organisational Environment |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centresCalvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person, regardless of their religion, race, gender, cultural background or choices. |
| Accountabilities and Key Result Areas |
| ***People and Culture:**** Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
* Participate in and support the Hospital’s Quality Improvement and Accreditation programmes
* Demonstrated an understanding of risk management processes and systems

***Excellence in Service Delivery:*** * Performs comprehensive and accurate nursing assessments of patients.
* Continuously assesses/monitors patients’ condition.
* Notifies the medical officer of changes as appropriate.
* Identifies and implements discharge-planning requirements.
* Able to plan appropriate care in consultation with patient and multidisciplinary team.
* Prioritises and implements planned care to achieve expected outcomes of established priorities.
* Evaluates patient progress and revises nursing interventions where required.
* Timely, complete and accurate documentation of nursing care and patient’s progress is entered into the patient’s medical /electronic record and communicated to other team members.
* Able to provide education and information to patients and carers which facilitates their understanding and self-care.
* Functions in accordance with legislation and common law pertaining to nursing practice.
* Functions according to the Australian College of operating room Nurses (ACORN) Standards (2012).
* Confidentiality is maintained.
* Protects the rights of patients whilst respecting their values, customs and spiritual beliefs.
* Functions in accordance with legislation and common law pertaining to nursing practice.
* Functions according to the Australian College of operating room Nurses (ACORN) Standards (2012).
* Confidentiality is maintained.
* Protects the rights of patients whilst respecting their values, customs and spiritual beliefs

***Excellence in Service Development:*** * Identifies own learning needs.
* Seeks learning opportunities relevant to identified needs.
* Accesses appropriate resources to enhance skills and knowledge.
* Attends in-services when required.
* Maintains a professional portfolio to be used to demonstrate achievement of competency.
* Conduct reflects the mission and values of the Little Company of Mary Health Care.
* Is able to function in a health care environment.
* Able to demonstrate awareness of Culturally & Linguistically Diverse (CALD) Groups.
* Maintains harmonious relations with hospital staff by behaving in a professional manner and displaying a non-confrontational manner.
* Takes appropriate action to meet needs of unit.
* Assist others when help is required.
* Demonstrated flexibility that meets changing needs of unit or work environment.

***Clinical Governance:**** Is punctual and notifies supervisor of absences.
* Able to organise work with minimum of direct supervision.
* Duties are performed in an orderly and timely fashion.
* Able to adapt work practices.
* Able to work proficiently in periods of high demand and activity.
* Delegates work amongst team members.
* Uses available resources efficiently.
* Acts as a resource person within the operating suite and hospital.
* Demonstrates ability to act as preceptor and mentor staff – including work experience, student nurses, new RN1/RN2, any operating suite staff.
* Attends mandatory education for fire and evacuation and zero tolerance and other sessions as directed.
* Maintains level of knowledge and clinical competence in accordance with current developments (including legal and ethical aspects relevant to the perioperative nursing practice) and maintain an awareness of current developments in the perioperative field.
* Consult with an experienced Registered Nurse when nursing care requires expertise outside of his/her scope of competence.
* Act to enhance the professional development of others by providing education on essential skills and procedures required in the Operating Theatre.
* Completes a Performance Appraisal after 3 months of service and then annually thereafter with the Nurse Manager/delegate of the Operating Theatre Suite.
* Provides the Nurse Manager/delegate with a current copy of RN Authority to Practice annually.

***Wise Stewardship**** Able to work proficiently in periods of high demand and activity.

***WH&S Responsibilities:*** * Take reasonable care of your own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Report to your supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
 |
| **Key Relationships** |
| Internal: | * *Nurse Manager Perioperative Services*
* *Clinical Nurse Unit Manager Operating Suite*
 |
| External: | * Patients family & carers

Visitors |
| **Position Impact** |
| Direct Reports: | Accountable to the Director of Clinical Services - Medical |
| Budget: | *NIL* |
| Selection Criteria |
| **Essential*** COVID-19 vaccination is a mandatory requirement unless assessed exempt
* Registered Nurse authorised to practice by the Australian Health Practitioner Regulation Agency (AHPRA).
* Recent demonstrated experience in a perioperative role as an Instrument / circulating nurse.
* Demonstrated initiative and the desire to continually improve patient care.
* Demonstrated effective communication, interpersonal and organisational skills.
* Able to work proficiently in periods of high demand and activity and as a member of a multidisciplinary team.
* Demonstrated commitment to own personal and professional development.
* Commitment to the Mission, Vision and Values of Calvary and the ability and desire to uphold these principles

**Desirables** * Post basic certificate in Perioperative Nursing and/ or recent demonstrated experience in field
* Experience in use of iPM Operating Theatre module
 |
| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |

Job Demands Frequency Checklist

|  |
| --- |
| **Job Demands Frequency Key** |
| **I** | Infrequent - intermittent activity exists for a short time on a very infrequent basis |
| **O** | Occasional - activity exists up to 1/3 of the time when performing the job |
| **F** | Frequent - activity exists between 1/3 and 2/3 of the time when performing the job |
| **C** | Constant - activity exists for more than 2/3 of the time when performing the job |
| **R** | Repetitive - activity involves repetitive movements |
| **N** | Not Applicable - activity is not required to perform the job |

|  |  |
| --- | --- |
| **Physical Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sitting** - Remaining in a seated position to perform tasks – eg required for client interviews |  | **X** |  |  |  |  |
| **Standing** - Remaining standing without moving about to perform tasks | **X** |  |  |  |  |  |
| **Walking** - Floor type: even / uneven / slippery, indoors / outdoors, slopes - eg walking between Lorna house and the main hospital via covered walkway |  |  |  | **X** |  |  |
| **Running** - Floor type: even / uneven / slippery, indoors / outdoors, slopes |  |  |  |  |  | **X** |
| **Bend / Lean Forward from Waist** - Forward bending from the waist to perform tasks |  |  | **X** |  |  |  |
| **Trunk Twisting** - Turning from the waist while sitting or standing to perform tasks |  | **X** |  |  |  |  |
| **Kneeling** - Remaining in a kneeling posture to perform tasks | **X** |  |  |  |  |  |
| **Squatting / Crouching** - Adopting a squatting or crouching posture to perform tasks | **X** |  |  |  |  |  |
| **Leg / Foot Movement** - Use of leg and / or foot to operate machinery |  | **X** |  |  |  |  |
| **Climbing (stairs / ladders)** - Ascend / descend stairs, ladders, and steps – eg if using fire stairs | **X** |  |  |  |  |  |
| **Lifting / Carrying** - Light lifting and carrying - 0-9 kg – eg notepad / book / clipboard and required writing implements |  | **X** |  |  |  |  |
| **Lifting / Carrying** - Moderate lifting and carrying - 10-15 kg |  |  |  |  |  | **X** |
| **Lifting / Carrying** - Heavy lifting and carrying - 16kg and above |  |  |  |  |  | **X** |
| **Reaching** - Arms fully extended forward or raised above shoulder |  | **X** |  |  |  |  |
| **Pushing / Pulling / Restraining** - Using force to hold / restrain or move objects toward or away from the body |  | **X** |  |  |  |  |
| **Head / Neck Postures** - Holding head in a position other than neutral (facing forward) | **X** |  |  |  |  |  |
| **Hand and Arm Movements** - Repetitive movements of hands and arms – eg report writing |  | **X** |  |  |  |  |
| **Grasping / Fine Manipulation** - Gripping, holding, clasping with fingers or hands eg report writing |  | **X** |  |  |  |  |
| **Work At Heights** - Using ladders, footstools, scaffolding, or other objects to perform work |  |  |  |  |  | **X** |
| **Driving** - Operating any motor powered vehicle |  |  | **X** |  |  |  |

|  |  |
| --- | --- |
| **Sensory Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Sight** - Use of sight is an integral part of work performance eg viewing of X-Rays, computer screens – eg patient / client observation |  |  | **X** |  |  |  |
| **Hearing** - Use of hearing is an integral part of work performance eg telephone enquiries, answering of telephones |  |  | **X** |  |  |  |
| **Smell** - Use of smell is an integral part of work performance eg working with chemicals |  |  | **X** |  |  |  |
| **Taste** - Use of taste is an integral part of work performance eg food preparation |  |  |  |  |  | **X** |
| **Touch** - Use of touch is an integral part of work performance |  |  | **X** |  |  |  |
| **Psychosocial Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Distressed People** – eg emergency or grief situations |  | **X** |  |  |  |  |
| **Aggressive and Uncooperative People** - eg drug / alcohol, dementia, mental illness |  | **X** |  |  |  |  |
| **Unpredictable People** – eg dementia, mental illness, head injuries |  |  | **X** |  |  |  |
| **Restraining** - involvement in physical containment of patients / clients | **X** |  |  |  |  |  |
| **Exposure to Distressing Situations** – eg child abuse, viewing dead / mutilated bodies | **X** |  |  |  |  |  |
| **Environmental Demands Description** | **Frequency**  |
| **I** | **O** | **F** | **C** | **R** | **N** |
| **Dust** - Exposure to atmospheric dust – eg from building site |  |  |  |  |  | **X** |
| **Gases** - Working with explosive or flammable gases requiring precautionary measures |  |  |  | **X** |  |  |
| **Fumes** - Exposure to noxious or toxic fumes |  | **X** |  |  |  |  |
| **Liquids** - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE |  | **X** |  |  |  |  |
| **Hazardous substances** - eg dry chemicals and glues |  | **X** |  |  |  |  |
| **Noise** - Environmental / background noise necessitates people raise their voice to be heard | **X** |  |  |  |  |  |
| **Inadequate Lighting** - Risk of trips, falls or eyestrain |  |  |  |  |  | **X** |
| **Sunlight** - Risk of sunburn exists from spending more than 10 minutes per day in sunlight – eg walking from Lorna house to main hospital building |  |  |  |  |  | **X** |
| **Extreme Temperatures** - Environmental temperatures are less than 15C or more than 35C – eg walking from Lorna house to main hospital building |  | **X** |  |  |  |  |
| **Confined Spaces** - Areas where only one egress (escape route) exists | **X** |  |  |  |  |  |
| **Slippery or Uneven Surfaces** - Greasy or wet floor surfaces, ramps, uneven ground – eg covered / enclosed walkway | **X** |  |  |  |  |  |
| **Inadequate Housekeeping** - Obstructions to walkways and work areas cause trips and falls |  |  |  |  |  | **X** |
| **Working At Heights** - Ladders / stepladders / scaffolding are required to perform tasks |  |  |  |  |  | **X** |
| **Biological Hazards** - eg exposure to body fluids, bacteria, infectious diseases – eg inpatients and outpatients |  | **X** |  |  |  |  |

It is important to ensure that you can perform the position safely.

I have read and understood the physical requirements of the position as indicated in the Job Demands Frequency Checklist.

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_/\_\_\_\_

NAME SIGNATURE DATE