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|  | Position Description  cALVARY hEALTH cARE lAUNCESTON  Version:3.0 |

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| **Position Title:** | | Registered Nurse – Level 1 | | | |
| **Position Number:** | |  | **Cost Centre:** | |  |
| **Site/Facility:** | | Calvary Launceston - St Luke’s and St Vincent’s Hospitals | | | |
| **Department:** | |  | | | |
| **Enterprise Agreement** | | Calvary Health Care Tasmania Nursing Staff Enterprise Agreement 2020 | | | |
| **Classification:** | | Registered Nurse Level 1 | | | |
| **Reports To:** | | Nurse Unit Manager | | | |
| **Date of Preparation:** | | Feb 2015 | **Date Updated:** | | February 2022 |
| **Primary Purpose** | | | | | |
| The Registered Nurse is responsible for providing safe, effective and appropriate care in a patient focused environment. | | | | | |
| 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 centres.  Calvary 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 and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  Calvary Health Care Launceston incorporates two facilities – Calvary St Luke’s and Calvary St Vincent’s Hospitals. | | | | | |
| 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. * Support and respect team members, communicating effectively and demonstrating a commitment to the team * Participate in and support the hospital’s Quality Improvement and Accreditation programs   ***Excellence in Care:***   * Identify and implement discharge planning requirements * Plan nursing care in consultation with the patient, carers and the interdisciplinary health care team * Prioritise and implement planned care to achieve expected outcomes of established priorities * Evaluate patient progress and revise nursing interventions where required * Timely, complete and accurate documentation of nursing care and patients progress in patients’ electronic and paper medical record and communicate to other team members * Protect the rights of patients while respecting their values, customs and spiritual beliefs * Provide education and information to patients and carers which facilitates their understanding and care * Function in accordance with legislation and policy relevant to practise * Act in accordance with profession’s code of ethics and professional standards * Maintain confidentiality at all times * Delegate aspects of care to others according to their competence and scope of practise * Supervise and provide direction and support to delegates * Report adverse incidents and document in file / Riskman 2   ***Service Development & Innovation:***   * Participate in Quality Improvement activities and provide a high level of customer service to patients, staff and others * Contribute to the development of less experienced nurses and other health professionals   ***Team Participation & Work Organisation:***   * Function within a multidisciplinary team and provide assistance when and where required to meet the needs of the patient and the Department * Establish and maintain a professional liaison between all members of the health care team, and contribute towards providing ongoing patient care and education * Attend to data collection, database management and reporting as required by manager * Participate in ward meetings by sharing of problems and identifying solutions with the CNM and other staff * Other duties negotiated from time to time that are appropriate to the level of responsibility of the position * Delegate work amongst team members as appropriate * Act as In-Charge in the absence of the CNM where required * Represent CNM where required * Mentor staff and provide supervision to enrolled nurses * Mentor and provide supervision to student nurses * Maintain harmonious relations with staff and behave in a professional manner * Organise and perform stated duties proficiently with a minimum of direct supervision * Maintain punctuality and notify supervisor of own absences, staff and students where appropriate * Adapt work practices * Demonstrate flexibility that meets the changing needs of the Department * Maintain an effective personal and professional development plan * Seek learning opportunities relevant to identified needs   ***Wise Stewardship***   * Act with integrity when using company material or representing the company publicly * Contribute to patient and staff safety and wellbeing by diligently managing risks and immediately reporting hazards, incidents, serious near misses, accidents, illness or injury * Assist the team to achieve unit targets and use resources responsibly   ***Community Engagement:***   * Participate in mission celebrations and events * Contribute to team-based initiatives and activities that promote our mission values, including those in support of poor and disadvantaged groups within the local community * Positively promote the organization both internally and externally * Develop/maintain relationships with external bodies that enhance our capacity to provide better health and social support outcomes for our patients   ***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: | * Health care professionals including nurses, allied health * Medical officers * Hospitality and patient services teams | | | | |
| External: | * Patients family and friends * Visitors * Contractors and suppliers | | | | |
| **Position Impact** | | | | | |
| Direct Reports: |  | | | | |
| Budget: | **Click here to enter text.** | | | | |
| Selection Criteria | | | | | |
| * Registered Nurse authorised to practise by the Australian Health Practitioner Regulation Agency (AHPRA) * 2 years recent clinical experience and demonstrated commitment to professional development * Demonstrated ability to work as an effective member of a multidisciplinary team with excellent communication, organisational and interpersonal skills * Demonstrated ability to proactively engage with patients to understand their needs * Commitment to uphold the Mission, Vision and Values of Calvary Health Care at all times * COVID-19 vaccination is a mandatory requirement | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |