|  |  |
| --- | --- |
|  | Position Description  All Calvary Services  Version: [SYSTEM UPDATE] – CCID: UPDATE |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title:** | | Clinical Nurse | | | |
| **Position Number:** | | CACNHW | **Cost Centre:** | | C9413 |
| **Site/Facility:** | | Calvary Adelaide Hospital – Hynes Ward | | | |
| **Department:** | | Nursing | | | |
| **Enterprise Agreement** | | Calvary Health Care Adelaide Nursing Employees & ANMF (South Australian Branch) Enterprise Agreement | | | |
| **Classification:** | | As per Letter of Offer | | | |
| **Reports To:** | | Clinical Manager | | | |
| **Date of Preparation:** | | 9 June 2015 | **Date Updated:** | | 23 September 2023 |
| **Primary Purpose** | | | | | |
| The Clinical Nurse is:   * Accountable for the delivery of direct patient care * Provides support and direction to Registered, Enrolled, Graduate and student nurses, AIN’s and HSA’s * Assists in professional development of staff * Maintains an education and development focus * Supports a positive professional culture * Manages of an agreed portfolio * Expected to act in a relieving role for Clinical Manager or clinical specialty | | | | | |
| Organisational Environment | | | | | |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve.  Our Services include public and private hospital care, acute and sub-acute care, home care services and  Retirement and aged care services, in both rural and metropolitan areas. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***Professional:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Be responsible for the daily management of the unit by ensuring effective utilisation of human & material resources. * Be an active, regular and significant contributor in the formulation compliance and revision of policies and procedures. * Participate in Hospital committees as delegated. * Ensure appropriate compliance with infection control standards within the Area. * Act as an approachable and willing resource person who can demonstrate expert knowledge, familiarity with the policies, procedures and clinical practices of your specialty and be able to provide support and guidance to other staff. * Give direct care to patients, demonstrating expertise and acting as a role model. * Act as a Preceptor for new staff in the unit. * Increase staff awareness of area specific skills, providing education and resources. * Act as ‘In Charge’ of shift and in the Clinical Manager role as delegated.   ***Documentation:***   * Ensure that all documentation is accurate and completed in a professional and timely manner. * Participate in policy/procedure development and review. * Ensure all patient care documentation is completed at all times. * Participate in relevant documentation audits. * Provide progress report of portfolio outcomes to Clinical Manager monthly or more frequently as required. * Perform additional duties as requested by Clinical Manager * Provide Calvary North Adelaide Hospital with an annual copy of registration documentation demonstrating authority to practice. * Formulate measurable achievable goals each year in consultation with Clinical Manager. These goals should include portfolio goals. Achievement of ward goals will be evaluated in Performance Review.   ***Communication:***   * Be aware of, and practice according to, the organisation’s mission and values. * Demonstrate the ability to work positively within a team to achieve team goals. * Work harmoniously with other team members to achieve service delivery excellence. * Assist in the orientation and supervision of new staff * Comply with LCMHC Bullying and Harassment policy and act and report breaches of the same policy. * Actively support the Clinical Manager to implement in the strategic plan for specific area.   ***Decision Making:***   * Act as an advocate to assist both parties and staff to make informed decisions. * Assist the client when possible in the resolution of problems. * Participate in clinical and administrative discussions.   ***People and Culture:***   * 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. * Act in a professional manner at all times when dealing with internal & external clients. * Positively promote the organisation both internally & externally. * Be prompt and courteous in providing service to clients, colleagues and the broader community. * Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues. * Treat all clients with respect & equality, whilst being responsive to their needs. * Encourage relatives to participate in continuing care. * Liaise with members of the health care team in the planning and delivery of patient care   ***Service Development & Performance:***   * Continually develop both personally & professionally to meet  the changing needs of your career & industry. * Attend all mandatory training sessions provided by the organisation including relevant training for the agreed portfolios and area of work and be actively involved in other training & development as required and provide evidence of all mandatory competencies. * Achieve and evidence annual education points as required by ANCI standards * Actively participates in the Performance Management process as required. * Continually update knowledge relevant to area of experience. * Develop, maintain, evaluate & improve competence * Demonstrate understanding of relevant external legislation & internal policies and procedures that relate to this position and the organisation. * Participate and contribute to quality improvement programs and other facility activities to meet Accreditation Standards. * Be an active participant in the hospital Quality and Risk Program. * Participate and meet the key performance indicators of the agreed portfolio which includes monitoring, review & evaluation. * Identifying and implementing evidence based practice in the clinical setting. * Promote and support research activity and understanding within the area. * To undertake any education such as is necessary to gain clinical competence in specific procedures unique to the unit employed.   ***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)   **\*\*A Duty Task List should be referred to for all site or departmental specific requirements of this position.** | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Patients * Clinical Staff | | | | |
| External: | * Significant others of patients | | | | |
| **Position Impact** | | | | | |
| Direct Reports: |  | | | | |
| Budget: |  | | | | |
| Selection Criteria | | | | | |
| **Essential**   * Registered with AHPRA * Demonstrates technical knowledge & experience In their area of clinical expertise * Computer & leadership skills * Advanced level written & verbal communication * Excellent & effective interpersonal & teamwork skills * Minimum 2 years post graduate experience * General Surgery experience within an acute care setting   **Desirable**   * Tertiary qualifications or working towards same | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |