|  |  |
| --- | --- |
|  | Position Description  All Calvary Services  Version:3.0 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title:** | | Registered Nurse Haematology | | | |
| **Position Number:** | |  | **Cost Centre:** | | 1031 |
| **Site/Facility:** | | Calvary Mater Newcastle | | | |
| **Department:** | | Haematology | | | |
| **Enterprise Agreement** | | Named NSW (Non-Declared) Affiliated Health Organisations’ Nurses Agreement | | | |
| **Classification:** | | Registered Nurse RNR1-8 | | | |
| **Reports To:** | | Nursing Unit Manager 5CD and Director of Clinical Services – Nursing | | | |
| **Date of Preparation:** | | June 2016 | **Date Updated:** | | 23012017 |
| **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). | | | |
| **Primary Purpose** | | | | | |
| The Registered Nurse is responsible for providing safe, effective and appropriate patient care in a patient-focused environment. | | | | | |
| Organisational Environment | | | | | |
| At Little Company of Mary (LCM) Health Care 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, community care and retirement and aged care services, in both rural and metropolitan areas | | | | | |
| 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   ***Excellence in Care:***   * Perform comprehensive and accurate nursing assessment of patients * Identify and implement discharge-planning requirements * Plan appropriate care in consultation with patient and multidisciplinary 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 patient’s 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   ***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 Department / Ward * Delegate work amongst team members as appropriate * Represent NUM where required * Mentor staff and provide supervision to other 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 / Ward * Maintain an effective personal and professional development plan * Seek learning opportunities relevant to identified needs   ***Wise Stewardship:***   * Participate in relevant patient safety and quality education and delivery of services in accordance with the National Patient Safety and Quality Standards, Work Health & Safety Act, Calvary and Ministry of Health risk management frameworks * Use health care resources and technology responsibly   ***Community Engagement:***   * Support and inform patients and their families to ensure any direct impact on patients and their families is understood to enable patients to make informed decisions   ***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: | * Nursing Unit Manager of 5CD * Director of Clinical Services (Nursing) * Team members of the allocated ward and other departments | | | | |
| External: | Not applicable | | | | |
| **Position Impact** | | | | | |
| Direct Reports: |  | | | | |
| Budget: | Not applicable | | | | |
| Selection Criteria | | | | | |
| Essential Criteria:   * Registered Nurse with current Authority to Practice with AHPRA * Demonstrated recent clinical experience in an acute care and/or hospital setting and a genuine interest in haematology nursing * Ability to work unsupervised, proficiently and in an organised manner during periods of high demand and activity * Demonstrated ability to work effectively as a member of a multidisciplinary team * Demonstrated excellent communication, interpersonal skills and customer service skills * Demonstrated commitment to own personal and professional development * Commitment to the mission, vision and values of Calvary as it applies to the Hospital and the ability and desire to uphold these principles   Desirable Criteria:   * Post-basic qualifications and/or experience in Haematology nursing including competence in venepuncture or cannulation. * Chemotherapy competency or working towards same. | | | | | |
|  | | | | | |
| 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