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|  | Position Description  [All Calvary Services/Service]  Version: [Version] |

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| **Position Title:** | | Registered Nurse | | | |
| **Position Number:** | |  | **Cost Centre:** | |  |
| **Site/Facility:** | | Calvary Mater Newcastle | | | |
| **Department:** | | Outpatient Services (Medical Centre, Radiation Oncology, Day Treatment Centre) | | | |
| **Enterprise Agreement** | | Named NSW (Non-Declared) Affiliated Health Organisations’ Nurses Agreement | | | |
| **Classification:** | | Registered Nurse, Year 1 to Year 8 | | | |
| **Reports To:** | | Nursing Unit Manager, Outpatients Services | | | |
| **Date of Preparation:** | | 30/08/2023 | **Date Updated:** | |  |
| **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** | | | |
| **Primary Purpose** | | | | | |
| The Registered Nurse is responsible for providing safe, effective and appropriate care in a patient focused ambulatory care 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. | | | | | |
| 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. * Demonstrated commitment to work and partner with Aboriginal and Torres Strait, Islander patients and families and employees to enhance health outcomes for Aboriginal and Torres Strait Islander clients * 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 programs   ***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 patients’ 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 patient and the Department * Delegate work amongst team members as appropriate * Represent Nurse Unit Manager where required * Mentor staff and provide supervision when required * 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***   * 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   ***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)   ***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 | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Nursing Unit Manager of Outpatient services * Operations Manager Cancer services * Director of Clinical Services (Nursing) * Team members of the outpatient service and other CMN departments | | | | |
| External: | * Other Health Care Providers | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | Not applicable | | | | |
| Budget: | Not applicable | | | | |
| Selection Criteria | | | | | |
| * Registered Nurse authorised to practise by the Australian Health Practitioner Regulation Agency (AHPRA). * Minimum 12 months recent experience in cancer nursing or an acute care setting * Graduate Certificate in Cancer Nursing or similar or willingness to work towards same * Demonstrated ability to work effectively in a multidisciplinary team environment and in periods of high demand and activity * Demonstrated computer literacy * Demonstrated communication, organisational and interpersonal skills * Demonstrated commitment to own personal and professional development * Commitment to the Mission, Vision and Values of Calvary with the ability and desire to uphold these principles.   Desirable   * Experience in ambulatory care setting * Experience in chemotherapy administration or willingness towards. * Completion of Cancer Institute NSW eviQ Antineoplastic Drug Administration Course (ADAC) or willingness to work towards. | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |

Job Demands Frequency Checklist

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| **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 |

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

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

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.

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NAME SIGNATURE DATE