

Western District Health Service

Position:	Registered Nurse Division 2 (pay point 2-4)
Classification:	IB12 – IB14
Reports To:	Director of Nursing through the Unit Manager
Hours of Duty:	As rostered
Award and Conditions:	Nurses (Victorian Health Services) Award 2000 Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011

Minimum Qualifications:

Academic: Registered with the Nurses Board of Victoria as a Registered Nurse Division 2

Other:

Definition: Pay points: Division 2 nurses progress through the pay point classifications (1-8) as they gain clinical experience and education. If nurses meet the experience and education and criteria they can progress to each pay point on an annual basis.

SCOPE OF PRACTICE

All registered nurses must be willing to accept accountability and responsibility when undertaking activities within their individual scope of practice after considering:

- Legislation or restrictions on practice
- Professional standards of practice
- Current evidence of practice
- Individual knowledge, skill and competence
- Contextual / organisational support for practice

Accountability

- Nurses are answerable for their own decisions, actions, behaviours and the responsibilities that are inherent in their roles. Nurses must be aware of their own accountability for the provision of safe competent nursing care. This accountability includes ensuring the safety and efficacy of nursing interventions; documenting and evaluating nursing interventions; and ensuring their own personal competence to provide care.

Accountability is both a legal and ethical requirement for practice.

Responsibility

- This is the obligation that an individual assumes when undertaking a planned or delegated activity and the activity is within the scope of nursing practice.

Supervision

Definition

Supervision incorporates elements of direction, guidance, overseeing and coordination of activities given by a Division 1 Nurse to a Division 2 Registered Nurse. This supervision may be direct or indirect according to the nature of the work delegated.

Direct Supervision is provided when the registered nurse is actually present, observes, works with and directs the individual who is being supervised.

Indirect supervision is provided when the registered nurse is easily contactable and available for reasonable access but does not directly observe the activity

Where registered nurses are concerned, it is not necessary for the supervising nurse to be on the premises.

Delegation

Definition

Delegation is the conferring of an authority to a competent individual to perform care activities for a health consumer that they do not have the autonomy to perform.

The registered nurse delegating care activities to other registered nurses or personal care workers must fully understand whether the individual to whom they are delegating can safely and competently perform the delegated duty.

If changes to the context necessitate re-delegation, the individual must consult the registered nurse who was involved in the original delegation.

PRIMARY OBJECTIVES:

- The Division 2 Registered Nurse works as a part of the health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes.
- The Division 2 Registered Nurse works in collaboration with the Division 1 Registered Nurse and other member of the health care team
- Division 2 Registered Nurses should only undertake activities for which they are competent and willing to accept the accountability within their scope of practice.

DUTIES AND RESPONSIBILITIES:

1. Management of Patient / Resident Care within the scope of Division 2 Registered Nurse nursing practice:

- Involved in the assessment, planning, implementation and evaluation of allocated and delegated nursing care activities to assist the patient/resident to meet care needs and health outcomes
Implements planned nursing care to achieve identified outcomes.
- Recognises and reports changes in the health and functional status of individuals/groups to the Division 1 Registered Nurse.
- Ensures communication, reporting and documentation are timely and accurate.
- Documentation reflects legal and professional requirements and continuity of care.
- Organises workload to facilitate planned nursing care for individuals and groups.

2. Communication/Teamwork

- Establish and maintain harmonious relationships with colleagues, patients, visitors and other health care professionals through maintaining open channels of communication
- Communicate accurately and promptly all relevant information to and from patients / residents, relatives and colleagues
- Participate in ward / unit meetings in order to exchange ideas and information
- Be involved in promoting a collaborative team approach to patient care through effective communication, consultation and cooperation with all members of the health care team
- Demonstrates respect for the values, customs, spiritual beliefs and practices of individuals and groups.
- Demonstrates effective communication and conflict resolution skills show ability to offer and value constructive feedback, willing to share and assist others.
- The privacy and confidentiality of both colleagues and patients will be maintained at all times.

3. Professional development and practice

- All Division 2 Registered Nurses have a responsibility for ongoing self-development to maintain their knowledge base to carry out their role.
- Complete all mandatory competencies annually.
- Participate in performance appraisal annually
- Learn from experience through an integrative process, which includes gathering objective data from experience, reflecting, identifying relevant theory and knowledge, developing a plan and practicing independently
- Functions in accordance with legislation, policies and procedures affecting nursing practice pertinent to the Division 2 registered nurse practice.
- It is the Division 2 registered nurse's responsibility to keep accurate records and evidence of education undertaken.

4. Quality Improvement

- Participate in relevant department/unit activities and work proactively with the patient and health care team to achieve desired outcome goals.
- Participate in quality improvement activities and ensures outcomes from quality improvement processes are incorporated into practice.
- Participate in accreditation processes

5. Leadership

- Embraces and contributes to new approaches dealing with work problems or opportunities.
- To act as resource and role model for clinical excellence in the delivery of patient care.
- Participate in the preceptorship of other members of the nursing team and assist with the orientation of new staff.

KEY INTERFACES: Positions (other than subordinates and immediate superiors) with which the person needs to develop an effective working relationship in order to achieve the purpose of the position.

Director of Nursing/Deputy Director of Nursing	Responsible for the management of the nursing division
Manager/ Director of Nursing Coleraine	Responsible for management of health services at Coleraine
Manager / Director of Nursing Peshurst	Responsible for management of health services at Peshurst
Manager Aged Care Services	Responsible for management of aged care services at the Birches and Grange
Education Manager	Provides support & resources for education
Medical Staff	Provision of medical care to patients/residents
Allied Health Members	Provision of holistic care
Human Resource Manager	Resource for employer/employee relationships

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<p><u>1 Nursing / Patient Care Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<p><u>2. Maintenance / Hotel Services Staff Role</u></p> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<p><u>3 Clerical / Administration Role</u></p> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Other Requirements

- Current driver's licence is required for this role
- This role will require the incumbent to work rotating morning, afternoon and evening shifts
- Weekend work will be required by the incumbent
- Some after hours work may be required in this position

Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

References

Australian Nursing & Midwifery Council (2005). [National Competency Standards for the Midwife, www.anmc.org.au](http://www.anmc.org.au)

Australian Nursing & Midwifery Council (2005). [National Competency Standards for the Registered Nurse, www.anmc.org.au](http://www.anmc.org.au)

Nurses Board Victoria (2007) [Guidelines: Delegation and supervision for registered nurses and midwives. www.nbv.org.au](http://www.nbv.org.au)

Nurses Board Victoria (2007) [Guidelines: Scope of practice of nursing and midwifery practice. www.nbv.org.au](http://www.nbv.org.au)

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>Human Resources Department use only</i>	
Date revised: <i>Human Resources Department use only</i>	Lorraine Hedley CRM 19-03-08, 12/04/10

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