

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

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.

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 who delegates the care of individuals and groups.
- Division 2 Registered Nurses should only undertake activities for which they are competent and willing to accept the responsibility within their scope of practice.

ACCOUNTABILITIES:

Accountability

- Nurses are answerable for their own decisions and actions. Accountability cannot be delegated. 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.

Responsibility

- This is the obligation that an individual assumes when undertaking planned or delegated functions. The overall responsibility for client or patient care remains with the Division 1 Nurse. The Division 2 Registered Nurse is personally accountable for his or her actions whilst remaining responsible to the Division 1 Registered Nurse for all delegated functions.

Supervision

Definition

Supervision incorporates elements of direction, guidance, overseeing and co-ordination 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 to the Division 2 Registered Nurse.

Direct Supervision is provided when the Division 1 Registered Nurse is actually present, observes, works with and directs the Nurse being supervised.

Indirect Supervision is provided when the Division 1 Registered Nurse is easily contactable but does not directly observe the activities.

Delegation 'is the conferring of an authority to perform activities of care for a client/patient/resident to an individual'. A delegated activity may not be re-delegated to another person by the person to whom the Registered Nurse Division 1 has delegated the aspects of nursing care.

DUTIES AND RESPONSIBILITIES:

1. Management of Patient 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 co-operation 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.

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/Aged Care Manager	Responsible for the management of the nursing division
Education Manager	Provides support & resources for education
Aged Quality Co-ordinator	Quality and Risk management resource
Medical Staff	Provision of medical care to patients/residents
Allied Health Members	Provision of holistic care
Human Resources Manager	Resource for employer/employee relationships

Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others.
- Co-operate with measures introduced in the interest of health and 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 and safety reasons.
- Work within the policies, procedures and guidelines of the Western District Health Service.

APPROVALS	Sign	Date
Divisional Head:		
Department Head:		
Employee:		

Position code: <i>Human Resources Department use only</i>	Registered Nurse Division Two (pay point 2-4)_PD
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When revised please forward electronic copy to:
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