

POSITION DESCRIPTION

Position:	Registered Undergraduate Student of Nursing (RUSON)
Directorate	Clinical Operations
Division:	Various
Business Unit:	Various
Enterprise Agreement	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT
Reports to:	Nurse Unit Manager



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 900 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 10** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES

Our
Vision

Mildura Base Public Hospital – providing exceptional care

Strategic
pillars

We
achieve
this by...

Caring for our community

Ensuring our focus is on person centred care.
 Using best evidence-based practice to deliver exceptional care.
 Empowering our communities to manage and improve their health and wellbeing.

Aspirational through our culture

Leading a values based, accountable, quality & safety culture.
 Continuous improvement of service delivery and provision of care.
 Operating safely and efficiently with a skilled and effective workforce.
 Being an employer of choice, enabling our staff to be at their best.

Trusted in our relationships

Community have an understanding of our role and confidence in our services.
 Partnering across sectors to strengthen our services.
 Addressing our communities shared challenges in partnership by applying innovative solutions.

Sustainable in our Services

Reinvesting in the community and its wellbeing through sustainable models of operations.
 Delivering and supporting shared services to improve access to the best and right care.
 Strengthening our planning approach with the patient at the centre.

POSITION SUMMARY

The RUSON works as an assistant to the health care team, assisting the Registered Nurses to provide delegated aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgement of the supervising Registered Nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON. The RUSON is employed to undertake activities contained within the RUSON Core Duties List and Exclusion List. When rostered in a special care nursery, core duties and exclusion lists must be developed in consultation with, and agreed to by, the Australian Nursing and Midwifery Federation.

A RUSON is a student registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a student nurse. The student is currently enrolled at a University undertaking a Bachelor of Nursing and has completed at least one year of their nursing degree.

KEY RESPONSIBILITIES AND DUTIES

- A RUSON is required to work under the direct supervision and delegation of a Registered nurse (RN) at all times, and work within the agreed core duty list.
- A RUSON will complete performance appraisals/reviews in accordance with hospital policy.
- A RUSON must maintain their academic obligations in the Bachelor of Nursing and remain as an active student throughout their fixed term employment.
- A RUSON will work with one or more Registered nurses to provide delegated care to a group of patients.
- Function in accordance with legislation and the organisation's local policies and procedures, conducting practice within a professional and ethical framework to deliver delegated care.
- Collaborate and consult with the Registered nurse and other multidisciplinary team members to achieve desired health outcomes for patients.
- Ensure all patients, residents, families, clients, visitors and staff are treated with respect, dignity and courtesy; an environment that is free from harassment and discrimination.
- Accept accountability and responsibility for providing a high standards of direct patient care within the scope and core duties list of the RUSON.
- Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met.
- Compliance with all MBPH Policies and Procedures.

- Adherence to infection control policies and procedures as identified in the MBPH Infection Control Manuals Participation in MBPH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensure that the affairs of MBPH, and its partnering organisations, patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of MBPH.
- Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst MBPH employees.
- Commitment to a patient/client centred approach in the provision of health care and services, consistent with the employing organisation's values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Essential

- Current enrolment in a Bachelor of Nursing program
- Completed not less than 12 months of a Bachelor of Nursing program
- Current student registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Demonstrated and satisfactory academic progress in the Bachelor of Nursing (Credit or above for all subjects and competency in clinical placements preferred but not essential)
- Possess excellent clinical skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- A commitment to high quality, safe and person-centred care
- Well-developed interpersonal skills, including an ability to communicate effectively with other staff, patients and families

- Effective organisational skills, with respect to time management and delegation
- Ability to work AM, PM and night duty shifts over a 7 day roster

Desirable

- Previous experience working in a healthcare setting

MANDATORY REQUIREMENTS**National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

Registration with Professional Association

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

Registered Undergraduate Student of Nursing (RUSON) Core Activity List

The RUSON works as an assistant to the health care team in all wards (including COVID, SCOVID and emergency departments, with final year RUSON's prioritised for these settings). These following activities can be delegated in accordance with the professional judgement of the supervising registered nurse in accordance with the level of achieved educational preparation and assessed competence through university studies of the individual RUSON.

Area of care	Activities
Hygiene	<ul style="list-style-type: none"> • Assist with oral hygiene – brushing teeth, dentures, mouth wash/toilet • Assist with simple eye care – eye toilet Assist with brushing and washing hair (exclusion: spinal, head and neck surgery and/or related injuries) • Assist with showering, washing and bed baths • Assist with dressing and undressing • Grooming – non-medicated skin care and make up • Facial shaving (exclusion: patients with facial/neck surgery or injuries) • Preoperative site preparation • Hand hygiene • Removal of make-up and nail polish for procedures
Toileting	<ul style="list-style-type: none"> • Change incontinence pads or aids • Empty, record and provide urinary bottle • Empty, record and provide urinal pans • Empty, record and provide commode chair • Empty and record urinary catheter bag drainage (exclusion: 1/24 urine measures, CBWO) • Change of IDC anchoring device (i.e. Flexitrack) (exclusion: urinary surgery patients) • Document and report elimination amounts to RN • Apply, empty and record condom drainage • Assisting patient with emptying of long term ostomy bags (exclusion: Stomas < 6 months old) • Report any concern or abnormalities to the RN (e.g. offensive odour or unusual colouring of urine, urinary frequency and constipation)
Manual Handling & Mobility	<ul style="list-style-type: none"> • Assist with patient transfers, sitting patients out of bed/on toilet/commode • Assist patients to change position in bed • Assist with provision of pressure area care (including assist with log roll) • Mobilising patients (assisted up to independent) • Assist in the use of manual handling hoists/aids • Assist allied health professionals to help patients e.g. with mobility, re-apply braces/orthoses/splints as prescribed by the treating professional • Assist with the application of plaster of paris and/or softcast • Escort for discharge i.e. transit/discharge lounge, or to hospital exit

Area of care	Activities
	<p>points (exclusion: patients awaiting transfers to other facilities)</p> <ul style="list-style-type: none"> • Transfer of patients from cubicles to waiting areas or from emergency to fast track area • Transfer of patients to a waiting vehicle in the carpark
Nutrition	<ul style="list-style-type: none"> • Assist patients with menu selection where appropriate • Undertake safe meal set up, cut up food, adjusting table and opening packages if required • Assist with feeding patients (exclusion: high risk patients with feeding difficulties, parenteral or enteral nutrition) • Provide water/refilling water jugs or making drinks for patients (exclusion: patients with fluid restrictions, dysphagia, modified diet/fluids or nil orally)
Environment	<ul style="list-style-type: none"> • Ensure falls prevention strategies are in place – call bell, phone, bedside table within reach, bed/trolley lowered • Reinforce instructions on use of call bell, walking aids etc. • Maintains patient's surroundings and environment, clear and tidy any obstacles • Making beds • Placing flowers in vases, water changes for flowers/vases • Assist in keeping work areas, treatment room and pan room tidy • Maintains safe and clean work area and remove or report safety hazards
Communication	<ul style="list-style-type: none"> • Referring all aspects of care out of scope to RN • Answering call bells including staff assist • Immediately report any changes in patient's physical and mental condition to the RN • Report incidents, unexpected events to RN in a timely manner • Report any patient or family concerns or complaints to the RN • Respond to, and report emergencies as per hospital policy • Orientate patients and carers to ward environment • Assist patient with hospital TV/telephone connection • Clerical answering and transferring calls (exclusion: advice, clinical or confidential information) • Direct visitors to ward or RN for assistance • Attend handover • Attend team meetings and relevant education sessions • Seek regular feedback from supervising RN/s and reflect on practice
Documentation	<ul style="list-style-type: none"> • Complete fluid balance chart: Oral input and urine output, report to RN • Complete food chart – dietary and fluid intake • Complete bowel chart – output and report to RN • Complete weight and height and report to RN • Assist in the documentation of valuables • Assist in completing bedside communication boards • Complete incident reporting as per local hospital policy

Area of care	Activities
Maintenance	<ul style="list-style-type: none"> • General ward stocking – store room, procedure trolley, PPE Trolleys (exclusion: medical and emergency supplies) • Cleaning and putting away equipment between use i.e. infusion pumps • Stripping beds and making occupied beds (not part of discharge bed preparation - as this is a Patient Services Assistant duty) • Battery changes i.e. hearing aids • Calibration of glucometer
Constant patient observer role – performed by Health Care Worker position at MBPH	<ul style="list-style-type: none"> • Year 1 RUSON – Meal relief only for low level risk (i.e. not for patients supervised by EN/RN) • Year 2 onwards – May work as a patient watch/CPO aggression (low level risk only i.e. not requiring a EN/RN) provided managing clinical aggression education has been completed and a risk assessment has been undertaken by the supervising RN
Covid-19 close contact tracing, specimen collection (oropharyngeal and nasal swabs) and non-invasive temperature testing	<ul style="list-style-type: none"> • Collecting specimens for Covid-19 testing including obtaining oropharyngeal and deep nasal swabs (exclusion: serology testing is excluded) • Completing non-invasive temperature checks and documenting findings and contact details • Undertaking tracing of persons who are deemed to be close contacts of suspected or confirmed cases of Covid-19
Other duties	<ul style="list-style-type: none"> • Simple patient errands as required e.g. buying newspaper • Packing and unpacking patient belongings • Re-application of anti-embolic stockings • Conducting ward audits and surveys, including PPE spotting • In conjunction with the RN, apply practical intervention procedures for patients with dementia or behavioural problems • Diversional activities – conversation, provide music, games, reading to patients • Maintain diversion simulation boxes to aid in diversional activities • Assist in the care of the deceased patient • Attend professional development sessions • Running simple errands within hospital grounds • Assist RN with community visits and care • Observation of nursing procedures performed by EN/RN if time permits • Measurement of anti-embolic stockings
Personal Protective Equipment (PPE) Spotter	<p>Undertaking PPE Spotter activities consistent with the PPE Spotter Position Description published by the Healthcare Infection Prevention & Wellbeing Taskforce, including:</p> <ul style="list-style-type: none"> • Spotting and supervision of appropriate use of PPE, including observing, guiding, correcting technique during donning and doffing. • Formal and informal monitoring and auditing of appropriate use of PPE within clinical settings (e.g. when providing care to patients) and non-clinical settings (e.g. breakrooms, cafes). • Working with and supporting the Quality and Safety/Infection Prevention and Control/COVID-19 Response Team (or other

Area of care	Activities
	<p>relevant area(s)) with:</p> <ul style="list-style-type: none"> ○ Undertaking risk assessments through audits and spot checks on adherence to infection prevention measures (such as physical distancing) including proposing and implementing remedial actions, where required, as part of a continuous improvement process to support behavioural change. ○ Training and promotional activities to create the conditions for workplace culture and behavior change (eg. Information sessions, emails, posters). ○ Ongoing education and knowledge improvement of staff aligned with current public health advice. ○ Responding to occupational health and safety issues for staff experiencing skin and/or pressure injuries associated with prolonged use of PPE
<p>Clinical Practice Extension</p> <p>Contribution to patient assessment</p>	<p>Where the RUSON has completed the services' competency assessment and completed the necessary education relevant to the duty, as part of their bachelor program, the RUSON may perform the following duties as delegated in appropriate contexts only by supervising RN:</p> <ul style="list-style-type: none"> • Vital signs; • Blood glucose levels; • Urinalysis • Simple wound dressing <p>For RUSONs working in emergency departments in line with the requirements outlined above:</p> <ul style="list-style-type: none"> • Transfer of stable patients to radiology (no infusions, cardiac and invasive monitoring or C-spine mobilization (eg. X-rays of simple fractures/abdominal X-rays etc)
<p>Covid 19 Vaccination</p>	<p>RUSON's are able to participate in vaccination programs in line with COVID-19 vaccine Public Health Emergency Orders (PHEOs) that are in place until 20 August 2022 (unless revoked earlier).</p> <p>Activities can include:</p> <ul style="list-style-type: none"> • Reconstitute Covid-19 vaccine in accordance with the manufacturer's instructions and transfer to a single use syringe • Label the syringe for administration (where the product is not labelled when delivered) • Administer Covid-19 vaccine to persons approved as eligible to receive the vaccine

EXCLUSION LIST - Registered Undergraduate Student of Nursing

The following aspects of care **cannot be delegated** to a RUSON as part of the RUSON Employment Model

Area of care	Activities
Hygiene	<ul style="list-style-type: none"> • Cutting/trimming nails • Shaving patients with facial / neck surgery or injuries • Washing hair for patients with spinal, head and neck surgery or Injuries •
Toileting	<ul style="list-style-type: none"> • Changing of ostomy bags
Manual Handling & Mobility	<ul style="list-style-type: none"> • Head control for log rolling • Transport of patients awaiting transfer to other facilities
Nutrition	<ul style="list-style-type: none"> • Refilling of water jugs or making drinks for patients on fluid restrictions, with dysphagia, modified diet / fluids or nil orally • Feeding patients with difficulties, or receiving parenteral or enteral nutrition
Environment	<ul style="list-style-type: none"> • Checking emergency equipment (resuscitation trolley and bedside oxygen/suction/air)
Communication	<ul style="list-style-type: none"> • Provide clinical information and advice to patients or families • Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff • Accepting delegated duties from an EN • Taking verbal pathology results via telephone
Documentation	<ul style="list-style-type: none"> • Completing documentation on patients on fluid restriction • Completing progress notes • Documenting on general observation charts • Completing patient details for handover sheets
Maintenance	<ul style="list-style-type: none"> • Restocking emergency supplies in resuscitation trolley • Restocking medicine supplies
Other duties	<ul style="list-style-type: none"> • Patient escorts, unless outlined in core duties list • Care of complex patients • Medication administration (all routes, including drops and topical creams) • Intravenous therapy management • Oxygen therapy • Suctioning • Complex wound management • Tracheostomy management • Emptying of wound and ICC drainage bags • Prescribed hair treatments • Allocated as CPO/Patient watch staff member for high risk patients (those requiring RN/EN or security services)



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."
"Is there a better way to do this?"
"Can we explore that more so I can understand it better?"
"We will...us...we can..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."
"Ah well, that is because of XYZ..."
"Our processes do not let us do it"
"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

