

POSITION DESCRIPTION

Position:	Registered Nurse – Special Care Nursery
Division:	Nursing
Unit:	Clinical Operations
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Reports to:	NUM Ward 1 - Maternity

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH 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.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.
 Respect	Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.
 Leadership	Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.
 Human Rights	Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.

POSITION SUMMARY

All staff at Mildura Base Public Hospital should have, or aspire to the personal qualities, knowledge and skills as described in the Mildura Base Public Hospital Staff Capabilities Statement. Refer to link at top of page.

The Registered Nurse position in Special Care Nursery is responsible for providing specialised care to neonates born in Mildura Base Public Hospital for ongoing care or stabilization for transfer to a tertiary centre. The role involves providing a high standard of clinical care to neonates requiring specialised treatment, liaising with the ANUM regarding patient management, assisting and educating families regarding care of their newborn, liaising with medical staff and allied health professionals as necessary and assisting in emergency treatment of neonates.

KEY RESPONSIBILITIES AND DUTIES

- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver care that protects the rights of individuals and groups.
- Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Collaborate with multidisciplinary team members to achieve desired health outcomes for patients.
- Mentor or preceptor staff as directed by the Nurse Unit Manager or delegate.
- Consider the costs and budget implications in relation to work practices and consumables related to patient care.
- Demonstrate a commitment to organisational change and quality improvement.
- Assume accountability and responsibility for providing a high standard of direct patient care through assessment, planning, implementation and evaluation of outcomes.
- Accept accountability for own actions and seek guidance from senior nursing staff when limited by own level of expertise.
- Comply with health service policy regarding uniform, punctuality, annual Leave and ADO liability.
- Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit ensuring compliance issues are addressed within an agreed timeframe.

- Promote and maintain an environment of teamwork and professionalism.
- Represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager ensuring information is shared with the clinical team.
- Comply with MBPH integrated Risk Management framework
- Participate in the orientation of staff as directed by the Nurse Unit Manager or delegate.
- Facilitate, enhance and support the professional growth and development of staff within the clinical unit.
- Maintain and promote awareness of legal and ethical implications of nursing practice.
- Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager.
- Demonstrate ability to operate PC based software packages confidently at the level required to fulfil the role.
- Demonstrate an understanding of the organisations Health Information Management system at the level required to fulfil the role.
- Maintain accurate and timely documentation.

Employees are required to carry out lawful directions outlined above or delegated to them. 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.

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

Qualifications / Certificates

Essential

- Relevant registration with the Nursing & Midwifery Board of Australia AHPRA
- Understanding scope of practice in line with relevant registration
- Relevant skills for level 3 Special Care Nursery including caring for sick or premature neonates. Providing respiratory, medical and other relevant care and stabilisation for care in our nursery or transfer to a tertiary centre.
- Competence and understanding of equipment and procedures used in SCN

- Minimum of 12 months experience in a level 3 SCN or NICU
- Effective communication and interpersonal skills
- Ability to communicate effectively with medical staff, patients, colleagues, and the public
- Ability to plan and coordinate patient care
- Excellent time management skills
- Knowledge of legislative requirements in relation to nursing practice

Desirable

- Computer literacy
- Commitment to Continuous Improvement and the achievement of Excellence

Behavioural Attributes

Personal Resilience

Be positive and even tempered in the workplace

Professionalism

Demonstrate honesty, integrity and ethics in the workplace

Leadership

Show leadership by supporting & orientating new members to the team

Team Work

Develop & maintain effective interpersonal relationships to work with others in a constructive and collaborative fashion

Communication & Change Management

Use professional, concise & effective communication, and model behaviours which positively influence and guide the behaviour of others

Customer Service

Dedicated to meeting customer expectations and requirements

MANDATORY REQUIREMENTS

National Police Record

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

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.

Registration with Professional Association

AHPRA. 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.

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 (Select if applicable to the role):

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

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.