

POSITION DESCRIPTION

Position:	Registered Nurse
Division:	Nursing
Unit:	Operations-Clinical
Enterprise Agreement	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020
Reports to:	Nurse Unit Manager

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

	<p>Happy: We are positive.</p> <p>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.</p>
	<p>Empathetic: We are caring.</p> <p>We put our people and 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.</p>

	<p>Accountable: We are committed.</p> <p>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.</p>
	<p>Respectful: We are open to others.</p> <p>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.</p>
	<p>Team-based: We are one team.</p> <p>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.</p>

POSITION SUMMARY

The Registered Nurse performs duties with the support and guidance of the Department Manager, Clinical Nurse, Team and Shift Leaders to ensure a high level of quality patient care is delivered in line with the core values and the strategic direction of the Hospital.

KEY RESPONSIBILITIES AND DUTIES

- Responsible for maintaining a high level of nursing care to all patients within the department
- Responsible for completing all mandatory training requirements and all clinical department / speciality specific competencies
- Check, prepare and administer all medications in accordance with state legislation and organisational policies and procedures
- Continually provide the highest level of nursing care in a timely manner each rostered shift
- Accurately assess a patient's condition at a given time and report any inconsistent or significant changes to the registered nurse in charge
- Display a high level of problem-solving skills and techniques with subsequent evaluation of outcomes
- Support new staff to the department to gain the required skill set to care for the patients within the department
- Participate in planning, delivery and evaluation of care
- Observe and implement Infection Control policies and procedures
- Complete documentation in line with hospital policy and legal requirements
- Maintain legible, accurate, complete, contemporaneous records of patient care that have been signed and dated.
- Utilise equipment and resources effectively and efficiently
- Work across all wards and departments, as required
- Undertake additional tasks as directed by the relevant Nurse Unit Manager

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/ Key Selection Criteria

Essential

- Relevant registration with the Australian Health Practitioner Regulation Agency
- Understanding of scope of practice in line with relevant registration
- Ability to assess, plan, coordinate and evaluate care delivery needs of patient
- Effective communication and interpersonal skills
- Proven ability to work effectively in team environment & independently as required
- Meet learning objectives during the designated time frames to ensure career progression
- Demonstrated exceptional customer service
- Excellent time management skills
- Knowledge of legislative requirements in relation to nursing practice
- Knowledge of Quality/ Continuous Improvement processes

Desirable

- Tertiary Certificate or Advanced Diploma in relevant specialty
- Recent clinical experience in relevant care setting
- Computer literacy

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 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.

Registration with Professional Association

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.

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.