

## POSITION DESCRIPTION

<b>Position:</b>	Registered Undergraduate Student of Nursing (RUSON)
<b>Division:</b>	Nursing Services
<b>Directorate:</b>	Clinical Operations
<b>Enterprise Agreement</b>	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016-2020
<b>Reports to:</b>	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 AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the values of our organisation, for more information on our values please refer to page 8 of this document.

### 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 will work in accordance with the specific unit duty list.

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, at all times, and work within the agreed core duty list for the role.
- A RUSON will work with one or more Registered Nurses to provide delegated care to a group of patients
- Accept accountability and responsibility for providing high standards of direct clinical care within the scope and core duties list of the RUSON
- 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
- Recognise changes in the patient's condition and take necessary action(s) including urgently communicating the change in condition to their supervising Registered Nurse
- RUSON must maintain their academic obligations in their nursing degree and remain as an active student throughout their employment
- Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met

## 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
- Minimum of one year completion of a Bachelor of Nursing program
- Current student registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- 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

### 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.

### **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.

### **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.*

### Registered Undergraduate Student of Nursing (RUSON) Duties List

Area of care	Activities
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Hand-hygiene</li> <li>• Assist with oral hygiene – brushing teeth, dentures, mouth wash/toilet</li> <li>• Assist with simple eye care – eye toilet (exclusion: no administration of eye drops)</li> <li>• Assist with brushing and washing hair (exclusion: spinal, head and neck surgery and/or related injuries)</li> <li>• Assist with showering, washing and bed baths</li> <li>• Assist with dressing and undressing</li> <li>• Grooming – non-medicated skin care and make up</li> <li>• Facial shaving (exclusion: all pre-op shaving, patients on anti-coagulants or with facial burns)</li> <li>• Nail care (exclusion: no cutting or trimming of nails)</li> <li>• Removal of make-up and nail polish for procedures</li> </ul>
<b>Toileting</b>	<ul style="list-style-type: none"> <li>• Change incontinence pads or aids</li> <li>• Empty, record and provide urinary bottle</li> <li>• Empty, record and provide urinal pans</li> <li>• Empty, record and provide commode chair</li> <li>• Empty and record urinary catheter bag drainage (exclusion: 1/24 urine measures, CBWO)</li> <li>• Change of IDC anchoring device (i.e. Flexitrack) (exclusion: urinary surgery patients)</li> <li>• Document and report elimination amounts to RN</li> <li>• Apply, empty and record condom drainage</li> <li>• Assisting patient with emptying of long term ostomy bags (exclusion: Stomas &lt; 6 months old)</li> <li>• Report any concern or abnormalities to the RN (e.g. offensive odour or unusual colouring of urine, urinary frequency and constipation)</li> </ul>
<b>Manual Handling &amp; Mobility</b>	<ul style="list-style-type: none"> <li>• Assist with patient transfers, sitting patients out of bed/on toilet/commode</li> <li>• Assist patients to change position in bed</li> <li>• Assist with provision of pressure area care (including assist with log roll)</li> <li>• Mobilising patients (assisted up to independent)</li> <li>• Assist in the use of manual handling hoists/aids</li> <li>• Assist allied health professionals e.g. with mobility, re-apply braces</li> <li>• Escort for discharge i.e. transit/discharge lounge, or to hospital exit points (exclusion: patients awaiting transfers to other facilities)</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Assist patients with menu selection</li> <li>• Assist with safe meal set up, cut up food, adjusting table and opening packages</li> <li>• Assist with feeding patients (exclusion: high risk patients with feeding difficulties, parenteral or enteral nutrition)</li> <li>• Provide water/refilling water jugs or making drinks for patients (exclusion: patients with fluid restrictions, dysphagia, modified diet/fluids or nil orally)</li> </ul>



Area of care	Activities
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Ensure falls prevention strategies are in place – call bell, phone, bedside table within reach, bed on lowest position</li> <li>• Reinforce instructions on use of call bell, walking aids etc.</li> <li>• Maintains patient’s surroundings and environment, clear and tidy any obstacles</li> <li>• Making beds</li> <li>• Placing flowers in vases, water changes for flowers/vases</li> <li>• Assist in keeping work areas, treatment room and pan room tidy</li> <li>• Maintains safe and clean work area and remove or report safety hazards</li> <li>• Change / replacing linen bags</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Referring all aspects of care out of scope to RN</li> <li>• Answering call bells including staff assist</li> <li>• Immediately report any changes in patient’s physical and mental condition to the RN</li> <li>• Report incidents, unexpected events to RN in a timely manner</li> <li>• Report any patient or family concerns or complaints to the RN</li> <li>• Respond to, and report emergencies as per hospital policy</li> <li>• Orientate patients and carers to ward environment</li> <li>• Assist patient with hospital TV/telephone connection</li> <li>• Clerical answering and transferring calls (exclusion: advice, clinical or confidential information)</li> <li>• Direct visitors to ward or RN for assistance</li> <li>• Attend handover</li> <li>• Attend team meetings and relevant education sessions</li> <li>• Seek regular feedback from supervising RN/s and reflect on practice</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Complete fluid balance chart: Oral input and urine output, report to RN</li> <li>• Complete food chart – dietary and fluid intake</li> <li>• Complete bowel chart – output and report to RN</li> <li>• Complete weight and height and report to RN</li> <li>• Assist in the documentation of valuables</li> <li>• Assist in completing bedside communication boards</li> <li>• Complete incident reporting as per local hospital policy</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• General ward stocking – store room, procedure trolley, PPE Trolleys (exclusion: medical and emergency supplies)</li> <li>• Cleaning and putting away equipment between use i.e. infusion pumps</li> <li>• Stripping beds and making occupied beds (not part of discharge bed preparation - as this is a Patient Services Assistant duty)</li> <li>• Battery changes i.e. hearing aids</li> <li>• Calibration of glucometer</li> </ul>
<b>Constant patient observer role – performed by Health Care Worker position at MBPH</b>	<ul style="list-style-type: none"> <li>• Year 1 RUSON – Meal relief only for low level risk (i.e. not for patients supervised by EN/RN)</li> <li>• 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</li> </ul>

Area of care	Activities
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Simple patient errands as required e.g. buying newspaper</li> <li>• Packing and unpacking patient belongings</li> <li>• Re-application of anti-embolic stockings</li> <li>• Conducting ward audits and surveys, including PPE spotting</li> <li>• In conjunction with the RN, apply practical intervention procedures for patients with dementia or behavioural problems</li> <li>• Diversional activities – conversation, provide music, games, reading to patients</li> <li>• Maintain diversion simulation boxes to aid in diversional activities</li> <li>• Assist in the care of the deceased patient</li> <li>• Attend professional development sessions</li> <li>• Running simple errands within hospital grounds</li> <li>• Assist RN with community visits and care</li> <li>• Observation of nursing procedures performed by EN/RN if time permits</li> </ul>

**EXCLUSION LIST - Registered Undergraduate Student of Nursing**

Area of care	Activities
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Cutting/trimming nails</li> <li>• Shaving patients with facial / neck surgery or injuries</li> <li>• Washing hair for patients with spinal, head and neck surgery or Injuries</li> <li>• Prescribed hair treatments</li> <li>• Pre-operative shaving on patients on anti-coagulants or with facial burns</li> </ul>
<b>Toileting</b>	<ul style="list-style-type: none"> <li>• Insertion of urinary catheters</li> <li>• Urine specimen collection</li> <li>• Emptying and/or changing of wound and body fluids drainage bags (other than urethral urinary catheters)</li> </ul>
<b>Manual Handling &amp; Mobility</b>	<ul style="list-style-type: none"> <li>• Head control for log rolling</li> <li>• Transport of patients awaiting transfer to other facilities</li> </ul>
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Refilling of water jugs or making drinks for patients on fluid restrictions, with dysphagia, modified diet / fluids or nil orally</li> <li>• Feeding patients with difficulties, or receiving parenteral or enteral nutrition</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Checking emergency equipment (resuscitation trolley and bedside oxygen/suction/air)</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Accepting delegated duties from an Enrolled Nurse (EN)</li> <li>• Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff</li> <li>• Providing advice, counselling, confirming new diagnosis and communicating confidential information to patients or families</li> <li>• Taking verbal results via telephone i.e. pathology results</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Completing documentation on patients on fluid restriction</li> <li>• Completing progress notes</li> <li>• Documenting on general observation charts</li> <li>• Completing patient details for handover sheets</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Restocking emergency supplies in resuscitation trolley</li> <li>• Restocking medicine supplies</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Allocation as the primary nursing carer for patients</li> <li>• Patient escorts, unless outlined in core duties list</li> <li>• Care of complex patients, such as patient with altered physiologic parameters unsupervised</li> <li>• Patient assessments including:               <ul style="list-style-type: none"> <li>- Risk assessments</li> <li>- Checking blood glucose levels</li> <li>- Checking vital signs – temperature, pulse, respirations, blood pressure and pulse oximetry</li> </ul> </li> <li>• Medication administration (including ear/eye drops, nebulisers and medicated topical ointment/cream)</li> <li>• Intravenous drug and fluid management</li> <li>• Oxygen therapy</li> <li>• Suctioning</li> <li>• Wound management including emptying of wound and ICC drainage bags</li> <li>• Tracheostomy management</li> <li>• Initial measurement and fitting of anti-embolic stockings</li> <li>• Allocated as CPO/Patient watch staff member for high risk patients (those requiring RN/EN or security services)</li> </ul>



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

## LANGUAGE WE DON'T USE

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

## 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

