

## POSITION DESCRIPTION

<b>Position:</b>	Registered Undergraduate Student of Nursing (RUSON) COVID-19 Stream 3
<b>Classification:</b>	RUSON
<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 9 of this document.

### POSITION SUMMARY

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.

The RUSON works as an assistant to the health care team in all wards (including COVID and SCOVID, with final year RUSONs prioritised for these settings), assisting the registered nurse to provide delegated aspects of patient care. Elements of patient care will 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 of the individual RUSON.

## 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.
- 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.
- 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

## **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.*

## DUTIES LIST - Registered Undergraduate Student of Nursing (RUSON) COVID-19 Stream 3

The RUSON works as an assistant to the health care team in all wards (including COVID and SCOVID, with final year RUSONs prioritised for these settings).

These following activities can 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 through university studies of the individual RUSON. In exercising clinical judgment, the registered nurse will also take into account the patient's acuity and risk of clinical deterioration.

Area of care	Activities
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Oral hygiene – brushing teeth, dentures, mouthwash/toilet</li> <li>• Simple eye care – eye toilet</li> <li>• Brushing and washing hair (Exclusion – spinal, head and neck surgery and/or related injuries)</li> <li>• Showering, washing and bed baths</li> <li>• Dressing and undressing</li> <li>• Shaving (Exclusion: patients with facial/neck surgery or injuries)</li> <li>• Grooming – non-medicated skin care and make up</li> <li>• Removal of make-up and nail polish for procedures</li> <li>• Hand-hygiene</li> <li>• Pre-operative site preparation</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 Registered Nurse (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> </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>• Provision of pressure area care (including assist with log roll)</li> <li>• Mobilising patients (assisted up to independent)</li> <li>• Use manual handling hoists/aids</li> <li>• Assist allied health professionals to help patients e.g. – with mobility, and to 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>

Area of care	Activities
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Assist patients with menu selection</li> <li>• Undertake 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>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Ensure falls prevention strategies are in place – call bell, phone, bedside table in reach, bed lowered, trip hazards removed</li> <li>• Maintain safe and tidy ward environment – putting equipment away, changing linen bags, cleaning and tidying utility rooms</li> <li>• Placing flowers in vases, water changes for flowers/vases</li> <li>• Making beds</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Answering call bells including staff assist</li> <li>• Reporting and/or escalating all care and concerns to supervising registered nurse/s</li> <li>• Clerical answering and transferring calls/intercom (Exclusion: Advice, clinical or confidential information)</li> <li>• Referring all aspects of care out of scope to RN</li> <li>• Direct visitors to ward or RN for assistance</li> <li>• Respond to, and report emergencies as per hospital policy</li> <li>• Attend handover and local team meetings or education sessions</li> <li>• Orientate patient and family/carers to ward environment</li> <li>• Provide orientation/welcome packs to new patients</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 hospital policy</li> <li>• Access and undertake documentation in Electronic Medical Record</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Restock non-emergency supplies and equipment</li> <li>• Cleaning and putting away equipment between use i.e. –infusion pumps, bed frames</li> <li>• Equipment maintenance</li> <li>• Battery changes – i.e. hearing aids</li> <li>• Calibration of glucometer</li> </ul>

Area of care	Activities
<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 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>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Diversional therapy/reading to patients</li> <li>• Assist in the care of the deceased patient</li> <li>• Packing and unpacking patient belongings</li> <li>• Attend professional development sessions</li> <li>• Attend and report at staff meetings</li> <li>• Initiate emergency response alarms as per organisational policy</li> <li>• Running simple errands within hospital grounds</li> <li>• Measurement and application of anti-embolic stockings</li> <li>• Conducting ward audits and surveys</li> <li>• Assist RN with community visits and care</li> <li>• Observation of nursing procedures performed by EN/RN if time permits</li> </ul>
<b>COVID-19 Close contact tracing, specimen collection (oropharyngeal and nasal swabs) and non-invasive temperature testing</b>	<ul style="list-style-type: none"> <li>• Collecting specimens for COVID-19 testing including obtaining oropharyngeal and deep nasal swabs (serology testing is excluded)</li> <li>• Completing non-invasive temperature checks and documenting findings and contact details</li> <li>• Undertaking tracing of persons who are deemed to be close contacts of suspected or confirmed cases of COVID-19</li> </ul>
<b>COVID-19 Vaccination</b>	<p>Students who have successfully completed more than 12 months of study of a Bachelor program leading to initial registration with AHPRA as a registered nurse, may undertake the following authorised vaccination activities once their training (including the prescribed modules) and supervision arrangements are met. These activities may include:</p> <ul style="list-style-type: none"> <li>• reconstitute COVID-19 VACCINE in accordance with the manufacturer’s instructions and transfer to a single-use syringe</li> <li>• label the syringe for administration (where the product is not labelled when delivered)</li> <li>• administer COVID-19 VACCINE to persons approved as eligible to receive the vaccine</li> </ul> <p>Practice must be in line with the Public Health Emergency Orders found at <a href="https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines">https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines</a>.</p>

Area of care	Activities
<p><b>Personal Protective Equipment (PPE) Spotter</b></p>	<p>Undertaking PPE Spotter activities consistent with the PPE Spotter Position Description published by the Healthcare Infection Prevention &amp; Wellbeing Taskforce, including:</p> <ul style="list-style-type: none"> <li>• Spotting and supervision of appropriate use of PPE, including observing, guiding, correcting technique during donning and doffing.</li> <li>• 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).</li> <li>• Working with and supporting the Quality and Safety/Infection Prevention and Control/COVID-19 Response Team (or other relevant area(s)) with:               <ul style="list-style-type: none"> <li>○ Undertaking risks 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.</li> <li>○ Training and promotional activities to create the conditions for workplace culture and behaviour change (e.g. information sessions, emails, posters).</li> <li>○ Ongoing education and knowledge improvement of staff aligned with current public health advice.</li> <li>○ Responding to occupational health and safety issues for staff experiencing skin and/or pressure injuries associated with prolonged use of PPE.</li> </ul> </li> </ul>
<p><b>Clinical Practice Extension Contribution to patient assessment</b></p>	<ul style="list-style-type: none"> <li>• 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 registered nurse:               <ul style="list-style-type: none"> <li>○ Vital signs</li> <li>○ Blood glucose levels</li> <li>○ Urinalysis</li> <li>○ Simple wound dressing</li> </ul> </li> </ul>

## **EXCLUSION LIST - Registered Undergraduate Student of Nursing (RUSON) COVID-19 Stream 3**

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

<b>Area of care</b>	<b>Activities</b>
<b>Hygiene</b>	<ul style="list-style-type: none"> <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>• Cutting/trimming nails</li> </ul>
<b>Toileting</b>	<ul style="list-style-type: none"> <li>• Changing ostomy bags</li> </ul>
<b>Manual Handling</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>• Feeding patients with difficulties, or receiving parenteral or enteral nutrition</li> <li>• Refilling of water jugs or making drinks for patients on fluid restrictions, with dysphagia, modified diet/fluids or nil orally</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>• Provide clinical information and advice to patients or families</li> <li>• Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff</li> <li>• Accepting delegated duties from an enrolled nurse (EN)</li> <li>• Taking verbal pathology results via telephone</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Completing progress notes</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>• Patient escorts, unless outlined in core duties list</li> <li>• Care of complex patients</li> <li>• Medication administration (all routes, including drops and topical creams)</li> <li>• Intravenous therapy management</li> <li>• Oxygen therapy</li> <li>• Suctioning</li> <li>• Complex wound management</li> <li>• Tracheostomy management</li> <li>• Emptying of wound and ICC drainage bags</li> <li>• Prescribed hair treatments</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 our 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 understand 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 other's 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 use... we can



### LANGUAGE WE DON'T USE

- I have to...
- I must...
- If only...
- Ah well, that is because of...
- Our processes do not let us do it"



### THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack of 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

