

POSITION DESCRIPTION

Position Title:	Graduate Registered Nurse/Midwife
Business Unit/Department:	People, Culture and Communication Organisational Learning and Education
Division:	Relevant Clinical Divisions
Classification:	Grade 2 Year 1
Reports To:	Education Site Manager Nurse/Midwife Unit Manager or Nurse/Midwife In Charge
Date Prepared/Updated:	April 2014

Position Statement:

As a member of the health care team, the Registered Nurse/Midwife is at the forefront of the provision of high quality nursing/midwifery care to patients on a day-to-day basis. As a professional, the Registered Nurse/Midwife is accountable for :

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill;
- Ensuring that they are registered to work as a Registered Nurse/Midwife in Australia at all times whilst working as a nurse/midwife within Western Health.

The role of the registered nurse/midwife, working within a multidisciplinary team incorporates the following activities: unsupervised clinical practice, coordination of care, counselling, health promotion and teaching, patient advocacy, collaborative patient and unit management, research, supervision and mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

Business Unit Statement:

The Centre for Education (CE) is responsible for the recruitment, administration, education, training and support of participants of the Graduate Nurse/Midwifery programs at Western Health.

The Graduate Nurse/Midwife Program aims to support the transition from student to registered nurse/midwife. The program is bound by the Early Graduate Program Guidelines and is structured to ensure it meets the requirements of the Monitoring and Evaluation Framework set by the Department of Health (www.health.vic.gov.au/nursing/graduate).

The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific

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unit information are provided to Graduate Nurses/Midwives at the commencement of their rotation within each unit.

Western Health Values: Compassion, Accountability, Respect, Excellence & Safety

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day to day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person centred patient care. The Western Health framework for Quality, Safety and the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.

Key Accountabilities:

Safe and Effective Patient Care

At Western Health our vision for quality care and services is that each of our patients receives 'Best Care' with us, every time.

To enable 'Best Care' all employees are required to:

- Scan for and act on opportunities to create Best Care
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care
- Collaborate on achieving the goals for Best Care with other employees and patients/consumers

To enable 'Best Care' all Front Line Employees (i.e. all those who care directly for and/or interact with patients on a day to day basis) are required to:

- Model the behaviours and actions outlined in the Western Health vision for Best Care
- Form partnerships with patients and carers
- Work with other employees, departments, services and consumers to develop, implement and evaluate local initiatives to contribute to the organisational best care objectives
- Make the achievement of Best Care a priority and pursue it by actively participating in organisational processes, safety systems and improvement initiatives
- Be trained in the roles and services for which they are accountable
- Understand their broad responsibility for safety and quality in health care
- Follow safety and quality procedures
- Participate in the review of care procedures individually or as part of a team
- Be proactive about identifying and addressing issues that interfere with patients receiving Best Care
- Support and enable peers to create Best Care
- Work within scope of practice

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	<p><i>Other role accountabilities include:</i></p> <ul style="list-style-type: none"> • Demonstrate a commitment to the patient ‘Charter of Healthcare Rights’ • Ensure compliance with the expected standards of performance in the role as described by the relevant professional bodies/industry standards • Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience • Maintain registration and report any changes or limitations on practice • Comply with confidentiality obligations with regard to patients, consumers and colleagues • Comply with all Western Health policies and procedures • Assess the clinical, non-clinical and social needs, including the identification of ‘at risk’ patients and record with appropriate and accurate documentation in the patients history and care plan • Recognise changes in patients’ condition and take necessary action(s) and document the variation in the patients’ history and care plan • Accurately reflect the patients requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures • Effectively develop discharge plans that reflect the needs of patients and their significant others and demonstrates an understanding of the role of community providers • Develop, implement and evaluate teaching plans for student nurses, patients and their significant others that meet their learning needs and facilitates informed decision making
<p>People and Culture</p>	<p><i>Focus on achieving performance excellence by leading and modelling the Western Health values in all that you do:</i></p> <ul style="list-style-type: none"> • Display the Western Health values when carrying out duties and in dealing with patients, consumers and colleagues • Participate in personal performance development planning and reviews to identify learning and development needs and progress towards achievement • Act in accordance with the Code of Conduct • Ensure any risks and adverse events are reported appropriately and promptly and prevention strategies are implemented to ensure the safety of all patients and consumers • Share and teach evidence based nursing/midwifery knowledge to and with unit/ward team members
<p>Community and Partnership</p>	<p><i>Build and promote relationships that respect our culturally diverse community and colleagues and enhance the patient experience:</i></p> <ul style="list-style-type: none"> • Work collaboratively to achieve desired outcomes for the organisation • Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected • Ensure an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation • Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.

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<p>Research and Learning</p>	<p><i>Participate in research and professional development opportunities to promote a culture of learning:</i></p> <ul style="list-style-type: none"> • Support and contribute to quality and continuous improvement activities • Participate in relevant professional development and continuing education activities within the ward/unit • Support and contribute to the mentoring and supervision of others • Complete all mandatory training by the due date • Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in nursing/midwifery practice
<p>Self-sufficiency and Sustainability</p>	<p><i>Contribute to the delivery of the Operational Plan requirements of your Department/Division through efficient and effective utilisation of time, resources and equipment:</i></p> <ul style="list-style-type: none"> • Contribute to the responsible use and management of resources and equipment • Identify and communicate to your Manager potential sources of waste minimisation within department/unit • Maintain an acceptable level of attendance and adhere to Western Health policies and procedures pertaining to annual leave, personal leave and other leave as appropriate • Work within and towards the Nursing and Midwifery strategic plan • Perform other duties as required
<p>Occupational Health and Safety Obligations</p>	<p><i>Contribute to a safe and healthy working environment by ensuring that:</i></p> <ul style="list-style-type: none"> • Your obligations for Occupational Health & Safety (OHS) and WorkCover rehabilitation are met • Western Health's Occupational Health and Safety policies and procedures are adhered to in your day to day duties and tasks • Work practices and conduct are performed in a manner that will not endanger anyone • Unsafe work practices, hazards, near miss incidents and accidents are reported to management • A culture of safety and wellbeing is promoted by contributing ideas/suggestions and supporting other employees in safe work practice • Your knowledge and application of infection control and hygiene precautions are in accordance with infection control policies and procedures
<p>Key Working Relationships:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Education Site Managers • Clinical Education Resource Nurse/Midwife • Nurse/ Midwife Unit Manager • Nurse/Midwife in Charge • Members of the multidisciplinary care team • Nursing and midwifery education team <p>External:</p> <ul style="list-style-type: none"> • Patients and their significant others • Community liaisons 	

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Selection Criteria:

Essential

- Successful completion of a Bachelor of Nursing/Midwifery qualification or equivalent
- Registration as a Registered Nurse/Midwife in Australia
- Possess excellent clinical skills
- Effective organisational skills, with respect to time management and delegation
- Well developed written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing/midwifery expertise
- A commitment to high quality, safe and person centred patient care

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:

Employee's Signature:

Date:

Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.

Western Health is a smoke free environment.

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