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| Position Title: | Registered Nurse Division 1, Graduate Nurse Program Participant |
| Program / Business Unit: | |
| Location / Campus: | Western Health – Western, Sunshine and The Williamstown Hospital Rotations |
| Classification: | Grade 2 |
| Accountable and Responsible to: (who does this position report to?) | Coordinator, Graduate Nurse Program and Nurse Unit Manager or Nurse in Charge |
| Direct Reports: (who reports to this position?) | None |
| Date of Preparation: (does not take effect until signed) | |

Western Health:

Western Health is the pre-eminent provider of health services in the western metropolitan region of Melbourne. Fast becoming known as a vibrant, progressive organisation, Western Health focuses on achieving excellence in teaching and research. Western Health caters for one of the most multicultural regions of Melbourne and offers an extensive range of clinical services.

The health service incorporates Sunshine Hospital, Western Hospital (Footscray), The Williamstown Hospital, Reg Geary House and Hazeldean nursing homes, and DASWest, a drug and alcohol service. With an annual budget of approximately \$400 million, Western Health employs around 5,000 employees and provides services to around 700,000 people.

Western Health is committed to providing high quality undergraduate and postgraduate teaching and research. The health service encourages innovations in patient care, staff professional development and research activities. Our clinicians, nurses and allied health professionals are involved in a diverse range of activities that have received recognition at a local, national and international level.

Western Health has links with The University of Melbourne, La Trobe University and Victoria University of Technology. Further information is available at www.westernhealth.org.au

Western Health Statement of Purpose:

Working collaboratively to provide quality health and well-being services for the people of the West.

Western Health Values:

Western Health aspires to be a values-driven organisation and all staff are required to behave in alignment with the following values:

- Compassion - consistently acting with empathy and integrity
- Accountability - enabling employees to be responsible for decisions and actions
- Respect - for the rights, beliefs and choice of each individual
- Excellence - inspiring and motivating, innovation and achievement
- Safety - working in an open, honest and safe environment

Focus On Five Strategic Priorities

To make sure we stay focused, and to help us manage our resources and services appropriately, we have identified five key priorities:

Safe and Effective Patient Care

- Western Health will deliver services in accordance with its model of care

- Define the service profile for Western Health based on population health needs, the model of care and broad health care priorities
- Integrate service provision, clinical governance and risk management in a Western Health governance model to ensure safe and effective patient care
- Integrate capital development works to deliver on the Western Health model of care and clinical services plan
- Deliver an information systems strategic plan that ensures the investment strategy optimises opportunity for technology to support safe and effective patient care and efficient organisational performance

People and Culture

- Ensure we are driven by our values
- Provide leadership that inspires and enables delivery of strategic objectives
- Focus on achieving performance excellence
- Ensure our workforce has the capability and capacity to deliver strategic objectives
- Promote safe and healthy people at work
- We also recognise the need to integrate the implementation of People and Culture strategy with aspects of the other strategic themes, recognising that ultimately, a sustainable workforce delivers a sustainable service

Community and Partnership

- Planned and comprehensive collaboration with community and partner organisations to understand our community
- Ensure community engagement and partnership activities are incorporated in relevant aspects of service planning, design and delivery
- Consult local communities that may be under-represented in the mainstream, to inform and identify issues surrounding access, outcomes, and priorities as defined by those communities
- Promote consumer engagement and participation across our business

Research and Learning

- Encourage, promote and support research
- Clinical practice informs and reflects evidence-based research.
- Position Western Health as an academic leader in teaching and research
- Become an organisation that actively learns in order to improve the service
- Provide learning, training and development opportunities for current and future staff to enable excellence in service delivery

Self-sufficiency and Sustainability

- Ensure financial viability through prudent resource management
- Develop and optimise income streams
- Manage and improve assets and infrastructure within available funding
- Ensure ongoing service planning informs both current and future needs

Site Specific Information:

Sunshine Hospital

Sunshine Hospital is a major general hospital in Melbourne's outer west with approximately 300 beds. Already renowned for its comprehensive range of services including women's and children's services, aged care and rehabilitation services, the hospital underwent a major redevelopment in mid 2001 to establish adult acute services. This project included the addition of a general emergency department, a general medical unit and palliative care facility, as well as the expansion of aged care and rehabilitation services. Sunshine Hospital's emergency department, incorporating a paediatric service, is one of the busiest general emergency departments in the state. Sunshine Hospital is located only 20 minutes from the CBD, just off the Western Ring Road.

Western Hospital

Western Hospital is a 323-bed acute teaching and research hospital responsible for providing a comprehensive range of inpatient and outpatient acute health services. The hospital conducts research in areas such as gastroenterology, emergency care, oncology, respiratory medicine and sleep disorders. Two of Western Health's latest Centres for Excellence, the Centre for Cardiovascular Therapeutics and the Centre for Oncology and Gastroenterology, are based at Western Hospital. Western Hospital also provides some of the most advanced diagnostic imaging equipment available in Melbourne, including 2 64 slice CT scanners and a state-of-the-art Magnetic Resonance Imaging (MRI) facility. The Western Hospital is only 10 minutes from the CBD.

The Williamstown Hospital

The Williamstown Hospital is the oldest community hospital in Melbourne. Hospital staff and the community celebrated the hospital's 110th birthday in 2004. The 86-bed hospital offers a comprehensive range of inpatient and outpatient services including general surgery, general medical and allied health services. The Williamstown Hospital is located just 500 metres from the beach and 15 minutes from the CBD. The hospital is located across the road from the railway station.

DASWest

DASWest, located near Western Hospital, is a community program of Western Health offering flexible and practical support and treatment for individuals and their families affected by substance use. Our services cover all of the western suburbs of Melbourne and extend to also cover the Barwon and Grampian regions of rural Victoria. These services are aimed at four broad groups: adults, young people, women and children and persons with a diagnosed mental illness who also misuse substances.

Hazeldean Nursing Home

Hazeldean Nursing Home, located in Williamstown, is an accredited high-level aged care facility with capacity for 39 permanent residents and one respite resident. The facility offers a secure, home-like environment for its community of local residents. Hazeldean has provided residential care for the aged and for individuals of younger age groups requiring 24-hour skilled nursing services since 1976.

Reg Geary House

Reg Geary House is an accredited high-level residential aged care facility auspiced by Western Health. The Melton-based facility opened in October 1993 and provides a secure home-like environment for 30 long-term residents.

Sunbury Day Hospital

Sunbury Day Hospital is a new facility (2011) that delivers treatment for a range of health conditions that require specialist medical care but do not require an overnight stay in hospital. The facility delivers day medical services and minor same day surgery for low complexity cases.

Role Statement:

As a member of the health care team, the registered nurse Division 1 is at the forefront of the provision of high quality patient care on a day-to-day basis. The registered nurse assumes accountability and responsibility for their own practice based upon their level of educational preparation and competence.

The role of the registered nurse 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.

Key Working Relationships:

Internal

Graduate Nurse Program Coordinator
Graduate Educator
Nurse Unit Manager
Nurse in Charge
Members of the multidisciplinary care team
Nursing and midwifery education team

External

Patients and their significant others
Community liaisons

Key Accountabilities:

Provide high quality, culturally sensitive patient care in partnership with patients, their significant others and other members of the multidisciplinary care team:

- Assume responsibility for direct nursing care in accordance with the care model of the ward/unit.
- Practice in accordance with the relevant standards prescribed by the [Australian Nursing and Midwifery Council](#), [Nursing and Midwifery Board of Australia Codes and Guidelines](#), [Western Health Clinical policies and procedures](#), and departmental policies and procedures.
- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' patients and document in the appropriate medical record.

- Starting from the time of the initial episode of care, develop an effective discharge plan from hospital that reflects the needs of the patient and significant others and demonstrates an understanding of the role of community providers.
- Incorporating principles of ethical decision-making and using evidence-based practice, formulate, implement and evaluate the patient's plan of care.
- Recognise changes in the patient's condition, take necessary action and document the variation in the plan of care.
- Develop, implement and evaluate teaching plans for patients and significant others that meet their learning needs and facilitates informed decision-making.
- Accept accountability for own actions and seek guidance from senior nurse when limited by your own level of expertise.
- Recognise and report adverse events.
- Adhere to all aspects of confidentiality in regard to patients, significant others and staff.
- Check equipment required for each shift and report faulty equipment.
- Accept ward-based portfolio as delegated.
- Perform any other duties as directed.

Contribute to a high standard of service provision by maintaining collaborative relationships with all disciplines:

- Collaborate with multidisciplinary team members to achieve desired outcomes for patients.
- Contribute to effective communication and conflict resolution.
- Participate in ward/unit meetings and ward rounds.

Support the professional development and learning of other staff in the ward/unit:

- Support the development of others by providing clinical support and education to colleagues.
- Participate in orientation, preceptorship and mentoring of new staff and students when delegated to do so, based on level of educational preparation and competence.
- Feedback information from your participation in seminars and conferences.
- Contribute feedback for performance review of colleagues.

Commit to ongoing professional development of self and learning:

- Negotiate clinical learning objectives in each rotation with a Preceptor or Graduate Nurse Educator.
- Participate in the performance management process, completing a written performance appraisal in each rotation and identify learning needs.
- Participate in professional development and continuing education activities, committees, working parties and relevant professional groups.
- Actively participate in Graduate study day activities, attending a minimum of 80% of scheduled study days.
- Achieve annual clinical competency certifications.
- Use resources when presented with unfamiliar information.
- Participate in unit or ward orientation processes.

Support and contribute to research and continuous improvement:

- Participate in change to policies, procedures and protocols based on relevant research.
- Identify areas of nursing practice where improvements can be made to the quality of nursing care.
- Support and contribute to quality improvement and research projects.
- Participate in organisational committees/working groups as required.

Contribute to a safe work environment for all staff

- Conduct yourself in a manner that will not endanger yourself or others.
- Follow Western Health's Occupational Health and Safety policies and procedures.
- Report any unsafe work practices, hazards, near miss incidents and accidents
- Maintain an awareness of the Occupational Health and Safety Act 2004 and the Accident Compensation (WorkCover) Act 1992.
- Contribute to safety awareness and promotion by contributing ideas and suggestions.
- Maintain knowledge and practice of infection control / hygiene precautions and Western Health infection control policies and procedures.
- Be aware of emergency procedures and codes.
- Report identified workplace issues such as harassment and bullying.

Selection Criteria (Qualifications / Experience / Skills):

Essential

- Demonstrate successful completion of a three-year full time Bachelor of Nursing qualification or equivalent..
- Be eligible for registration as a Registered Nurse Division 1 Grade 2 in Australia and hold a current practicing certificate.

- Demonstrate organisational skills, particularly with respect to time management and delegation.
- Have well-developed written and verbal communication skills.
- Have well-developed interpersonal skills.
- Demonstrate an ability to practice collaboratively as part of a multidisciplinary health care team.
- Demonstrate evidence of undertaking professional development activities in response to perceived learning requirements.
- Participation in the selection process including:
 - Application to computer match when possible
 - Written application to Western Health
 - Interview with Graduate Nurse Program Coordinator

Note that appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed in a direct care job with Western Health.

Authorisation required for all position descriptions:

Authorising Manager's Name: _____ Authorising Manager's Title: _____

Authorising Manager's Signature: _____ Date: _____
 (this Position Description accurately describes the essential functions assigned to this position)

Employee's Name: _____

Employee's Signature: _____ Date: _____
 (I have read this Position Description and I understand its contents)

Authorisation by Executive / Divisional Director for new or generic position descriptions:

Executive / Divisional Director's Name: _____

Executive / Divisional Director's Title: _____

Executive / Divisional Director's Signature: _____ Date: _____