

## POSITION DESCRIPTION

<b>Date</b>	OCTOBER 2016
<b>Position Title</b>	REGISTERED NURSE
<b>Division</b>	NURSING
<b>Reports to</b>	CLINICAL NURSE MANAGER/POSC

### SECTION 1

#### Position Summary

The Registered Nurse is responsible for:

- Working collaboratively with the Nursing Units to achieve agreed targets contributing to the achievement of overall strategic objectives of the Organisation;
- Working in collaboration with other staff for the effective planning, coordinating and problem solving of clinical care and nursing operations with the Nursing Unit working within the WA Nursing Decision Making Framework Scope of Practice
- Providing clinical expertise on the ward;
- Providing coaching and mentoring of staff and students.

### SECTION 2

#### Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive	Universities and TAFE
The Executive Team	Staff development units in other hospitals
Clinical Nurse Managers	Training providers
Department Managers	Suppliers
All staff	Surgeons and Doctors
	ACHS
	Dept of Health WA
	Industry peak bodies
	Nursing Agencies
	Patients

### SECTION 3

#### KEY RESULT AREAS (KRAs) and KEY PERFORMANCE INDICATORS (KPIs)

KRA <b>DISPLAY THE BETHESDA VALUES</b>	
Work displaying the values of teamwork, respect, integrity, compassion, excellence and professionalism.	
Behavioural Descriptors	KPI
<ul style="list-style-type: none"> <li>▪ Adhere to the Bethesda values and consistently behave in an honest and ethical way.</li> <li>▪ Lead by example and maintain a high standard of professionalism and impartiality.</li> <li>▪ Recognise, value and promote the diversity within the business unit and Hospital to enhance the operation and achievement of goals</li> <li>▪ Understand, anticipate and provide for internal and external customer needs</li> <li>▪ Demonstrate confidentiality when dealing with staff, patients and significant others</li> <li>▪ Encourage and contribute to debate on own ideas and the ideas of others</li> <li>▪ Understand and operate within legislative, policy and regulatory frameworks</li> <li>▪ Accept responsibility for own actions.</li> <li>▪ Participate in ongoing performance management</li> <li>▪ Understand and act on constructive feedback</li> <li>▪ Demonstrate accountability and commitment to self-development; proactively identify development opportunities and seek to extend skills and experience; share learning with others</li> </ul>	<ul style="list-style-type: none"> <li>• Clear demonstration and modelling of Bethesda values in day-to-day work relationships</li> <li>• Current professional portfolio as required by the WA Nurses Board</li> <li>• Reflection of own learning and development</li> <li>• Attendance at external learning opportunities</li> </ul>
KRA <b>IMPLEMENT THE VISION AND INNOVATION</b>	
Build awareness of the Hospital's goals and identify, implement and communicate solutions and improvement opportunities to ensure achievement of the goals. Support organisational change initiatives through adaptability, facilitation and/or leadership	
Behavioural Descriptors	KPI
<ul style="list-style-type: none"> <li>▪ Understand and support the Hospital's Vision, Mission and business objectives</li> <li>▪ Take time to learn about other areas of the organisation</li> <li>▪ Think about the future and consider implication of own work</li> <li>▪ Shows drive, energy and initiative; get involved and galvanises others to act to deliver the key results for the organisation</li> <li>▪ Apply lateral and creative thinking to generate ideas and solutions</li> <li>▪ Present key information effectively; outline implications and ensure key conclusions are conveyed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of role in assisting delivering the Hospital's Mission and Vision</li> <li>▪ Evidence of supporting planned change and quality improvement projects</li> <li>▪ Evidence improvement ideas implemented</li> </ul>

<ul style="list-style-type: none"> <li>▪ Initiate and support activities that result in a superior quality improvement and risk management framework and outcomes for the nursing unit</li> <li>▪ Support and facilitate effective, planned change to improve operational effectiveness and efficiency within nursing unit</li> <li>▪ Shares appropriate information with colleagues during times of change; responds to change under guidance from supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Planned change tasks productively managed with staff, patients and families</li> </ul>
<p><b>KRA                      COLLABORATE AS ONE TEAM</b></p> <p>Build, enhance and maintain interpersonal relationships with relevant stakeholders to achieve organisational goals Demonstrate appropriate leadership skills to build, empower and guide people to achieve organisational goals</p>	
<p><b>Behavioural Descriptors</b></p>	<p><b>KPI</b></p>
<ul style="list-style-type: none"> <li>• Liaise and communicate effectively, both verbally and in writing, with all members of the health care team.</li> <li>• Access and build positive relationships with external and internal stakeholders to enhance the delivery of care and customer service in the Hospital</li> <li>• Actively listen to colleagues and clients; support team members and recognise the contribution made by others</li> <li>▪ Manage and communicate changing situations that may affect workload</li> <li>▪ Work in accordance with service policies and legal requirements</li> <li>• Demonstrate flexibility and cope effectively with day-to-day people and work changes, shifting priorities and periods of uncertainty</li> <li>▪ Consult and share information with own team and seek input from others; ensure people are kept informed of progress and issues</li> <li>▪ Delegate responsibility for work to others with support and appropriate parameters.</li> <li>▪ Resolve conflict using appropriate strategies; find solutions that manage the sensitivities involved</li> <li>▪ Actively seek coaching from supervisors and peers</li> <li>▪ Act as a coach and work with people to facilitate continuous learning</li> <li>▪ Provide clear, constructive and timely feedback in a manner that encourages learning and achieves the required resolution.</li> <li>▪ Perform other duties as directed to support the completing of key outcomes of the business unit and Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in staff meetings</li> <li>• Accurate and timely documentation</li> <li>• Grievances resolved in an effective and timely manner with all parties in agreement with outcome</li> <li>• Active role in coaching and precepting junior staff</li> </ul>
<p><b>KRA                      KNOW THE BUSINESS</b></p> <p>Build and maintain awareness of the hospital's customers and the service which we operate. Perform the business of a private hospital; take appropriate action and follow up to help ensure</p>	

realisation of results	
Behavioural Descriptors	KPI
<ul style="list-style-type: none"> <li>▪ Provide competent clinical care to patients within the WA Scope of Nursing Practice Decision Making Framework to ensure clinical governance and accountability is established, understood and executed by staff in the nursing unit</li> <li>▪ Take steps to ensure the provision of prompt, efficient and responsive customer service personally and through the activities of the business unit</li> <li>▪ Investigate and apply contemporary evidence based best practice approaches in all areas of role</li> <li>▪ Plan, coordinate and problem solve clinical management of patient care in collaboration with other staff.</li> <li>▪ Adheres to documentation procedures</li> <li>▪ Promote and maintain a safe working environment in accordance with legislative requirements for all staff, patients and visitors.</li> <li>▪ Investigate and initiate action on incidences of safety and security breaches for staff, patient and visitors</li> <li>▪ Work to agreed priorities, outcomes, time constraints and assigned resources; assist with monitoring projects against plans and is responsive to changes in requirements</li> <li>▪ Identify learning opportunities for staff that will build the capability of the business unit in line with strategic objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in the review of current and relevant policies and procedures</li> <li>• Maintenance of external reporting requirements and accreditation status</li> <li>• Timely resolution of reported risk indicators</li> <li>• High satisfaction rate from patients and families</li> <li>• Participation in workplace projects</li> <li>• No. of precepted students</li> </ul>

## SECTION 4

### Authority Levels

<ul style="list-style-type: none"> <li>• The Registered Nurse is responsible for supporting the provision of outstanding clinical care of the patient and for assisting in the development of positive relationships between the patient, significant others and other health professionals for the benefit of the patient's ongoing health care</li> <li>• The Registered Nurse, reports to the Clinical Nurse Manager and Clinical Nurses, and functions within the management limitations and governance agreed by the Executive Manager Clinical Services.</li> </ul>
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## SECTION 5

### Selection Criteria

Qualifications
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Registered Nurse qualification and current National registration</li> <li>▪ Current Police Check and Working with Children Check (no more than 6 months old)</li> </ul> <p><b>Desirable</b></p>

<ul style="list-style-type: none"> <li>▪ Qualifications in specialist areas such as Infection Control, Contenance, Wound Care</li> <li>▪ Tertiary qualifications</li> </ul>
<b>Knowledge</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Current Best Practice in Nursing</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Clinical specialisation</li> <li>▪ Quality improvement and risk management frameworks</li> </ul>
<b>Skills</b>
<ul style="list-style-type: none"> <li>▪ Well developed written and verbal communication skills</li> <li>▪ Well developed organisation and time management skills</li> <li>▪ Computer skills in word processing</li> </ul>
<b>Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Commitment to improving own knowledge base and performance</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Precepting staff and students</li> </ul>

## SECTION 6

### Acceptance of Position Description

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Registered Nurse

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Date

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Nurse Manager

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Date