

# **POSITION DESCRIPTION**

Date	OCTOBER 2016
Position Title	REGISTERED NURSE
Division	NURSING
Reports to	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.

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 2 Key Working Relationships



## SECTION 3

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

KRA	KRA DISPLAY THE BETHESDA VALUES				
Work displaying the values of teamwork, respect, integrity, compassion, excellence and professionalism.					
Behavioural Descriptors			KPI		
<ul> <li>Adhere to the Behonest and ethic</li> <li>Lead by example and impartiality.</li> <li>Recognise, value unit and Hospita goals</li> <li>Understand, ant customer needs</li> <li>Demonstrate cosignificant other</li> <li>Encourage and of others</li> <li>Understand and frameworks</li> <li>Accept responsi</li> <li>Participate in on</li> <li>Understand and</li> <li>Demonstrate ac development; pr</li> </ul>	ethesda values and consistently behave in an cal way. e and maintain a high standard of professionalism e and promote the diversity within the business al to enhance the operation and achievement of icipate and provide for internal and external nfidentiality when dealing with staff, patients and s contribute to debate on own ideas and the ideas operate within legislative, policy and regulatory bility for own actions. going performance management act on constructive feedback countability and commitment to self- roactively identify development opportunities and	•	Clear demonstration and modelling of Bethesda values in day-to-day work relationships Current professional portfolio as required by the WA Nurses Board Reflection of own learning and development Attendance at external learning opportunities		
	kills and experience; share learning with others	I			
KRAIMPLEMENT THE VISION AND INNOVATIONBuild 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 De	escriptors	KP	1		
<ul> <li>business object</li> <li>Take time to lea</li> <li>Think about the</li> <li>Shows drive, er others to act to</li> </ul>	d support the Hospital's Vision, Mission and tives arn about other areas of the organisation e future and consider implication of own work hergy and initiative; get involved and galvanises deliver the key results for the organisation d creative thinking to generate ideas and	•	Understanding of role in assisting delivering the Hospital's Mission and Vision Evidence of supporting planned change and quality improvement projects		
-	ormation effectively; outline implications and clusions are conveyed	•	Evidence improvement ideas implemented		



•	Initiate and support activities that result in a superior quality improvement and risk management framework and outcomes for the nursing unit Support and facilitate effective, planned change to improve operational effectiveness and efficiency within nursing unit Shares appropriate information with colleagues during times of change; responds to change under guidance from supervisor	•	Planned change tasks productively managed with staff, patients and families		
KF	RA COLLABORATE AS ONE TEAM				
or De	uild, enhance and maintain interpersonal relationships with relevant ganisational goals emonstrate appropriate leadership skills to build, empower and guide ganisational goals	e pe	ople to achieve		
	Behavioural Descriptors	KP	2		
•	Liaise and communicate effectively, both verbally and in writing, with all members of the health care team.	•	Active participation in staff meetings		
•	Access and build positive relationships with external and internal stakeholders to enhance the delivery of care and customer service in the Hospital	•	Accurate and timely documentation		
•	Actively listen to colleagues and clients; support team members and recognise the contribution made by others	•	Grievances resolved in an effective and timely manner with all parties		
•	Manage and communicate changing situations that may affect workload		in agreement with outcome		
•	Work in accordance with service policies and legal requirements	•	Active role in coaching		
•	Demonstrate flexibility and cope effectively with day-to-day people and work changes, shifting priorities and periods of uncertainty		and precepting junior staff		
•	Consult and share information with own team and seek input from others; ensure people are kept informed of progress and issues				
•	Delegate responsibility for work to others with support and appropriate parameters.				
•	Resolve conflict using appropriate strategies; find solutions that manage the sensitivities involved				
•	Actively seek coaching from supervisors and peers				
•	Act as a coach and work with people to facilitate continuous learning				
•	Provide clear, constructive and timely feedback in a manner that encourages learning and achieves the required resolution.				
•	Perform other duties as directed to support the completing of key outcomes of the business unit and Hospital				
KRA KNOW THE BUSINESS					
Вι	ild and maintain awareness of the hospital's customers and the ser	vice	which we operate.		

Perform the business of a private hospital; take appropriate action and follow up to help ensure



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#### realisation of results.

Support the delivery of safe patient care and the consumers experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Services Standards and other recognised health standards.

Abide by Occupational Health and Safety legislation, follow Bethesda Health Care safety policies and procedures, raising OSH issues and using RiskMan as a tool to report

<ul> <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> </ul>	Participate in the review of current and relevant policies and procedures
<ul> <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> <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

- 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
- 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.

SECTION 5 Selection Criteria



## Qualifications

## Essential

- Registered Nurse qualification and current National registration
- Current Police Check and Working with Children Check (no more than 6 months old)

#### Desirable

- Qualifications in specialist areas such as Infection Control, Continence, Wound Care
- Tertiary qualifications

## Knowledge

## Essential

Current Best Practice in Nursing

## Desirable

- Clinical specialisation
- Quality improvement and risk management frameworks

#### Skills

- Well developed written and verbal communication skills
- Well developed organisation and time management skills
- Computer skills in word processing

#### Experience

#### Essential

Commitment to improving own knowledge base and performance

#### Desirable

Precepting staff and students

## **SECTION 6**

#### Acceptance of Position Description

**Registered Nurse** 

Nurse Manager

Date