
HUNTER VALLEY PRIVATE HOSPITAL

JOB DESCRIPTION

Registered Nurse

RESPONSIBLE TO: Nursing Unit Manager

AWARD: Private Hospital Nurses' and Midwives' (Named Employers and New South Wales Nurses' Association) Enterprise Agreement 2006-2008

HOURS OF WORK: As contracted

REQUIRED QUALIFICATIONS: NSW Registered Nurse

EXPERIENCE: 3 years post graduate nursing

ATTRIBUTES:

1. To ensure all practice is conducted within the guidelines of professional codes of conduct, current professional practice and relevant Acts and Regulations.
2. To have a comprehensive knowledge of the principles of acute nursing patient management.
3. To perform role with reliability, consistency and punctuality.
4. To demonstrate strong personal organisational skills,
5. To be skilled in effective methods of communications, interpersonal relationships and public relations.
6. To display a responsible attitude toward others and their work, and provide input into the multidisciplinary team.
7. To conduct self in a professional and courteous manner at all times.
8. To be able to demonstrate a high level of motivation in the achievement of set objectives.
9. To have the ability to access and implement changes, where necessary.
10. To maintain a professional personal appearance at all times.
11. Ability to perform as a multi-skilled team member.

PERFORMANCE REVIEW

A formal performance review shall be completed by the Nursing Unit Manager after three months appointment and annually thereafter.

PRIMARY FUNCTION

- To co-ordinate and attend patient care in conjunction with all departments at this hospital.
- To provide a pivotal communication link between the Hospital and attending visiting medical practitioners regarding all aspects of patient care

DUTIES AND RESPONSIBILITIES (see over)

HUNTER VALLEY PRIVATE HOSPITAL JOB DESCRIPTION

Key Result Area	Duties	Expected Result / Measurement Strategy	Employee Agree Signature
Patient Care	In consultation with the patient complete assessment of all patients and review test results.	Report findings to attending VMO - Doctor feedback.	
	Instigate patient observations as indicated and report action to the attending VMO.	Best patient practice – Doctor feedback.	
	Implement doctors orders for nursing practice.	Orders reliably implemented – Dr feedback.	
	Fulfil the duty of care for all patients.	Keeps self up to date – Review Adverse Events.	
	Ensure the comfort, dignity and integrity of all patients is met by all staff without discrimination.	Constant nursing staff supervision – Patient Satisfaction.	
	Ensure the provision of relevant health management education to patients.	Patients display ability to make informed decisions – Patient Satisfaction.	
	In the absence of an attending doctor to co-ordinate the management of critical events.	Emergency situations competently managed – adverse events and doctor feedback.	
Doctor Liaison	Ensure effective and reliable communication with the attending VMO on all patient care matters for their patients.	Constant communication – Doctor feedback.	
	Ensure medical orders are carried out efficiently and effectively.	Orders implemented as instructed – Doctor feedback.	
Documentation	Ensure all care and treatment is documented in each patient's clinical record.	Clinical care documentation audit results.	
	Innovate and participate in the development of nursing policy and procedures.	Proactive in documenting new or revised policies – Manual up to date.	
	Ensure a clinical pathway is completed for all patients and variances are noted.	Supervise nursing staff – Clinical Pathway Variance Reports.	
	Assist in maintaining the Unit Policy and Procedures.	Manual is kept up to date and is referenced to project evidence based practice.	
	Doctors Standing Orders are to be maintained and kept up to date. Contribute to currency of Doctors Standing Orders.	Each master order is to be authorised by the respective doctor – up to date.	

HUNTER VALLEY PRIVATE HOSPITAL JOB DESCRIPTION

Key Result Area	Duties	Expected Result / Measurement Strategy	Employee Agree Signature
	Ensure confidentiality of information is enforced.	Breaches in confidentiality.	
	Ensure effective documentation communication.	Staff and management feedback.	
Equipment	Ensure all equipment is handled and stored as specified by the manufacturer during daily activities.	Equipment well maintained – found in correct location.	
	Report all repairs and maintenance to General Services Manager and log in Maintenance Register.	Clinical equipment maintenance register up to date.	
Staffing	Ensure staffing is appropriate for the following day when in charge of Unit.	Appropriate staffing to meet patient needs for the day. Staff VMO satisfaction.	
	Assist with evaluation and trials of new equipment.	Formal feasibilities to be provided for requested new equipment – Review.	
	Liaise with Nursing Unit Manager re handling of unprofessional conduct displayed by any clinician.	NUM feedback.	
Education	Be a clinical resource for all staff.	Attend relevant educations sessions – Staff feedback.	
	Demonstrate a thorough knowledge of policy, rules, regulations and By Laws of the Hospital. Ensure the active enforcement of policies and procedures with staff.	Actively participate in the review and formulation of policies etc. Display up to date knowledge and evidence that these documents have been read annually.	
	Enhance professional development through attendance at ongoing education sessions.	Education attendance records.	
Administration	Participate in the formulation of the Unit Strategic Business Plan each year.	Attendance at Unit meetings.	
	Contribute to the formulation of the annual operation and capital expenditure budgets.	Attendance at Unit meetings.	

HUNTER VALLEY PRIVATE HOSPITAL JOB DESCRIPTION

Key Result Area	Duties	Expected Result / Measurement Strategy	Employee Agree Signature
General	To carry out duties in a cost effective manner.	Display cost awareness and thriftiness – NUM feedback.	
	Support and participate in the Hospital's Quality Improvement Program.	Displays willingness to participate in audits.	
	Support and participate in the Hospital's Risk Management Program.	Implement safe practices and wearing of protective apparel.	
	Participate in the Hospital's Inservice Education Program, particularly in Infection Control, Fire and Safety.	Attends annual compulsory education session – review attendance records.	
	Consult with others when nursing care or management requires expertise beyond own abilities and qualifications.	Display proactive attitude to refer concerns immediately to attending medical practitioner or specialist – review episodes of referral.	
	To carry out other duties as requested.	Display willingness to be part of a team.	
	Ensure the documentation of infections as per the Infection Control monitoring policy.	Supervise or collect data for reporting – IFC rates reports.	
	Contribute to OH&S in the workplace.	Contribute to the identification and prevention of hazards in the workplace.	
Professional Responsibility	Aware of and comply with National Competency Standards for the Registered Nurse as produced by the ANMC.	Knowledge of stated competencies available at www.anmc.org.au/docs/competencystandardsRN (underscore in address after competency and RN)	

Employment Agreement:

I have read this job description and I accept the directives as a condition of employment.

Employees Signature _____ Date: _____