

**Health Care Australia
Maitland Private Hospital
POSITION DESCRIPTION**

TITLE: Registered Nurse

DEPARTMENT: Nursing

IMMEDIATE SUPERVISOR: Nurse Unit Manager

AWARD: Health Care (NSW Hospitals) and NSWNA/ANMF Enterprise Agreement

Mandatory Skills & Qualifications:	<ul style="list-style-type: none"> • Current Registration with AHPRA
Desired Skills & Qualifications:	<ul style="list-style-type: none"> • Experience in the selected clinical area • Completion of, or working towards a specialist clinical qualification or ongoing education • Computer literate

Role Statement:

Maitland Private is committed to the provision of high standards of health care delivery and is continually striving to improve performance. The role of the Registered Nurse is to effectively deliver aspects of patient care to a group of assigned patients, as directed by the Nurse Unit Manager. The Registered Nurse practices under the direction and supervision of the Nurse Unit Manager but at all times, remains responsible for all actions/omissions and accountable to the NUM for all delegated functions. The Registered Nurse is accountable to ensure that all workplace activities meet the WHS Standards of practice and safe delivery of care and should perform duties in a professional manner while working effectively in a team environment.

DUTIES AND RESPONSIBILITIES:

KEY RESPONSIBILITIES	EXPECTED OUTCOMES
Continuum of Care	
<ul style="list-style-type: none"> ▪ Ensure care is given in an efficient and caring environment whilst complying with relevant policies and practices. 	<ul style="list-style-type: none"> ▪ Patient receives the highest standard of clinical care while maintaining patient safety, comfort and privacy.
<ul style="list-style-type: none"> ▪ Maintain patient care by delivering a high standard of patient support whilst integrating healthcare knowledge to provide a safe and effective environment 	<ul style="list-style-type: none"> ▪ Clarifies the plan of care and directions with the Nurse Unit Manager as required.
<ul style="list-style-type: none"> ▪ Competence with nursing procedures within the scope of practice. 	<ul style="list-style-type: none"> ▪ Complete unit specific competencies as directed by the Nurse Unit Manager.
Leadership and Management	
<ul style="list-style-type: none"> ▪ To work in accordance with directions, policy and scope of practice. 	<ul style="list-style-type: none"> ▪ Good patient outcomes and a safe working environment.
<ul style="list-style-type: none"> ▪ Supports 'improving performance' initiatives 	<ul style="list-style-type: none"> • Participates in improving performance and quality initiatives within the department as requested by the Unit Manager • Reports any issues that may be improved that relate to work activities or the environment to the Unit Manager
<ul style="list-style-type: none"> ▪ Participate as a member of Hospital team 	<ul style="list-style-type: none"> ▪ Continuous improvement achieved at individual

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by contributing ideas and demonstrating teamwork, professionalism, commitment and achievement.	and unit levels.
<ul style="list-style-type: none"> ▪ Participation in the hospital's quality program. 	<ul style="list-style-type: none"> ▪ Identify issues and practices requiring review. ▪ Be involved in initiating quality projects.
Human Resource Management	
<ul style="list-style-type: none"> ▪ Constantly update and share knowledge of current nursing trends and developments gained. 	<ul style="list-style-type: none"> ▪ To participate in continuing education programs to enhance professional knowledge and skill development.
Information Management	
<ul style="list-style-type: none"> ▪ Ensure documentation in patient histories meets all legislative requirements. 	<ul style="list-style-type: none"> ▪ Recognise and act appropriately regarding deficiencies in recording and documenting that may affect patient care.
<ul style="list-style-type: none"> ▪ Maintain communication with Nurse Unit manager to ensure high quality patient outcomes. 	<ul style="list-style-type: none"> ▪ Excellent communication with direct supervisors.
Safe Practice and Environment	
<ul style="list-style-type: none"> ▪ Complete yearly mandatory competencies. 	<ul style="list-style-type: none"> ▪ . All mandatory education and competencies are undertaken.
<ul style="list-style-type: none"> ▪ Ensuring compliance with the Workplace Health and Safety Policy, the Workplace Health and Safety management Plan and all company safe work procedures. 	<ul style="list-style-type: none"> ▪ Adherence to WHS policy
<ul style="list-style-type: none"> ▪ Ensure safety of themselves and others in the workplace. 	<ul style="list-style-type: none"> ▪ Use of PPE and manual handling aides. ▪ Attendance at behavioural based safety program.
<ul style="list-style-type: none"> ▪ Immediately reporting any unsafe condition, dangerous occurrence or injury to their supervisor. 	<ul style="list-style-type: none"> ▪ Effective hazard reporting to executive.
<ul style="list-style-type: none"> ▪ Adherence to all clinical risk policies and programs. ▪ Adherence to legislation and relevant professional standards 	<ul style="list-style-type: none"> ▪ Adverse event reporting and follow up be undertaken. ▪ Adherence to risk management program.

Employee Name:

Signature:

Date:

Reviewed	2017	2018	2019	2020	2021	2022	2023
Employee signature:							

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