

## 1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 16 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

## 2. KEY POSITION DETAILS

<b>Job Title:</b>	Registered Nurse Grade 2	<b>Reports to:</b>	Nurse Unit Manager
<b>Program:</b>	Pathway to Specialty Practice Program	<b>Department:</b>	Rotational
<b>Industrial Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028, OR Victorian Public Mental Health Services Enterprise Agreement 2020-2024.	<b>Classification:</b>	YP3 – YP9 OR NP21 - NP70

## 3. LOCAL WORK ENVIRONMENT

The Pathway to Specialty Practice program offers the opportunity to practice in a supportive environment and facilitates the transition into a specialty area. It allows participants to extend their clinical experience, enhance their knowledge and skills and take the next step in their career in specialty practice.

## 4. POSITION PURPOSE

The Grade 2 Registered Nurse, practices according to the [registered nurse practice standards](#), as defined by the Nursing and Midwifery Board of Australia (NMBA). The registered nurse is a member of the clinical multidisciplinary team and fulfils their role under the guidance and support of the Nurse Unit Manager or delegate.

The Registered Nurse is accountable for their clinical practice, at a level commensurate with their experience, currency and educational preparation. The Registered Nurse is responsible for ensuring his / her own professional development in order to maintain clinical skills and knowledge and progress their ongoing development.

The Registered Nurse is a healthcare professional and operates with compassion, integrity, excellence and justice according to the St Vincent's code of conduct and the NMBA Code of Ethics.

## 5. POSITION DUTIES

- Practices in accordance with the professional standards, codes and behaviours that are regulated through the Nursing and Midwifery Board of Australia (NMBA).
- Works collaboratively within scope of practice to ensure the efficient, effective and responsive operation of the allocated work unit.
- Supports and encourages patients and their families understanding of care delivery and care planning through effective and timely communication with patients, multidisciplinary team members, and the community.
- Ensures clinical interventions are evidence-based and consistent with policy, standard and clinical practice guidelines prescribed by SVHM.

- Liaise with patients, patient families, medical and allied health as required or requested to facilitate the delivery of high-quality patient care.
- Facilitate effective admission and discharge processes in accordance with hospital or unit guidelines.
- Is accountable for timely communication with the nursing team, multidisciplinary team and reporting outcomes of nursing interventions to the Nurse Unit Manager or delegate.
- Treats all patients, visitors and staff in a courteous and non-discriminatory manner and maintains confidentiality regarding patients and all staff.
- Takes responsibility for managing own learning needs & participates in relevant professional development programs including contribution to ongoing education initiatives within the work unit.
- Complies with mandatory & other identified training requirements specified by the NMBA & SVHM.
- Participates in the supervision, support and mentorship of students and new staff.
- Provides supervision & appropriate clinical delegation to the Enrolled Nurse, Health Assistant and pre-registration learners.
- Complies with SVHM policies and reports all actual or near miss events.
- Promotes a culture of continuous quality service improvement within the unit and participates in activities designed to continuously improve standards of service and practice.
- Attendance and participation in hospital wide nursing education program as agreed with the Nurse Unit Manager or delegate.
- Participate in ongoing professional development by attending training and study days as per the Pathway to Specialty Practice program requirements.
- Attendance and participation in discovery day/s during the program when applicable.
- Participates in all required program tasks and assessment, including professional development discussions.
- Participate in reflective practice and local clinical hurdles.
- Assist the Nurse Unit Manager or delegate in achieving activity targets.
- Observe, report and document relevant nursing findings as per hospital policy and adjust patient care accordingly.

## **6. INCUMBENT OBLIGATIONS**

### **General**

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM.
- Comply with all SVHM policies, procedures, by laws and directions.
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct.
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed.
- Participate in the SVHM performance review process.
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

### **Clinical Quality and Safety**

- Attend clinical orientation upon commencement.
- Maintain clinical registration and any required indemnity cover.
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken.
- Take all necessary care and precautions when undertaking clinical procedures.
- Complete annual clinical competencies.
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work.
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner.
- Collaborate and clearly communicate with patients/clients and the healthcare team.

- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work.

#### **Person Centred Care**

- Ensure consumers receive information in an appropriate and accessible format.
- Actively support consumers to make informed decisions about their treatment and ongoing care.
- Ensure consumers are aware of their rights responsibilities and how to provide feedback.

#### **Health and Safety**

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions.
- Complete required Fire and Emergency Training annually.
- Complete required Workplace Culture and Equity Training annually.
- Attend general hospital orientation within 3 months of commencement.
- As required, comply with fit-testing and PPE requirements.
- Participate in reporting and analysis of safety and quality data including risks or hazards.
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman.
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes.

### **7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)**

The incumbent of this position will be expected to possess the following core capabilities:

<b>Capability</b>		<b>Demonstrated behaviour</b>
<b>Personal</b>	<b>Personal effectiveness</b>	Takes responsibility for accurate, timely work results
	<b>Learning Agility</b>	Identifies personal development needs and seeks information from a range of sources
<b>Outcomes</b>	<b>Patient/Resident/client centred</b>	Strives to meet and exceed expectations, demonstrating sound judgement
	<b>Innovation and Improvement</b>	Contributes to improvement by reviewing strengths and weaknesses of current processes
<b>Strategy</b>	<b>Driving Results</b>	Manages own work load to deliver results
	<b>Organisational Acumen</b>	Understands the interdependencies between units/departments
<b>People</b>	<b>Working with and Managing others</b>	Takes responsibility for ensuring productive, efficient teamwork
	<b>Collaboration</b>	Works collaboratively within and outside the team

### **8. SELECTION CRITERIA**

#### **8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS**

- Current Nursing Registration with the Nursing & Midwifery Board of Australia via AHPRA without conditions.
- Degree in General Nursing which meets the registration requirements of the Nursing and Midwifery Board of Australia.
- Successful completion of a Graduate Nurse Program or a *minimum of 12 months acute care nursing* experience as a Registered Nurse.
- Demonstrated commitment to ongoing educational and professional development.

#### **8.2 OTHER ESSENTIAL REQUIREMENTS**

- Commitment to the Values and Health Care Philosophy of the Sisters of Charity
- Commitment to the hospitals code of conduct
- Excellent clinical nursing skills and knowledge

- Commitment to safe practice
- Demonstrated organisational skills
- Excellent written and verbal communication skills
- Demonstration of ability to facilitate team outcomes in a multidisciplinary environment
- Demonstrated ability to assist and support change
- Demonstrated ability to communicate effectively with patients, visitors and staff at all levels
- Demonstrated interpersonal skills
- Knowledge of, and commitment to, quality improvement
- Demonstrated commitment to ongoing educational and professional development
- Demonstrated understating of professional nursing issues.

## 9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

**Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM**

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis
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*NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.*

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

**Table 2: Health Care Worker Risk Categorisation**

Risk Category	Description	Vaccination requirement
Category A	Vaccination is <b>required</b> for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

## 10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

## **11. AGREEMENT**

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### **National Police Check:**

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

### **NDIS Clearance (if applicable):**

This is a 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS). Regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

### **Required Immunisations:**

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

**I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_