



# Position Description

## A SMALL RURAL HEALTH SERVICE DETERMINED TO ACHIEVE GREAT THINGS

Kerang District Health is a small rural health service offering a broad range of acute, residential aged care, primary and community services to the Kerang community and surrounding district.

Acute Health services provided include medical, oncology, a 24 hour urgent care centre (UCC) and surgical services such as general surgery, gynaecology, urology and dental.

The health service also provides residential aged care services to 30 residents in 'Glenarm' and provides transitional care to 4 clients either in hospital or in the community.

A variety of primary and community services also come under the KDH banner including a GP clinic, district nursing, centre based and mobile day activities, an exercise program and a men's shed.

## MISSION AND VALUES

Kerang District Health seeks to improve the health and wellbeing of the community. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Caring, Accountability, Respect** and **Excellence**

Organisational Values	Associated Behaviours
C - Caring	We will be person centered, show compassion and empathy
A - Accountability	We will be transparent, trustworthy and responsible for our actions
R – Respect	We will embrace and be considerate of the differences of all people
E - Excellence	We will be dedicated to every person, every time

## 1. POSITION DETAILS

Title	Registered Nurse Grade 2	Division	Clinical Services
Department	Nursing	Location	13 Burgoyne Street, KERANG VIC 3579
Enterprise Agreement (or its successor)	Nurses and Midwives		
Classification	RN LEVEL 2		
Immunisation Risk Category	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day		

Position Summary	As a clinical nurse your practice will lead to excellence in patient care. You understand the importance of establishing a relationship between the patient and yourself in order to achieve the best possible outcomes for your patients. You demonstrate the core nursing values of patient centred care, trust and respect in every interaction with patients, carers and colleagues. As nurse you are accountable for establishing and evaluating the patient's plan of
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	care in partnership with the patient, their carers and other members of the health care team. You are supported in your role as a clinical nurse by all other nursing positions	
Position Reports to	Direct	Nurse Unit Manager
	Professional	AHPRA
Number of Reports	Direct	n/a
	Indirect	n/a
Key Relationships	Internal	
	External	

## 2. SELECTION CRITERIA

Essential Requirements	<ul style="list-style-type: none"> <li>• Bachelor of Nursing</li> <li>• Current registration with AHPRA</li> <li>• Current and satisfactory Police Check</li> <li>• Current Influenza Immunisation status</li> <li>• Current COVID-19 Immunisation status</li> <li>• Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions</li> <li>• Patient-centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice, and self-management</li> <li>• Ability to work independently as well as consulting and collaborating with others to deliver outcomes</li> <li>• An awareness of own values and beliefs surrounding healthcare and an ability to identify and respect an alternative view</li> <li>• Be cognisant of limitations in own knowledge and seek appropriate resolution</li> <li>• Present oneself in a professional and respectful manner</li> <li>• Superior ability to communicate in both written and verbal forms</li> <li>• Excellent organisational and time management skills</li> </ul>
Desirable Requirements	<ul style="list-style-type: none"> <li>• Post graduate qualification in relevant Acute specialities</li> </ul>

## 3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
Core Tasks	<b>1. Assesses the health care needs of patients. Is responsible for formulating, implementing and evaluating a plan of care, in partnership with the patient.</b> <ul style="list-style-type: none"> <li>• Systematically assesses the patient, analyses data and identifies the patient's nursing needs.</li> <li>• Applying knowledge and skills, develops and documents a plan of care that reflects the identified needs of the patient.</li> <li>• Implements the plan of care by providing direct care to patients.</li> <li>• Evaluates and validates the effectiveness of nursing strategies towards meeting expected patient outcomes.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Involves the patient and carers in the plan of care.</li> <li>• Recognises changes in the patient's condition, takes necessary action and documents variation in the plan of care.</li> <li>• Accepts accountability for own actions and seeks guidance when a situation exceeds experience and/or knowledge.</li> <li>• Coordinates an effective discharge from hospital that reflects the needs of the patient and carers.</li> <li>• Develops, implements and evaluates teaching plans for patients and carers that meet their learning needs and facilitates informed decision-making.</li> </ul>
	<p>2. <b>Develops and maintains collaborative relationships with all disciplines.</b></p> <ul style="list-style-type: none"> <li>• Respects decisions and actions of other staff; collaborates with team members to achieve desired patient outcomes.</li> <li>• Contributes to interdisciplinary team meetings and ward rounds to facilitate patient care goals.</li> </ul> <p>3. <b>Supports and participates in evidence-based programs to evaluate and improve the quality of nursing care and patient outcomes.</b></p> <ul style="list-style-type: none"> <li>• Maintains current knowledge of clinical practice and research in nursing.</li> <li>• Actively participates in identifying areas of nursing practice where improvements can be made to the quality of nursing care.</li> <li>• Initiates, participates in and/or facilitates research in nursing.</li> </ul> <p>4. <b>Commits to ongoing professional development of self, other staff and the profession.</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.</li> <li>• Supports the development of others by acting as a resource to colleagues and participating in orientation and precepting of new staff.</li> <li>• Participates in continuing education activities, committees and professional groups.</li> </ul>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>• Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) Professional Standards: For further details see the following link: <a href="http://www.nursingmidwiferyboard.gov.au/Codes-GuidelinesStatements/Professional-standards.aspx">http://www.nursingmidwiferyboard.gov.au/Codes-GuidelinesStatements/Professional-standards.aspx</a></li> </ul>
<b>Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• To recommend/discuss any new resources, processes, or equipment that may be required to maintain and further develop effective programs or treatments with the relevant Executive Director.</li> <li>• To participate in Quality Improvement activities within the relevant department, team and organisation as required.</li> </ul>
<b>Infection Control</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Occupational Health and Safety</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> </ul>



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	<ul style="list-style-type: none"> <li>Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>Complete all Mandatory training requirements as identified and directed.</li> <li>Comply with the Occupational Health and Safety Act and all KDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Above and Below the Line Behaviour Modelling</b>	All staff are expected to comply with and support the Kerang District Health Above and Below the Line Behaviour model, focusing our behaviours on those that reflect our values; Caring, Accountability, Respect and Excellence.
<b>Performance Appraisal and Goal Setting</b>	A Performance Appraisal and Goal Setting will be conducted annually

Position Requirements	
A satisfactory National Police Check (no older than 3 months) must be provided prior to commencement at KDH)	Required
Evidence of professional registrations	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	N/A
Satisfactory Working with Children's Check	Required
Immunisation	Preferred
Annual Influenza Vaccination and Full Covid 19 Vaccination	Required
Undertake Pre-Employment Check as per KDH policy (This is mandatory prior to commencement and when required during employment	Required

Job Demands List		
Kerang District Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.		
Frequency Functions		
<b>I</b>	= Infrequent	Activity may be required very infrequently
<b>O</b>	= Occasional	Activity required occasionally, not necessarily all shifts
<b>F</b>	= Frequent	Activity required most shifts, up to 50% of the time



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<b>C</b>	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
<b>N/A</b>	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks		x			
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks			x		
Kneeling	Remaining in a kneeling position to perform tasks		x			
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying	x				
	Assisted lifting (mechanical, equipment, person assist)			x		
Working at heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment		x			
Reaching	Arms fully extended forward or raised above shoulder		x			
Crouching	Adopting a crouching posture to perform tasks		x			
Foot Movement	Use of leg and/or foot to operate machinery	x				
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding		x			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting	x				



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	clients, tractor, ride on mower, forklift, bus. Etc.					
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations		x			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	x				
Exposure to distressing situations	E.g. child abuse, delivering bad news, viewing extreme injuries, viewing deceased	x				
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures	x				
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x
Noise	Environmental/background noise necessitates people raising their voice to be heard					x
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE		x			
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials		x			
Radiation	Working with radiologic equipment					x

#### 4. STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED

- Key Performance Indicators
- Demonstrating organisational philosophy in all activities
- Compliance with organisational policy, procedures and practices
- Compliance with goals induction setting within the first six months of employment
- Compliance with position description and goals set at annual performance appraisal
- Contribution to the team and organisation
- Management, peer, client and community feedback.

#### 5. ACCEPTANCE AND AGREEMENT

All Kerang District Health team members must:

- Demonstrate and role model Kerang District Health values.
- Comply with all Kerang District Health Policies and Procedures.



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- Comply with the requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Kerang District Health's performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Comply with reasonable direction or duties as requested by their manager

Kerang District Health strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Kerang District Health has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Kerang District Health's Child Safe Policy.

Kerang District Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Kerang District Health is a smoke-free environment.

### ACCEPTANCE

*I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Kerang District Health reserves the right to modify position descriptions as required, and I will be consulted when this occurs.*

Position Incumbent	
Signed	
Print Name	
Date	

Director	
Signed:	
Print Name:	

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