POSITION DESCRIPTION - Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital

DATE REVISED: June 2019

POSITION: Under Graduate Assistant in Nursing (UGAIN)

AWARD/AGREEMENT: Nurses (Vic Public Sector) Multiple Business Agreement 2016-2020

CLASSIFICATION TITLE: Ruson Year 1-3 (YP12-14)

DEPARTMENT/UNIT: Nurse Bank and Pool

CLINICAL PROGRAM: Operations

DIVISION: Nursing

ACCOUNTABLE TO: Nurse Unit Manager

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.
POSITION SUMMARY

The role of the UGAIN is to provide support to the nursing team in the delivery of safe and quality patient centred care. The UGAIN is required to work under the direction and supervision of a registered nurse at all times, within their level of education and assessed competencies and also under clearly defined role parameters. The main objectives of this role are:

- To participate in delegated care delivery relating to patient activities of daily living, ensuring that the personal needs and comfort of patients is maintained
- To assist in providing a safe patient environment and additional supervision ensuring patient safety is maintained
- To enhance patient recovery by assisting with patient bed positioning, transfers, ambulation and other care activities as outlines in the UGAIN specific duty list within the care environment
- Within the confines of the UGAIN role, to provide general support to the Wards/Units, ensuring effective and efficient care delivery

KEY DUTIES AND RESPONSIBILITIES

Under the supervision of the Nurse Unit Manager and or/their Registered Nurse delegates, the UGAIN is expected to:

- Demonstrate a commitment to patient-centred care and to work aligned with the Alfred Health values
- Work within the UGAIN role and defined parameters as determined by the UGAIN position description and the specific UGAIN unit duty list
- Provide delegated aspects of patient care, working within a patient plan of care and the UGAIN duty List, including but not limited to:
  - assistance with personal hygiene and grooming needs
  - assistance with nutritional needs including assisting with setting patients up for meals and drinks and/or
  - assisting with feeding patients assessed by the registered nurse as appropriate for the UGAIN’s level of experience
  - assistance with mobility, transfers and positioning within the ward
  - assistance with elimination needs
- Accept accountability and responsibility for own actions, and ensure that work is within the capability and boundaries of the UGAIN at all times.
- Contribute to positive patient outcomes by ensuring all elements of delegated work is completed accurately and in accordance with Alfred Health policies and procedures
- Ensure patient privacy and dignity is maintained at all times
- Within their level of education and assessed competency, observation and reporting of patients at risk of harm to self / others
- Maintain a safe patient environment and report incidents promptly to the supervising Registered Nurse and other relevant member/s of the nursing team
- Assist with making beds and keeping the unit environment tidy
- Communicate effectively with patients, families and the interdisciplinary team
- Participate in documentation as relevant
- Ensure relevant infection control policies are adhered to at all times
- Assist to maintain stock levels of ward supplies
- Perform other duties within limits of training, skill and competence as outlined in the specific unit duty list to maximise flexibility and efficiency
- Accept responsibility to meet all organisational and clinical competencies within allotted timeframe
- Participate in regular ward/group meetings and/or education sessions as directed by the Nurse Manager
KEY CAPABILITIES:

Essential for Performance of the Position

- A commitment to Alfred Health values: Integrity, Accountability, Collaboration and Knowledge
- Ability to work collaboratively as part of an interdisciplinary team
- A willingness to contribute to quality patient care
- Good interpersonal skills, including an ability to communicate effectively with other staff, patients and families
- Demonstrated ability to follow instructions and complete tasks and activities as delegated by the supervising registered nurse within the required timeframe
- Be aware of limitations in knowledge and seek support from the supervising registered nurse wherever required
- Commitment to ongoing professional development
- Commitment to a professional work ethic
- Basic computer skills

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Ensure patient dignity and privacy is respected when assisting nurses to provide delegated aspects of care
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Recognise, report and record incidents promptly and concisely to the supervising registered nurse. Immediately escalate concerns regarding safety to the supervising registered nurse
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

COMMITMENT TO CHILD SAFETY

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.
QUALIFICATIONS/EXPERIENCE REQUIRED

- Certificate III in Health Services Assistance (Acute) or willingness to undertake additional units if required or equivalent training as part of a Bachelor of Nursing Degree
- Previous experience working in a healthcare setting – desirable but not essential

Position Description authorised by: Executive Director of Nursing, Alfred Health

Date: 1st August, 2019