POSITION DESCRIPTION – The Alfred

DATE REVISED: 8 April 2013
POSITION: Registered Nurse
AWARD/AGREEMENT: Nurses
CLASSIFICATION TITLE: Registered Nurse
DIVISION: Operations
REPORTS TO: Nurse Manager
OPERATIONALLY ACCOUNTABLE: Director of Nursing Workforce and Strategy, Alfred Health
PROFESSIONALLY ACCOUNTABLE: Director of Nursing

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 VALUES

Our staff are expected to demonstrate and uphold our values of:

- Integrity,
- Accountability,
- Collaboration and
- Knowledge.

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

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 the primary nurse you are accountable for establishing and evaluating the patient’s plan of care in partnership with the patient, their carers and other members of the health care team. In your role as an associate nurse you are responsible for facilitating your colleague’s plan of care for their primary patients. You are supported in your role as a clinical nurse by all other nursing positions.
KEY RESPONSIBILITIES

1. Assesses the health care needs of patients. Is responsible for formulating, implementing and evaluating a plan of care, in partnership with the patient.
   - Systematically assesses the patient, analyses data and identifies the patient’s nursing needs.
   - Applying knowledge and skills, develops and documents a plan of care that reflects the identified needs of the patient.
   - Implements the plan of care by providing direct care to patients.
   - Evaluates and validates the effectiveness of nursing strategies towards meeting expected patient outcomes.
   - Involves the patient and carers in the plan of care.
   - Recognises changes in the patient’s condition, takes necessary action and documents variation in the plan of care.
   - Accepts accountability for own actions and seeks guidance when a situation exceeds experience and/or knowledge.
   - Coordinates an effective discharge from hospital that reflects the needs of the patient and carers.
   - Develops, implements and evaluates teaching plans for patients and carers that meet their learning needs and facilitates informed decision-making.

2. Develops and maintains collaborative relationships with all disciplines.
   - Respects decisions and actions of other staff; collaborates with team members to achieve desired outcomes.
   - Contributes to multi-disciplinary team meetings and ward rounds to facilitate patient care goals.

3. Supports and participates in evidence-based programs to evaluate and improve the quality of nursing care and patient outcomes.
   - Maintains current knowledge of clinical practice and research in nursing.
   - Actively participates in identifying areas of nursing practice where improvements can be made to the quality of nursing care.
   - Initiates, participates in and/or facilitates research in nursing.

4. Commits to ongoing professional development of self, other staff and the profession.
   - Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.
   - Supports the development of others by acting as a resource to colleagues and participating in orientation and precepting new staff.
   - Participates in continuing education activities, committees and professional groups.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- 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.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF

- Provide junior staff, graduates and students with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- 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.

QUALIFICATIONS/EXPERIENCE REQUIRED

- Unrestricted registration as a Nurse, with AHPRA
- Significant and recent post graduate experience in acute nursing
- Experience and skills to work across a variety of nursing disciplines

Position Description authorised by: Director of Nursing Workforce and Strategy, Alfred Health

Date: April 2013