



	Registered Nurse
<b>Reports Operationally to:</b>	Team Coordinator North/South
<b>Reports Professionally to:</b>	Director of Nursing
<b>Supervises:</b>	Division 2 Registered Nurses, CCW's, Students
<b>Classification:</b>	Grade 3A
<b>Date:</b>	October 2005, Updated February 2011

**Qualifications:**

Division One Registered Nurse with the Victorian Nurses Board

**Key Skills: (Selection Criteria)**

- Advanced and current clinical knowledge and skills.
- Broad, substantial nursing experience
- Demonstrated advanced problem solving skills.
- Demonstrated understanding of collaborative practice.
- Demonstrated understanding of community nursing and the principles of primary health care.
- Demonstrated understanding of evidenced based care.
- Highly developed written and verbal communication skills.
- Ability to work as part of a team and independently.
- Ability to organize work in a systematic, timely and accurate manner.
- Basic computer skills including email and internet use and a willingness to learn and adopt new technologies in the workplace.

**Highly Desirable:**

- Fluency in a second language (desirable) *(Please state language/s)*

**Mandatory Requirements:**

- Current Victorian Drivers License and Demerit Point Statement.
- Police check.
- Working with Children Check (clinical staff only).
- Immunisation status (clinical staff only).

**Primary Objectives:**

As the leading provider in comprehensive and responsive primary health care, BDNH promotes, enhances and continually works towards restoring wellbeing and independence through the delivery of innovative, flexible and responsive specialised home based primary care which supports people in the Ballarat Region to achieve optimal health. The Registered Nurse aids this by:

- To work within the organizations philosophy, goals, mission statement and policies to deliver quality nursing care in the community.



#### **Nursing Practice:**

- To assess, plan, implement and evaluate nursing care for an assigned caseload of clients.
- To provide skilled nursing care within the organisations guidelines and EQUiP Quality Framework.
- To encourage and assist client's and families to achieve their optimal levels of functioning, independence and self care through care planning.
- To provide timely and appropriate health education to clients and carers in an agreed manner.
- To provide advanced clinical care such as IV antibiotics, care of PIC lines, catheter management, stomas.
- To actively engage in Health Promotion.
- Contribute to BDNH as a Centre of Excellence providing best practice and evidenced based care.

#### **Communication/Liaison:**

- To establish and maintain effective liaison and working relationships with other service providers as appropriate.
- To act as a resource and advocate for client's and families as required.
- To participate, contribute and communicate effectively as a team member at team meetings and other forums.
- To accurately document and record all required client care information.
- Collaborate with the specialty areas in Podiatry, Assessment, Diabetes, Wound Care and Stomal Therapy to deliver optimal care to the clients.
- Promote BDNH services at every opportunity and as an employer of choice.

#### **Occupational, Health & Safety:**

- Assist in the maintenance of a clean and safe environment for staff and other stakeholders to minimize risks and ensure legal obligations are met.
- Comply with the provisions of the *Occupational Health and Safety Act 2004* and it's associated regulations by taking all reasonable precautions to ensure the health and safety of self and others.
- Ensure safe practices and report any accidents/incidents or potential hazards in accordance with Ballarat District Nursing and Healthcare's policies and procedures.
- To be responsible for personal adherence to Standard Precautions relating to Infection Control.

#### **Quality and Risk Management:**

- Participate in, contribute to and implement quality improvement and risk management at Ballarat District Nursing and Healthcare. Actively support Ballarat District Nursing and Healthcare accreditation program.

#### **Building Organizational Capacity and Improving Operational Support:**

- Actively participate in an agreed portfolio/s relevant to your position.
- Demonstrate competency in the use of evolving and introduced technology.



- Work within the organizational goals, values and aims of the Strategic Plan.
- Actively supports Division 2 RNs
- Supervise students on placement.
- Mentor new staff members.

**Professional Development:**

- Proactively continue personal professional development by a combination of literature review and attendance at appropriate in-services and seminars.
- Utilizes the Clinicians Health Channel to ensure practice is current and evidenced based.
- Proactively maintains clinical competencies.
- Follow BDNH professional development process including portfolio development.
- Participate in your own career development and promotes BDNH as a community nursing career pathway.
- Participate in new technology development in the community setting.
- Ensure a good balance between professional and private life.

**Performance Management:**

- Your orientation will be the first step in the Performance Appraisal process. You will then have a three month review as part of your probation and then progress to your yearly Individual Performance Management Plan. Your Team Coordinator will assist you to develop an Individual Performance Plan in line with the BDNH Performance Framework.
- All staff are expected to comply with BDNH Priority practices and Behaviours.

**Mission and Values:**

- Capacity to understand and willingness to support and promote the Mission and Values of Ballarat District Nursing and Healthcare.
- Work in accordance with the Ethical Standards of Ballarat District Nursing and Healthcare.

**Confidentiality:**

- Maintain confidentiality of all information in accordance with your contract of employment.

**Policy and Procedures:**

- Understand and practice the Ballarat District Nursing and Healthcare Policies and Procedures.
- Although you may be allocated to a specific work area to maintain optimal continuity of care Management reserves the right to direct you to work in other locations as the need arises and to promote flexibility in the workplace.

**Equal Employment Opportunity:**

- Understand and participate in promoting Equal Opportunity Legislation.



Ballarat  
District Nursing  
& Healthcare

**Registered Nurse**  
Grade 3A

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Approved by CEO

Date

I acknowledge and agree that the above position description is a true and accurate description of my current role.

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Signature of Staff Member

Date