



## DUTY STATEMENT

### Position details

<b>Local Title</b>					
<b>Classification</b>	<b>Registered Nurse Level 2</b>				
<b>Department/ Ward</b>	<b>Various</b>				
<b>Position number(s)</b>	Various	<b>Type</b>		<b>Fortnightly hours</b>	<b>76hrs</b>
		<b>Ins. No.</b>		<b>Cost Centre</b>	

### Reporting details

<b>Supervises</b>		<b>Supervisor</b>	Clinical Nurse Consultant
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### Duties

<p><b>Calvary Health Care ACT expects that you will have:</b></p>	<ul style="list-style-type: none"> <li>• A knowledge, understanding and commitment to the principles and practices of:             <ol style="list-style-type: none"> <li>1. risk management in accordance with Calvary Health Care ACT Integrated Risk Management Strategy;</li> <li>2. clinical and corporate governance;</li> <li>3. patient and staff safety,</li> <li>4. customer service,</li> <li>5. workplace equity, and</li> <li>6. injury prevention,</li> </ol> <p style="margin-left: 40px;">and a demonstrated ability to apply them in the workplace.</p> </li> <li>• Well developed supervisory skills, with ability in team building and the management of organisational resources.</li> <li>• Liaison, oral communication and negotiation skills of a high order. In particular, an ability to develop and maintain rapport with clients and the ability to work as a part of a multi-disciplinary team.</li> <li>• A demonstrated understanding of the philosophical direction of the organisation.</li> <li>• A demonstrated ability to set priorities and meet deadlines</li> </ul>
<p><b>Calvary Health Care ACT expects that you will be accountable for:</b></p>	<ul style="list-style-type: none"> <li>• Take responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to the Unit/Departments work practices.</li> <li>• Demonstrate the principles of work place equity, safety and injury prevention in own work practices and interactions with patients, visitors, contractors and other Calvary employees and clients.</li> <li>• Demonstrate the principles of quality review and management in all aspects of business planning, management and operations within the Unit/Department.</li> <li>• Be accountable for ensuring risks are managed appropriately through action plans. Assist with the establishment of the Unit/Department's risk profile; developing risk management action plans; monitoring; evaluation and reporting of outcomes.</li> </ul>

**Specific for this position in priority order**

1. Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.
2. Be responsible for providing direct guidance to a delegated number of new and/or less experienced staff to achieve and agreed standard of care by:
  - Planning and co-ordinating the continuum of care
  - Assisting in the orientation, education and preceptorship of staff and students
  - Acting a team leader or CNC as required.
3. Act as a professional role model and resource person, providing guidance and leadership in provision of patient care. Liaise within the multi-disciplinary care team, actively participating in identifying and communicating patient needs at all points of the care continuum.
4. Provide patient information and education throughout the continuum of care to patients and their families.
5. Undertake unit clinical research, quality improvement and procedure development.
6. Use computerised patient information and other PC based systems to obtain patient and other general information.
7. Take responsibility for own continuing professional development, competency assessment and appraisal.
8. Demonstrate Calvary's values in daily work practices

## Selection Criteria

Position	Registered Nurse Level 2
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Registered as a General Nurse with the ACT Nurses Board.</li> <li>• Registered as a Midwife with the ACT Nurses Board (for positions in Maternity) Current drivers licence for positions in Midcall and HIH.</li> </ul>
<b>You will be selected for the role based on:</b>	<ul style="list-style-type: none"> <li>• Extensive demonstrated competence in utilising the nursing process in the provision of advanced nursing practice in the relevant clinical area</li> <li>• Demonstrated ability to lead and precept other staff.</li> <li>• Demonstrated commitment to professional development.</li> <li>• Computer literacy.</li> <li>• Holds or is working towards relevant qualifications.</li> </ul>

Approved Service Director:

Sue Hogan

/ /2007

Approved HR Department

Janet Fuller

/ /2007