



DUTY STATEMENT

Position Details

Local Title	New Graduate - Private Hospital				
Classification	Registered Nurse Level 1				
Department/ Ward	Clinical Services				
Position number(s)	Various	Type	Various	Fortnightly hours	Various
		Ins. No.		Cost Centre	Various

Reporting Details

Supervises	Enrolled Nurse Nursing Student	Supervisor	Clinical Managers Educator
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Selection Criteria

Mandatory	<ul style="list-style-type: none"> ▪ Registered as a General Nurse with the ACT Nurses Board.
You will be selected and assessed in this role based on:	<ul style="list-style-type: none"> ▪ Demonstrated understanding of and ability in utilising the nursing process in the provision of an excellent standard of nursing care. ▪ Effective interpersonal communication skills within a multidisciplinary team and the ability to liaise effectively with patients, their families and members of the community. ▪ Ability to work independently or as a member of a team. ▪ Ability and agreement to consistently work in a manner that is consistent with the Calvary Health Care ACT Values and Code of Conduct. ▪ Agreement to consistently working within the Calvary Health Care ACT Medico Moral principles.

Duties and Responsibilities of the Position

Calvary Health Care ACT expects that you will have:	<ul style="list-style-type: none"> ▪ A knowledge, understanding and commitment to the principles and practices of: <ol style="list-style-type: none"> 1. Risk management in accordance with Calvary Health Care ACT Integrated Risk Management Strategy; 2. Clinical governance; and safety, 3. Safe and high quality customer service; 4. Workplace equity, and 5. Injury prevention and a demonstrated ability to apply them in the workplace. ▪ Developing supervisory skills, with a focus on team building and the management of organisational resources. ▪ Ability to demonstrate clinical competence in the delivery of patient centered care within scope of practice and at the professional standard (ANMC) expected of a Registered Nurse Level 1, Year 1. ▪ Developing liaison, oral communication and negotiation skills from the level of a beginning clinician to an effective member of the multidisciplinary team. In particular, an ability to develop and maintain rapport with patients, visitors and staff, and the ability to work as a part of a multi-disciplinary team. ▪ A demonstrated understanding of the philosophical direction of the organisation. ▪ A demonstrated ability to set priorities and meet deadlines
Calvary Health Care ACT expects that you will be accountable for:	<ul style="list-style-type: none"> ▪ Taking responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to the Unit/Departments work practices. ▪ Demonstrating the principles of work place equity, safety and injury prevention in own work practices and interactions with patients, visitors, contractors and other Calvary private employees and clients. ▪ Demonstrating the principles of quality review and management in all aspects of

	business planning, management and operations within the Unit/Department.
Specific function for this position, in priority order:	<ul style="list-style-type: none"> ▪ Proactively seek assistance from appropriate members of the health care team eg Clinical Managers and Clinical Educator ▪ Provide direct patient care, utilising the nursing process while working within the prescribed legislation. ▪ Provide direction, support and education for Enrolled Nurses, students and other staff members as appropriate. ▪ Access and utilise Information Technology (IT) resources in the provision of patient care. ▪ Take responsibility for own continuing professional development, mandatory/essential training and competency assessment as per organisational and Graduate Program requirements.

Key Performance Indicators (KPI)

The following criteria are considered integral to the position of Graduate Registered Nurse at Calvary Health Care ACT. Each criterion is measured by related key performance indicators (KPI).

It will be necessary for the Graduate Registered Nurse, at the time of their regular professional performance reviews, to be able to demonstrate an understanding of the concepts / duties / responsibilities of their role.

Demonstration of the key performance indicators (KPI) may be in the form of discussion with the Clinical Managers

- Adherence to the Duty Statement and, hence, scope of practice.
- Completion of all learning contracts and professional appraisals in line with timeframes set out by the Graduate Coordinator
- Demonstrated clinical competence against the Australian Nursing & Midwifery Council Competency Standards for the Registered Nurse
- Attendance at scheduled graduate study days and at least 80% of weekly graduate education sessions.
- Compliance with Calvary Health Care ACT mandatory/essential training requirements.

Calvary Health Care ACT expects that you will be able to demonstrate competence and professional growth over the period of the Graduate Nurse Program in the following areas of responsibility (KPI Criteria):	
Patient Care	<ul style="list-style-type: none"> ▪ Provide high quality care that is aligned with the LCM Mission and Values, is patient focussed and meets policies, procedures and objectives of the individual Ward/Unit and Calvary Health Care ACT. ▪ Provide individualised and innovative nursing care according to patients needs. ▪ Act as advocate to establish and maintain patients' autonomy. ▪ Demonstrate a Primary Health Care approach by being actively involved in the education of patients regarding treatment, ongoing care and health promotion. ▪ Ensure accurate, contemporaneous and progressive documentation of Medical Records.
Communication	<ul style="list-style-type: none"> ▪ Demonstrate open and effective communication with patients, relatives, visitors and the health care team through clear, concise and timely verbal communication; and legible, progressive and effective written and electronic documentation. ▪ Support and interact effectively with all members of the health care team to maintain cohesion and achieve desired patient care outcomes and team goals.
Education	<ul style="list-style-type: none"> ▪ Demonstrate commitment to personal development and ongoing education, continual

	<p>and effective communication with Preceptor, Educator and Clinical Managers regarding learning and development needs.</p> <ul style="list-style-type: none"> ▪ Demonstrate regular and appropriate use of eLearning modules, attendance at educational opportunities and compliance with compulsory sessions relevant to the Graduate Program. ▪ Participate in orientation of new staff to facilitate integration into the health care team. ▪ Initiate appropriate, relevant, rewarding and practical experiences for nursing students and others in training. ▪ Maintain a supportive approach to colleagues to encourage professional development and growth. ▪ Encourage the identification and participation of potential research projects.
Professional Issues	<ul style="list-style-type: none"> ▪ Be aware of and comply with current nursing best practice standards and ethical and legal issues related to the delivery of health care. ▪ Nursing Registration must be maintained and evidence of current registration presented to your Clinical Manager annually. ▪ Standard of dress must be in accordance with the approved hospital uniform, as set out in the CHCA Uniform Policy.

Approved by Service Director: Director of Clinical Services **Approval Date:**
Signature: _____

Approved by **Approval Date:**
Signature: _____

[To be completed for new employees & at each Professional Development revision. To be stored on the employee's personnel file]

I acknowledge that I have received a copy of this Position Description and agree to act in accordance with this Duty Statement.

Graduate RN Name: _____ **Employee ID Number:** _____

Graduate RN Signature: _____ **Date:** _____