



## DUTY STATEMENT

### Position details

<b>Local Title</b>					
<b>Classification</b>	Registered Nurse Level 1				
<b>Department/ Ward</b>	Nursing Services (Private Division)				
<b>Position number(s)</b>	Various	<b>Type</b>	Various	<b>Fortnightly hours</b>	various
		<b>Ins. No.</b>		<b>Cost Centre</b>	

### Reporting details

<b>Supervises</b>	Enrolled Nurses, Students	<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>

<b>Specific functions in priority order:</b>	<ol style="list-style-type: none"><li>1. Provide direct patient care of varying complexity, utilising the nursing process and incorporating a risk assessment approach while working within the prescribed legislation.</li><li>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:<ul style="list-style-type: none"><li>• Planning and co-ordinating the continuum of care</li><li>• Assisting in the orientation, education and preceptorship of staff and students</li></ul></li><li>3. Liaise within the multi-disciplinary care team, actively participating in identifying and communicating patient needs at all points of the care continuum.</li><li>4. Provide patient information and education throughout the continuum of care to patients and their families.</li><li>5. Use computerised patient information and other PC based systems to obtain patient and other general information.</li><li>6. Take responsibility for own continuing professional development, competency assessment and appraisal.</li><li>7. Demonstrate Calvary's values in daily work practices</li></ol>
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## Selection Criteria

Position	Registered Nurse Level 1
<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 HITH.</li> </ul>
<b>You will be selected for the role based on:</b>	<ul style="list-style-type: none"> <li>• Demonstrated competence in utilising the nursing process in the provision of advanced nursing practice in the relevant clinical area</li> <li>• A knowledge, understanding and commitment to the principles and practices of workplace equity, injury prevention and infection control and a demonstrated ability to apply them in the workplace.</li> <li>• Demonstrated interpersonal communication skills within the multidisciplinary team and the ability to liaise effectively with patients, their families and the wider community.</li> <li>• Demonstrated commitment to professional development for self.</li> <li>• Computer literacy relevant to the role and functions.</li> </ul>

Approved Service Director:

Sue Mckee

11/04/2007

Approved HR Department

Janet Fuller

11/04/2007