

Position Description

Position Title:	Registered Nurse – Grade 2 (Graduate Nurse)
Service:	Nursing Services
Location:	The Royal Melbourne Hospital – All Campuses
Reports to:	Nurse Unit Manager, Graduate Nurse Program Coordinator
Enterprise Agreement:	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Classification:	Grade 2 Year 1 (YP2)
Immunisation Risk Category	A
Date of Review:	2020

Melbourne Health is one of Victoria’s largest public health services, employing approximately 9000 staff and managing over 1,400 beds. We provide comprehensive acute, sub-acute, general, specialist medical and mental health services through both inpatient and community based facilities through the following services: The Royal Melbourne Hospital – City Campus, The Royal Melbourne Hospital – Royal Park Campus, North Western Mental Health, and The Doherty Institute for Infection and Immunity. We provide one of the two adult major trauma services to the state of Victoria.

Melbourne Health provides services to the culturally diverse communities of northern and western metropolitan Melbourne, as well as providing general and specialist services to regional and rural Victorians as a tertiary referral service. All Melbourne Health services provide person-centred care. This ensures that the care received is timely, patients and family/carers are treated with respect, and that effective communication occurs with patients and family/carers about all aspects of care.

MELBOURNE HEALTH’S VISION

To be first in Care, Research and Learning.

MELBOURNE HEALTH’S VALUES

- **Caring** – We treat everyone with kindness and compassion
 - **Excellence** – We are committed to learning and innovation
 - **Integrity** – We are open, honest and fair
 - **Respect** – We treat everyone with respect and dignity at all times
 - **Unity** – We work together for the benefit of all
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OUR PRIORITIES

Melbourne Health Strategic Plan 2015-2020 – Transforming Health is our plan for the future – one which we are committed to achieving together.

This position contributes to the achievement of the three Strategic Priorities, articulated in the plan:

1. First in Care
 2. Workforce and Culture
 3. Sustainability
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Position Summary: Registered Nurse – Grade 2 (Graduate Nurse)

The Graduate Nurse Program (GNP) is designed to support graduate nurses in the clinical area and to provide opportunities for consolidation of theory and refinement of clinical skills. The program consists of clinical and theoretical components which include those areas defined as major practice requirements for beginning practitioners at Melbourne Health.

As a Graduate Registered Nurse, you are a vital member of the multidisciplinary health care team who strive to deliver excellent care to patients and their families. You understand the importance of providing nursing care which focuses on the best possible outcomes for your patients. Your interactions with patients, relatives and colleagues are guided by the organisation's values of patient centred care, trust and respect in an environment which continuously identifies opportunities for improving the quality of patient care.

Key Accountabilities

- Provide high quality standards of patient care. This includes the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team.
 - Recognise the Registered Nurse responsibilities for delegation of nursing care.
 - Meet expectations of the Graduate Nursing Program by developing and consolidating nursing competence in accordance with the requirements of the Graduate Nursing Program.
 - Accept accountability for own actions and seek guidance if situations exceed the scope of practice of a Registered Nurse.
 - Perform nursing interventions and procedures in accordance with Melbourne Health policy and procedures.
 - Liaise with the multi-disciplinary health care team to achieve the desired patient outcomes.
 - As a team member, support all staff within the clinical area allocated
 - Assume responsibility and accountability for any delegated activities to an Enrolled Nurse. The Registered Nurse will also demonstrate an understanding of the Scope of Practice of the Enrolled nurse when delegating and allocating nursing activities.
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Key Relationships

Internal:

- Nurse Unit Manager
 - Nursing staff
 - Multidisciplinary team
 - Administrative and support staff
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- Clinical Nurse Educators
- Nursing Education Coordinators
- Director Simulation Education and Nursing Education
- Simulation Educators

External:

- Patients, families and carers

Key Selection Criteria

- Formal Qualifications:
 - Successful completion of a Bachelor of Nursing or entry to practice Masters program
 - Registration as a Registered Nurse with the Nursing And Midwifery Board of Australia upon commencement of the Graduate Nurse Program

- Essential:
 - Demonstrated provision of high quality patient care
 - Demonstrated assessment, clinical reasoning, problem solving, organisational and prioritisation skills
 - High motivation and willingness to learn
 - Good communication and interpersonal skills
 - High level of reliability and professional conduct
 - Eligible to participate in PMCV Computer Match (full working rights in Australia)

Required Capabilities

The Capability Development Framework applies to all Melbourne Health employees and describes the capabilities that are needed to meet our strategic goals.

Below is the full list of capabilities and the level required for the position. The capabilities in bold are considered those that the incumbent should demonstrate ability on appointment.

Capability Name	Attainment Level
Organisational savvy	Foundation
Communicating effectively	Foundation
Building relationships	Foundation
Patient and Consumer care	Foundation
Working safely	Foundation
Utilising resources effectively	Foundation
Innovation, continuous improvement and patient safety	Foundation
Adaptability and resilience	Foundation
Integrity and ethics	Foundation
Delivering results	Foundation
Analysis and judgement	Foundation
Developing and managing skills and knowledge	Foundation

Melbourne Health Generic Key Performance Indicators

All staff at Melbourne Health are measured through successful:

- Demonstration of Melbourne Health values, being a role model for living the values;
 - Successful completion of required mandatory training activities, including training related to the National Standards ;
 - Participation in the development and implementation of the annual Melbourne Health and portfolio specific business planning process (if required);
 - Ability to operate within allocated budget (if required);
 - Achievement of Melbourne Health and portfolio specific KPI targets as they apply to your area of responsibility;
 - Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure all your direct reports have an individual development and work plan including an annual review;
 - Ability to take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
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Clinical Governance Framework

Employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling your roles and responsibilities as outlined in the Clinical Governance Framework
- Acting in accordance with all safety, quality and improvement policies and procedures
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation
- Working in partnership with consumers/patients and where applicable their carers and families
- Complying with all relevant standards and legislative requirements
- Complying with all clinical and/or competency standards and requirements, ensuring you operate within your scope of practice and seek help when needed.

Work Environment

Health Safety and Wellbeing Responsibilities

Melbourne Health endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else that could be affected by their actions;
- Speak up for safety – the safety of patients, consumers, colleagues and visitors;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Melbourne Health in any action it considers necessary to maintain a working environment which is safe and without risk to health.

General

Melbourne Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.

Melbourne Health is a smoke free environment.

Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that Melbourne Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (*please print*)

