

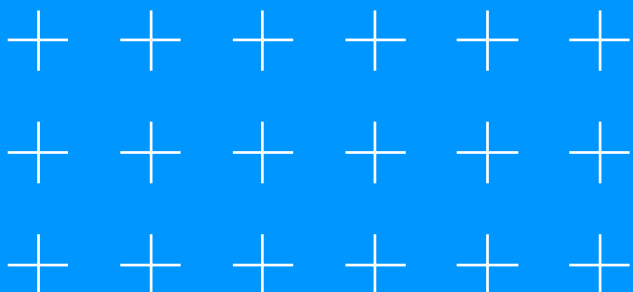


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Registered Nurse



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



KEY ACCOUNTABILITIES

- Perform nursing interventions and procedures in accordance with The Royal Melbourne Hospital policy and procedures
- Recognise and manage risk, ensure that actions are taken to prevent and minimise harm to consumers and the healthcare workforce
- Participate and cooperate in consultative process to improve the health, safety and wellbeing of staff
- Ensure adherence to organisational standards and mandatory requirements including but not limited to Infection Control, Hand Hygiene, Medication Safety, Basic Life Support, Blood Management, Manual Handling, Risk management and Occupational health and safety
- Ensure consumer complaints are escalated to the ANUM and NUM
- Adhere to legislation pertaining to privacy, confidentiality and the handling of personal information, in particular with regards to the Electronic Medical Record (EMR)
- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Be aware of limitations in own knowledge and seek appropriate training as required
- Use evidence-based practice to develop and implement management plans
- Contribute to the development of timely and effective discharge planning and provide appropriate patient education and referrals to appropriate community services
- Initiate, participate in and/or facilitate nursing research
- Demonstrate a commitment to ongoing professional development and achievement of the ward/unit and organisation key performance indicators
- Participate in continuing education sessions, committees, special projects and relevant professional groups
- Accepts responsibility for Continuing Professional Development (CPD) and actively keeps a
- CPD portfolio as required by the Nursing and Midwifery Board of Australia
- Promote a friendly, respectful and supportive environment within the department and organisation
- Participate in staff meetings and forums
- Ensure the values of the organisation are understood and integrated into daily practice
- Actively participate in annual performance review
- Demonstrate commitment to organisational change
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.



KEY RELATIONSHIPS

Internal

- Nurse Unit Manager
- Associate Nurse Unit Managers
- Clinical Nurse Educators
- Medical Units
- Multidisciplinary Team

External

- External health care providers
- Community health care providers
- Consumers
- Families of consumers
- Carers of consumers

KEY SELECTION CRITERIA

- Formal Qualifications:
- Registered Nurses:
 - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
 - Essential:
 - Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Demonstrated ability to practise collaboratively as part of a multidisciplinary health care team
 - Demonstrated provision of high-quality patient care
 - Developed assessment, clinical reasoning, problem solving and prioritisation skills
 - High motivation and willingness to learn
 - Mandatory Working with Children's Check and Police Check and Immunisation Assessment
 - Excellent communication and interpersonal skills
 - High level of reliability and professional conduct
 - Desirable:
- Experience in General, Plastic, Head and Neck, OMFS Surgery

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.



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- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
 - Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
 - Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
 - Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.
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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 The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

/ /

Date
