

POSITION SPECIFICATION

POSITION TITLE: Registered Nurse

Classification: Registered Nurse, Level 1

Award: Nurses (Government Subsidised Employers) Award 1990

Division/Department: Organisational position

Date of last revision: December 2002

Verified by Human Resources

Director HR / /

Signed by:
(individual Level 1 employee)

Employee / /

Endorsed by:

Supervisor / /

Approved by:

Executive Director
Nursing & Client Services / /

1. ACCOUNTABILITY STATEMENT

(Summary of the broad purpose of the position in relation to strategic goals)

The role of the Registered Nurse fulfils two principal areas of responsibility:

1.1 Customer/Client Service

- To improve clients' health outcomes by safely providing quality nursing care in a defined geographic area (as delegated by regional management). This is done by integrating RDNS' work practices, information technology and managing hazards within the parameters of the position.

1.2 Team Membership

- To act as an effective team member by:
 - organising own caseload efficiently and resolving clinical issues within the parameters of the position.
 - communicating relevant and timely information to the Team Leader and CNCs regarding complex client care and safety issues.

The Registered Nurse position is generally the role from which staff are promoted to Level 2 nursing positions (clinical and research). This position may facilitate career progression of Level 1 nursing staff. The job specification includes organisational commitments to offer appropriate experience opportunities and relevant ongoing education. Inherent in the role is the ability for Level 1 Nurses to act into Level 2 positions to achieve these objectives.

2. REPORTING/ORGANISATIONAL RELATIONSHIPS

- This reports to a designated Team Leader
- The Registered Nurse works closely within a team of registered and enrolled nurses with support, advice and guidance provided by a designated Team Leader to achieve the outcomes of the position.

3. KEY RESULT AREAS (KRAs)

(Identify the significant services or work, which are the key outputs of the position - approx. 6 KRAs)

3.1 CUSTOMER/CLIENT SERVICES

KEY RESULT AREAS (Outputs of the job, why is it done?)	MAJOR ACTIVITIES (What is done and how?)	OUTCOME MEASUREMENT (How will quantity, quality, timeliness or cost be measured?)
A. COMMUNITY NURSING SERVICE DELIVERY	<ol style="list-style-type: none"> 1. Implement quality nursing care in collaboration with clients/carers and allied health professionals. 2. Effectively manage a specific client caseload within a defined geographic area including: 3. Encourage and facilitate open two-way communication with all parties involved in the client care. 4. Nursing documentation is appropriately completed . 5. Assess and individually record client caseload information to accurately project workloads. 6. Utilise supplies, equipment and fleet vehicles according to organisational directives and principles of cost effectiveness. 	<ol style="list-style-type: none"> 1. Absence of substantiated client complaints. 2. Team Leader confirms that a review (by round rotation) of the specific nursing case load demonstrates quality nursing is provided to clients. 3.1 Care plans indicate good communication. 3.2 Absence of complaints relating to appointment times. 3.3 Evidence exists from divisional management, clerical staff or referral agencies of prompt response to communication. 4.1 Documentation is completed in an accurate, legal and timely manner to reflect the nursing actions implemented from admission to discharge. 4.2 Outcomes confirm effective quality nursing practice. 5. Daily worksheets compare favourably with projected figures. 6. Appropriate use of resources is confirmed.
B. PROFESSIONAL DEVELOPMENT	<ol style="list-style-type: none"> 1. Participate in research trials and regional projects (eg quality improvement, equipment/nursing supplies trials etc) as delegated. 2. Attend in-service education, occupational health and safety workshops, external conferences or seminars offered or supported by the organisation. 3. Participate in assessment and continuous improvement of professional and personal development. 	<ol style="list-style-type: none"> 1. Evidence exists of active involvement in education, workshops, in-service sessions, research and trials. 2. All mandatory education and other professional development sessions are attended. 3. Annual performance appraisals are completed as scheduled in conjunction with the appropriate Team Leader.

3.2 TEAM MEMBERSHIP

KEY RESULT AREAS (Outputs of the job, why is it done?)	MAJOR ACTIVITIES (What is done and how?)	OUTCOME MEASUREMENT (How will quantity, quality, timeliness or cost be measured?)
C. NURSING TEAM EFFECTIVENESS	<ol style="list-style-type: none"> 1. Act as a clinical resource within the team where appropriate including support to Enrolled Nurses and new staff. 2. Orientates new team members as requested. 3. Identify to relevant Team Leader own individual strengths or skill gaps to facilitate professional development. 4. Participates in weekend collation as requested. 5. Participates in discussions regarding effective and equitable rotation of team members through the different rounds in the team. 	<ol style="list-style-type: none"> 1. Only complex or unresolved clinical issues are referred initially to the Team Leader or to the CNC. 2. Positive feedback received at expiration of probationary period that all appropriate information and instruction was provided by the Registered Nurse. 3. Skill gaps are identified and referred to the Team Leader. 4. Collation completed within the required timeframe. 5. Continuity of client care is maintained.
D. NEW BUSINESS INITIATIVES	<ol style="list-style-type: none"> 1. Actively participate in the implementation of new business or project opportunities introduced into the region. 2. Assist with absorbing client rounds whenever possible without placing excessive workload pressures on other team members and taking continuity of care into consideration. 	<ol style="list-style-type: none"> 1. Co-operation with the introduction of new ventures or projects is evident. 2. Team Leader and Level 3 staff confirm that the Team Member has co-operated to absorb client rounds in order to facilitate effective regional budget management.
E. NURSING DATA RECORDING	<ol style="list-style-type: none"> 1. Responsible for accurately updating callsheets and other data collection tools. 2. Remain conversant with updates, coding information and participates in developments of the Client Visit Management System. 	<ol style="list-style-type: none"> 1. Accuracy of data and coding occurs. 2. Team members willingly accept their involvement in new enhancements of the nursing data recording system.
F. LEGISLATION AND RDNS POLICY COMPLIANCE	<ol style="list-style-type: none"> 1. Practices effectively within all relevant legislative and policy requirements of the SA Department of Human Services, the Nurses Board of SA, Nursing Ethics and Code of Conduct and any other legislation covering nursing practice as they apply to the RDNS work environment. 2. Operates within the parameters of organisational policies, procedures and work instructions as promulgated (or amended). 	<ol style="list-style-type: none"> 1. Evidence is available which confirms knowledge of and compliance with all relevant legislative requirements. 2. Evidence is available which confirms knowledge of and compliance with all relevant internal policy requirements.
G. MANUAL HANDLING	<ol style="list-style-type: none"> 1. Performs manual handling tasks after effective assessment and utilisation of Manutention principles. 2. Liaise with Team Leader initially or CNC Generalists to resolve more serious or complex manual handling hazards. 	<ol style="list-style-type: none"> 1.1 Team Member has attended appropriate Manutention training (as agreed by the Regional Director). 1.2 All manual handling hazards are identified, the risk assessed and, where possible, resolved by the nurse at the source. 2. Complex hazards are referred appropriately.

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H. EMPLOYEE SAFETY AND REHABILITATION (ESR)	<ol style="list-style-type: none"> 1. Ensures own health and safety and does not adversely affect the health and safety of any other person. 2. Complies with ESR Systems, policies and procedures. 3. Complies with requirements for Injury Management and/or Rehabilitation (if required). 	<ol style="list-style-type: none"> 1.1 Attends safety training. 1.2 Aware of and applies Hazard / Incident reporting procedures. 1.3 Undertakes appropriate risk assessments and actions issues as necessary. 2.1 Knowledge of ESR Procedures and Safe Work Instructions. 2.2 Actively participates in ESR consultation processes. 3. If a work-related injury or illness is suffered, complies with all relevant requirements.

4. KEY SELECTION CRITERIA

- 1 Registration with the Nurses Board of South Australia - **essential**.
- 2 Holds a current unencumbered South Australian driver's licence - **essential**
- 3 Demonstrated communication and negotiation skills.
- 4 Possesses sound time management, priority setting and problem solving skills.
- 5 Actively embraces innovation and readily accommodates change.
- 6 Collaborates successfully with other members of the health care team to ensure appropriate decision making in health care delivery to ensure quality outcomes for clients.
- 7 Willing to continue to self educate eg work toward a Bachelor of Nursing Degree or displays a commitment to ongoing education and professional development.