

Company	Type of Document <b>AU Policy/Procedure</b>		Page <b>1(6)</b>
Document Name <b>Job Description – Registered Nurse Division 1</b>	Doc. Number AU HR 2011.16	Doc. Version 001	
Produced by S. Mitrovich	Implementation date 01 Oct 2014	Review Date: 01 Oct 2016	
Approved by S. Pearce	Approved by K. Salt		
Application Registered Nurse			

**POSITION:** Registered Nurse Division 1

**DEPARTMENT:** Dialysis Clinic

**REPORTS TO:** Clinic Manager or Designee

**INDIRECTLY REPORTS TO:** Operations Manager

**DIRECT REPORTS:** Nil

**INDIRECT REPORTS:** Registered Nurse Division 2; Clinic support staff

**TERMS & CONDITIONS:** In accordance with the Terms and Conditions of employment contract

**APPRAISAL:** Three (3) months after commencement of employment, annually thereafter.

**ESSENTIAL CRITERIA:**

- Current registration as a Registered Nurse Division 1 with the Australian Health Practitioner Regulation Agency (AHPRA), with no conditions or restrictions on registration which are a result of unsafe practice
- Twelve months' experience as a Registered Nurse preferred, however new graduate nurses will be considered
- Demonstrated high level written and verbal communication skills, including the ability to identify key messages, issues and concerns when communicating with others
- Demonstrated ability to work as part of a multi-disciplinary team
- Demonstrated understanding of the application of professional and ethical boundaries when dealing with patients
- Knowledge and understanding of risk management, safety and quality principles within the context of the role of the Registered Nurse Division 1
- Has undertaken and continues to engage in professional development to further advance their management and/or clinical leadership competencies
- Basic computer skills, including email and word processing
- Clear Criminal History record. Criminal History check not more than 3 months' old.

- Australian citizen or permanent resident. Employment of a temporary visa holder may only occur if no suitable permanent resident or citizen of Australia has been identified for this position following suitable labour market testing.

**DESIRABLE CRITERIA:**

- Demonstrated experience in the delivery of dialysis therapies, or willingness to complete necessary in-house specialty training within 8 weeks of commencement of employment (essential)
- Post-graduate qualification in renal nursing from a Registered Training Organisation or Tertiary Education Institution

**RESPONSIBLE FOR:**

- The Registered Nurse Division 1 is responsible and accountable for the provision of quality nursing care in the delivery of dialysis treatments to the patients in their care in accordance with relevant legislation, organisational policies and procedures and this position description. The Registered Nurse Division 1 will work in accordance with the requirements of a Registered Nurse Division 1 as described by AHPRA and the Australian Nursing and Midwifery Council (ANMC) competency standards.
- The Registered Nurse Division 1 is responsible for the clinical supervision of all Registered Nurses Division 2

<b>COMPETENT</b>	Learn from others	<ul style="list-style-type: none"> <li>▪ We embrace international collective knowledge</li> <li>▪ We lead by example</li> </ul>
	Innovative thinking	<ul style="list-style-type: none"> <li>▪ We anticipate needs</li> <li>▪ We think out of the box</li> </ul>
<b>PASSIONATE</b>	Be present	<ul style="list-style-type: none"> <li>▪ We are present in the now</li> <li>▪ We do things today not tomorrow</li> </ul>
	We are passionate about our customer	<ul style="list-style-type: none"> <li>▪ We love what we do</li> <li>▪ We enhance quality of life</li> </ul>
	Walk the extra mile	<ul style="list-style-type: none"> <li>▪ We foster an attitude of excellence and distinction</li> <li>▪ We dare to dream and believe anything is possible</li> </ul>
	Can Do	<ul style="list-style-type: none"> <li>▪ We display a positive energy</li> <li>▪ Nothing is impossible</li> <li>▪ We seize opportunities</li> </ul>
<b>INSPIRING</b>	Everyone counts	<ul style="list-style-type: none"> <li>▪ Individuals make our reputation</li> </ul>
	All aligned	<ul style="list-style-type: none"> <li>▪ We prize our team spirit</li> <li>▪ We speak with one voice</li> </ul>

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## **FUNCTIONS:**

### **Clinical**

- Provide clinical supervision at the point of care is the role and responsibility of each Registered Nurse within everyday clinical practice, in line with the ANMC Decision Making Framework for Nurses and Midwives.
- Assess patient needs and plan nursing care that is appropriate to the needs of the patient.
- Evaluate the nursing care delivered and revise or adjust the plan of care accordingly.
- Administer nursing care, treatments and medications according to the patients care plan and policy and procedure.
- Provide surveillance of patients clinical indicators including (but not limited to) biochemical and haematological blood results and vascular access status and ideal body weight. Initiate appropriate management if results or findings fall outside accepted parameters as described in the Standards of Care, or as described by the patients referring nephrologist.
- Act as a "Primary Nurse" for a select group of patients in accordance with policy.
- Work with all members of the health care team to co-ordinate patient care.
- Participate in Clinic's Continuous Quality Improvement initiatives and special projects to ensure an ongoing, high standard of care.
- Practise and promote economy and efficiency within the function of work and the environment
- Perform other relevant duties as determined by the Clinic Manager or designee.

### **Leadership**

- Accept responsibility for overall functions and leadership activities of the dialysis clinic in the absence of the Clinic Manager, by accepting "in-charge" status for the shift when required.
- Acknowledge personal accountability in achieving patient and team goals
- Promote the economical use of both physical and human resources.
- Assist in the orientation of new staff to the clinic.
- Function effectively in an emergency or crisis situation.
- Deal effectively with conflict by managing complaints as close as possible to the patient interface and escalated only as required in accordance with Complaints Policy and Procedure
- Provide a comprehensive and accurate handover to other personnel, thus facilitating appropriate continuity of care.
- With the agreement of the Clinic Manager, take responsibility for a specialty portfolio within the Clinic. Examples include, but are not limited to:
  - Water Treatment
  - Vascular Access
  - Infection Prevention and Control
  - Work Health and Safety
- Participate in committees and/or professional organisations where relevant.

### **Education**

- If appropriate, serve as a preceptor to new staff and students by clinical teaching and mentoring.
- Initiate and participate in nursing research activities in accordance with policy when required.
- Identify learning needs of patients and their families/carers where required.
- Adhere to Mandatory Training program, and complete all relevant activities as described on the National Training Calendar.
- Responsible for maintaining own professional practice portfolio and commitment to continuous professional development in accordance with AHPRA regulations.

### **Work Health and Safety**

- All staff are responsible for ensuring that their work area is without risk to the health and safety of themselves and others; they complete their work in the safest manner possible; they adhere to WH&S policies and procedures; hazards and incidents are reported as they are identified and that they complete all training in WH&S as required.
- Adhere to Work Health and Safety policies and procedures.

- Ensure self, staff, patient and visitor safety by identifying risks and reporting, eliminating or reducing hazards and implementing corrective actions
- Use correct manual handling techniques utilising manual handling aides
- Use equipment appropriately and reporting faults promptly
- Be aware of and practice within relevant Work Health and Safety legislation
- Adhere to all Infection Prevention and Control policies and procedures
- Maintain vaccination status in accordance with Staff Health policy

### Quality and Risk Management

- All employees have a role to play in achieving the company's commitment to continuous improvement in relation to risk management. They must adhere to policies and procedures, participate in audits, attend training and identify risks, make suggestions to mitigate risk and improve service provision.
- Be aware of own responsibilities to manage risk in day-to-day work duties within the capacity, delegation and authority of the Registered Nurse Division 1.
- Carry our work practices in accordance with Policies and Procedures.
- Support the implementation of the Integrated Quality and Risk Management Plan.
- Identify and report ineffective or inefficient risk controls.
- Prompt and accurate reporting of all incidents in accordance with policy and procedure.
- Participate in Risk Management activities as required by Clinic Manager or designee, such as audits.
- Participate in Quality Activity programs such as patient satisfaction questionnaires as required by the Clinic Manager or designee.
- Participate in Risk Management training when required and follow the aims of the training.
- Maintain awareness of the requirements of EQUiP National accreditation standards, and participate in the accreditation process as required.

### Ethical and Regulatory

- Ensure patient records and documentation are maintained according to relevant legislation and policies and procedures. This includes ensuring documentation is legible, relevant, accurate, concise and complete, using accepted abbreviations.
- Maintain awareness of medico/legal responsibilities
- Demonstrate accountability in all aspects of nursing practice
- Maintain confidentiality and privacy at all times relating to patients, carers, colleagues and the organisation in accordance with relevant privacy legislation and policies and procedures
- Maintain awareness of and adhere to Code of Conduct, Anti-corruption and Gifts from Patients policies. Demonstrate ethical behaviour in performance of nursing actions, including the application of professional boundaries when interacting with patients and their families/carers in accordance with these policies

### Job Demands Checklist

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Frequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent

<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Frequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Frequent
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps, footstools	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Frequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Infrequent
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Frequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold or move objects toward or away from the body	Frequent
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Frequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<b>Driving</b> - Operating any motor powered vehicle	Not applicable
<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance	Constant
<b>Hearing</b> - Use of hearing is an integral part of work performance	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Constant
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food prep	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Constant
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Infrequent
<b>Aggressive &amp; Uncooperative People</b> - e.g. Drug / alcohol, dementia	Infrequent
<b>Unpredictable People</b> - e.g. Dementia, untreated mental illness, head injuries	Infrequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Rare
<b>Exposure to Distressing Situations</b> - e.g. Viewing dead bodies	Rare
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Not applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous materials requiring PPE	Infrequent
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Infrequent
<b>Noise</b> - Background noise necessitates people raise their voice to be heard	Frequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15 <sup>0</sup> C or more than 35 <sup>0</sup> C	Not applicable
<b>Confined Spaces</b> - areas where only one escape route exists	Not applicable
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Frequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas	Infrequent

<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent
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Constant = occurs at all times

Frequent = occurs regularly during the working day

Occasional = occurs more than once during the week, perhaps each working day

Infrequent = occurs perhaps once or twice per month, up to once per week

Rare = occurs perhaps once or twice per year if at all.

Descriptors for frequencies are a general guide only and may vary.

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of this position.

EMPLOYEE		DIRECT MANAGER	
Name	_____	Name	_____
Date	DD / Month / YYYY	Date	DD / Month / YYYY
Signature	_____	Signature	_____

ASSOCIATED DOCUMENTS
Policy HR 2011 – Job Descriptions

REFERENCES
Nursing and Midwifery Board of Australia: <i>A nurses guide to professional boundaries</i> . June 2013
Nursing and Midwifery Board of Australia: <i>Code of professional conduct for nurses in Australia</i> . May 2013
Nursing and Midwifery Board of Australia: <i>Continuing professional development registration standard</i> . June 2010

DOCUMENT HISTORY
12/99 PB, 04/03 AB, 11/08 AMA, CvB, KS
Australia Human Resources Manual; SOP 2.8: Registered Nurse. Replaced 20141001. Version 1 implemented 20141001