

JOB DESCRIPTION

Job Title	Registered Nurse
Reports to	DON/ NUM
Hours of Work	As Rostered
<p>Key objectives of role: Under the direction of the DON/NUM and supervision of the RN in Charge, the Registered Nurse is responsible for the delivery of quality care to clients in collaboration with the multidisciplinary team. Included in this role is the maintenance of the policies and philosophy of the nursing division, South Pacific Private Hospital and appropriate Legislation and Statutory Regulations. Only RNs have the authority to dispense medications at SPP as per SPP policy</p>	
<p>Key Responsibilities and Tasks:</p> <ol style="list-style-type: none"> 1. Service Management <ol style="list-style-type: none"> 1.1 Demonstrate an understanding of and a commitment to the philosophy of SPP 1.2 Client care standards 1.3 Demonstrates knowledge of the Mental Health Act and its implementation at SPP 1.4 Demonstrates a thorough knowledge of the guidelines of informed consent 1.5 Demonstrates knowledge of the legal and ethical responsibilities in dealing with patients and their visitors 1.6 Co-ordinates Rapid Response in deteriorating clients when delegated in charge of shift 2. Communications <ol style="list-style-type: none"> 2.1 Ensures that all documentation entered in the medical record is entered according to the policy at SPP 2.2 Assists in interviewing, assessing, planning, implementing, and evaluating the effective delivery of nursing care through the current written use of individual Client Care Plans. 2.3 Ensures that a thorough and informative nursing history of the patient is completed and entered into the medical record. 2.4 Participates in and ensures that verbal and written handovers are thorough and informative with special emphasis on patients on observations or having specific investigations 2.5 Is familiar with the aims and objectives of the daily unit programme and provides feedback to all relevant persons 2.6 Ensures that all documentation is maintained according to the guidelines of the SPP 2.7 Passes information to registered nurse in charge regarding orders and documents any investigations as ordered by the medical staff 2.8 Ensures that the RN in Charge, G.P, Consultant Psychiatrist and DON/NUM are promptly informed of a change in the patient's condition 2.9 Maintains open lines of communication with all staff members at SPP 2.10 Demonstrates a familiarity with situations, which would involve liaison with RN in Charge, DON/NUM and medical staff after hours 2.11 Demonstrates familiarity with the on call staff and how to liaise with them 2.12 Ensures that all-relevant information e.g. Staff absence from duty, is communicated to the RN in Charge/DON/NUM 2.13 Displays a positive commitment to SPP and its program and promotes this to clients and the multi-disciplinary team 	

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3. Public Relations

3.1 Ensures a good relationship with both internal and external customers by promoting SPP in a positive fashion at all times

4. Professional Standards

4.1 Assumes responsibility for the ward in the absence of the RN in Charge and leads the ward in a manner consistent with the policies and procedures at SPP for brief periods where necessary

4.2 Conducts regular rounds of clients and attends their needs

4.3 Refers any contentious matter with relatives or other visitors to the unit to the RN in Charge and/or DON/NUM

4.4 Maintains an up to date knowledge of nursing practice by attendance at in-service, seminars, conferences etc.

4.5 Assumes responsibility for the supervision and practice standards of EN and Evening/weekend counsellors

4.6 Assists the RN in Charge in the orientation/education of new and less experienced nursing staff

4.7 Accepts changes of roster in an effort to maximise the human resource utilisation at SPP

4.8 Serves on committees at SPP as requested. Be involved in QI activities through monitoring and data collection, assessment of data action planning, re-evaluation and feedback of information to staff

4.9 Maintains a professional manner and appearance at all times and adheres to SPP dress standards

4.10 Offers the appropriate level of supervision to clients at all times

4.11 Attends the nurses and general staff meetings

4.12 Attend other duties as directed by RN in Charge and DON/NUM

5. Infection Control

5.1 Demonstrates knowledge of infection control policies and procedures and antimicrobial stewardship program at SPP

5.2 Provides evidence of immunisation status upon commencement of employment

6. Quality Improvement

6.1 Demonstrates knowledge of and participates in mandatory training that includes the requirements of the National Standards

6.2 Participates in Quality Improvement activities as requested by RN in Charge, QI Officer or DON/NUM

7. WHS

7.1 Demonstrates knowledge of the emergency, fire and disaster Procedures at SPP.

7.2 Demonstrates knowledge of the location of the fire fighting equipment at SPP, and displays knowledge of how to effectively use it.

7.3 Ensures a clean, comfortable and safe environment for clients, visitors and staff

7.4 Attend and participate in compulsory In-service Education with emphasis on CPR and Fire Safety lectures

7.5 Refers doctors to the nurse in charge for instructions

7.6 Relating to client management, medication and pathology

Standard organisational wide responsibilities:

- To participate in the SPP Quality Improvement Program, the SPP Workplace, Health and Safety Program, and the Risk Management Program as per policy and NSQHS requirements



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- To meet all staff learning and development requirements as specified by SPP Policy and NSQHS requirements
- To conduct all practices with economic efficiency
- To integrate the values, mission and culture of SPP into all aspects of professional practice

Qualifications/experience/personal attributes:

- Current registration with APHRA
- Mental health experience desirable, but not necessary.
- Ability to work in a team
- Good listening and communication skills
- Punctual
- Empathetic and compassionate towards the needs of others

Standard requirements:

- Professional integrity, adherence to a professional code of ethics and confidentiality requirements as per SPP policy and NSQHS requirements
- Strong interpersonal communication skills and professional boundaries
- Ability to work in a multidisciplinary team environment effectively, respecting difference and diversity

Key Competencies / Skills:

- Comprehensive skills in verbal and written communication
- Ability to demonstrate mental health and addiction nursing skills
- Displays understanding of issues in contemporary mental health and addiction
- Displays competency in standard infection control precautions and aseptic techniques
- Has understanding of legislation, guidelines and directives which lead and promote best nursing practice
- Has ability to incorporate theoretical learning into clinical practice
- Displays competency in medication management and knowledge

Key performance indicators for this role:

- Staff Appraisal
- Incident/Accident Forms
- Client feedback in Service Review
- Colleague Feedback