Position Description

1. General Information

Position Title:	Registered Nurse
Division/Department:	
Position Reports to:	Nurse Unit Manager (or delegate
Enterprise/Individual Agreement:	Epworth HealthCare Nurses and Midwives Enterprise Agreement 2024
Classification/Grade:	Registered Nurse Grade 2 (Year 2 – Year 10)
Employment Status:	Full-time, Part-time
Key Relationships - internal and external	• Patients, inclusive of family member(s) & visitors • Nurse Unit Manager and Associate Nurse Unit Manager • Medical staff and VMOs and Hospital Medical Officers (HMO) • Multi-disciplinary team colleagues Internal service providers Ie. pathology, patient transport, radiology

2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Guided by our purpose to deliver world-class, personalised care, we provide exceptional care across hospitals, clinics, community services and home-based settings.

Our vision, **Exceptional care. For life,** reflects our commitment to supporting people to live well and stay well through every stage of life, combining outstanding clinical care with leading research, education and innovation.

Everything we do is guided by our values of **Compassion, Accountability, Respect and Excellence**, which shape how we care for patients, work together and serve our communities. More information can be found on the Epworth website.

3. Epworth 2030 Strategy

All roles at Epworth contribute to the successful delivery of the **Epworth 2030 strategy,** which sets our direction for the future through three strategic priorities:

- **Excellence in care, every time.**

Uncompromising standards delivering safe, consistent, high-quality care. No exceptions.

- **Growth with purpose.**

Intentional growth in the services, specialties and settings our communities need most, at a scale that sustains investment, innovation and quality. Growth that gives back: as a not-for-profit, every dollar we earn is reinvested in care.

- **A place where great people do great work.**

Where our staff and doctors are backed to set the standard for exceptional healthcare.

4. Purpose of the Position

To collaborate and provide best practice in high quality surgical nursing and patient assessment skills and experience that is in accordance with the patient's physical, psychological, emotional, social and spiritual well being. In particular to utilise available resources, promote and participate in all national standards and quality activities and provide outstanding customer service to ensure positive clinical outcomes.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Clinical Care • Practice in accordance with Nursing and Midwifery Board of Australia (NMBA) National Competency Standards for Registered Nurses • Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards • Practice in accordance with legislative and common law requirements • Actively participate in a team nursing model of care • Utilises a reflective, critical thinking and evidence based approach to the clinical care of patients	Compliance with mandatory and unit specific competencies every 12 months or as prescribed • Compliance with NMBA National Competency Standards for Registered Nurses • Compliance with NSQHS • Compliance with legislative and common law requirements • Compliance with discharge KPI • Patient and customer service satisfaction surveys to be within organisational targets

• Consistently conduct & participate in bedside handover • Encourages patients and family members participation in all stages of care continuum • Performs effective admission and discharge processes in accordance with organisation KPI • Timely reporting of outcomes of nursing interventions to the Nurse Unit Manager (or delegate) • Demonstrate empathy and compassion to patients and their family, colleagues and VMOs. Respect and uphold the dignity and rights of consumers, relatives, carers, colleagues and members of the community • Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols • Practices in accordance with Infection Control Standards	• Sound relationships developed and maintained with customers • Compliance with Information Privacy Act (2000) and the Health Records Act (2000) • Compliance with EEO & Social Medial Policies and Protocols of Epworth HealthCare • Compliance with Call Bell response KPI
Team Work • Works cooperatively and collaboratively with all members of the multidisciplinary team • Provides positive and constructive feedback to others team members • Actively participates as a member of the units team	• Attends and actively participates in department and team meetings • Feedback from team members
Quality Improvement • Strives to consistently improve service delivery and clinical practice • Provides suggestions, and feedback to ANUM and NUM on quality activities	• Evidence of participation in quality activities • Improved patient care • Improvement in performance of unit and Epworth healthcare site • Show a proactive attitude in reviewing and supporting

Clinical Care • Practice in accordance with Nursing and Midwifery Board of Australia (NMBA) National Competency Standards for Registered Nurses • Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards • Practice in accordance with legislative and common law requirements • Actively participate in a team nursing model of care • Utilises a reflective, critical thinking and evidence based approach to the clinical care of patients • Consistently conduct & participate in bedside handover • Encourages patients and family members participation in all stages of care continuum • Performs effective admission and discharge processes in accordance with organisation KPI • Timely reporting of outcomes of nursing interventions to the Nurse Unit Manager (or delegate) • Demonstrate empathy and compassion to patients and their family, colleagues and VMOs. Respect and uphold the dignity and rights of consumers, relatives, carers, colleagues and members of the community • Maintain patient confidentiality as prescribed by the relevant Acts and organisational policies and protocols • Practices in accordance with Infection Control Standards • Actively participates in quality improvement activities within the unit or department in accordance with the National Standards for Clinical Excellence and ACHS Accreditation Standards	• Compliance with mandatory and unit specific competencies every 12 months or as prescribed • Compliance with NMBA National Competency Standards for Registered Nurses • Compliance with NSQHS • Compliance with legislative and common law requirements • Compliance with discharge KPI • Patient and customer service satisfaction surveys to be within organisational targets • Sound relationships developed and maintained with customers • Compliance with Information Privacy Act (2000) and the Health Records Act (2000) • Compliance with EEO & Social Medial Policies and Protocols of Epworth HealthCare • Compliance with Call Bell response KPI implementing relevant research into the clinical environment • Provide leadership [with appropriate supervision] to other team members by acting as Nurse In Charge from time to time
Personal and Professional Development • Participates in prescribed performance development system annually	• Completion of annual performance appraisal • Participation in in-services, ward education, ward meetings

• Evaluates personal performance and plans self-development • Participates in supervision of Enrolled Nurses and students (where requested by NUM) • Participates in the orientates new and casual staff • Participates in and provides as requested by NUM (or delegate) education to unit staff and students	• Completion of objectives outlined in self- development plan (provide evidence of) • Training of staff in relevant ward/unit specific activities (when requested by NUM)
Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees. • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues	• Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner
Safety and Wellbeing Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	• Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	**Essential** Registered Nurse with: • Nursing and Midwifery Board of Australia [NMBA] • Australian Health Practitioner Regulation Agency Registration[AHPRA] **Desirable** • Relevant Post Graduate qualification
Previous Experience	**Essential** • Broad knowledge and experience in surgical nursing • Strength in patient assessment
Required Knowledge & Skills	**Essential** • Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct • Knowledge and understanding of National Standards for Clinical Excellence and ACHS Accreditation Standards • Solid computer skills **Desirable** • Demonstrate role model behaviour • Superior conflict resolution skills
Personal Attributes & Values All employees are expected to consistently work in	**Essential** • Belief in patient centred care • Committed to providing a safe environment for patients & colleagues • Professional work ethic

accordance with Epworth's values and behaviours Compassion Accountability Respect Excellence	• Practices within the ethos of the Epworth HealthCare Values & Behaviours **Desirable** • Self-motivated and self-directed

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
October 2015	November 2026 (updated on new template)	

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____