

ARDROSSAN COMMUNITY HOSPITAL INC.

JOB AND PERSON SPECIFICATION

Title of Position Registered Nurse
Classification RN 1-
Division : Nursing
Type of Appointment

 Permanent Term:
Temporary Term:
Other Term:

Worksite: www.yorkeregion.on.net/ardrossan-hospital

NAME OF OCCUPANT:

Job and Person Specification Approval

Executive Officer/Director of Nursing / /

JOB SPECIFICATION

- 1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is achieved).**

A Registered Nurse (RN) delivers direct nursing care to the patients/clients/residents within the Hospital and Aged Care setting, who through education and experience has acquired nursing skills and knowledge to assist them in fulfilling their role.

- 2. Reporting/working relationships (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships).**

In consultation with the Clinical Nurse, and Chief Executive Officer/Director of Nursing the RN is accountable for the delivery of high quality nursing care to the patients within the Hospital and Aged Care setting according to the philosophy and aims of the Nursing Division.

3. SPECIAL CONDITIONS: (such as travel requirements, out of hours work).

- ◆ Available to participate in an oncall roster for emergencies.
 - ◆ Participation in compulsory study days as deemed appropriate by the organisation
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4. STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES (Grouped into major areas of responsibility/activity)

SUMMARY

The Registered Nurse has acquired skills which will enable him/her to deliver direct nursing care to patients within the Hospital and Aged Care setting.

GENERAL

- ◆ Uses the process of nursing to assess, plan, implement and evaluate nursing care by:
 - ◆ providing direct nursing care
 - ◆ working with other members of the health care team to determine the care requirements of the patients/clients.
- ◆ Assists in the education, counselling and provision of group work services orientated towards the promotion of health status improvements of patients/chants within the Hospital setting.
- ◆ In conjunction with the Clinical Nurse, and Chief Executive Officer/Director of Nursing participates policy development.
- ◆ Acts to rectify unsafe work environments and participates in the Occupational Health, Safety and Welfare programme within the hospital and in accordance with:
 - ◆ Manual Handling Policy
 - ◆ Infection Control Policy
 - ◆ And to be conversant with the local Disaster Plan.
- ◆ Participates in Quality Improvement and inservice education activities within the hospital.

PROFESSIONAL

- ◆ Complies with the profession's code of ethics.
- ◆ Functions in accordance with legislation affecting nursing practice.
- ◆ Acts to rectify unsafe nursing practice or unprofessional conduct.
- ◆ Be aware of Health Service policies and procedures and act in accordance with such policies.
- ◆ Maintain confidentiality and privacy in matters relating to clients/patients/residents and staff.
- ◆ Act in such a way that the rights of individuals and groups are protected.
- ◆ Maintain a safe environment for patients, self and others.
- ◆ Practices within own abilities and qualifications.
- ◆ Promotes an atmosphere which is conducive to learning for staff and safety for patients/clients.
- ◆ Provides staff with effective leadership.
- ◆ Is an effective role model to staff.
- ◆ Uses and promotes effective communication and interpersonal skills.
- ◆ Acts as patient advocate to assist individuals to make informed decisions.
- ◆ Participates in activities of the profession's organisations.
- ◆ Maintain current professional knowledge and skill for clinical competency.
- ◆ Evaluates own practice by performance appraisal and reflective practice methodologies.
- ◆ Interprets nursing and promotes the nursing profession to the community.

OCCUPATIONAL HEALTH SAFETY AND WELFARE

- ◆ Implement and monitor the organisation's occupational health and safety policies, procedures and programs in the relevant work area to achieve and maintain occupational health and safety standards.

Other

- ◆ Actively support Health Services Policies and Procedures.

Acknowledged by the incumbent / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS - (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

ESSENTIAL

- ◆ Registered General Nurse with the Nurses Board of South Australia and holds a current practising certificate.

DESIRABLE

- ◆ Holds or is prepared to work towards a tertiary qualification.
 - ◆ Post graduate certificate for example aged care
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Personal Abilities/Aptitudes Skills (Related to the job description and expressed in a way which allows objective assessment)

- ◆ Ability to communicate with people of various ages, cultures and backgrounds.
 - ◆ Ability to identify problems and develop strategies for resolution.
 - ◆ Ability to work without supervision.
 - ◆ Ability to order and receive pharmaceutical products including DDA's
 - ◆ In the absence of the Director of Nursing initiate procedures and take control of Hospital Staff in the event of a local disaster.
 - ◆ Ability to initiate emergency maintenance work
 - ◆ Ability to arrange to call in staff to cover shifts
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Experience (Including community experience)

- ◆ Demonstrated experience in a range of practise settings.
 - ◆ Demonstrated ability in a multi-disciplinary team setting is highly desirable.
 - ◆ Familiarity with contemporary approaches to health care delivery.
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Knowledge

- ◆ Has developed a level of interpersonal skills, which enable him/her to communicate effectively with all levels of staff, patients, relatives and the community in a pleasant and professional manner.
 - ◆ Has the ability to prioritise and manage work loads according to the patients needs.
 - ◆ Has knowledge of the nursing process and quality assurance activities.
 - ◆ Understands the documentation and care requirements outlined in the Aged Care Act and the Aged Care Principles
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ACKNOWLEDGED BY APPLICANT

EMPLOYEES

SIGNATURE: _____

DATE: _____