



Date	July 2023
Position Title	Graduate Registered Nurse
Division	People and Culture
Reports to	Learning and Development

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients.

Vision: - To be the preferred choice of Doctors, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God’s love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct, and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Graduate Registered Nurse is responsible for the planning and provision of personalised, quality, evidence-based, comprehensive care to patients of varying ages and cultural groups within the hospital, under the supervision of a senior Registered Nurse or Clinical Nurse.

The Graduate Registered Nurse will be accountable for seeking guidance and support from appropriate employees when limited by their own skills and experience.

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Executive	Patients
Clinical Nurse Managers	VMO’s
Learning & Development	Notre Dame University
All staff	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care-Associated Infections

- Complete annual mandatory education and competencies to maintain knowledge and skills of best practice.
- Participate in ongoing Infection, Prevention & Control education per the Graduate Nurse Program.

Medication Safety

- Complete annual mandatory education and competencies to maintain knowledge and skills of best practice.
- Medication administration carried out under direct supervision of a senior Registered Nurse, Clinical Nurse or Staff Development Nurse.
- Participate in ongoing medication education as per the Graduate Nurse Program.

Comprehensive Care

- Provides comprehensive, evidence-based, individualised nursing care developed with patients, including assessment, intervention and evaluation based on identified goals of care under the supervision of a senior Registered Nurse, Clinical Nurse.
- Participates in ward rounds/case conferences as appropriate.
- Educates patients/carers in post-discharge management and referrals to other services, as appropriate and within the limits of their skills, knowledge and experience.
- Liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, and external agencies to provide coordinated multidisciplinary care within the limits of their skills, knowledge and experience.
- Participate in ongoing Comprehensive Care education as per the Graduate Nurse Program.

Communicating for Safety

- Complete annual mandatory education and competencies to maintain knowledge and skills of best practice.
- Completes clinical documentation objectively, clearly and concisely and in an objective manner and undertakes other administrative tasks as required.
- Participate in ongoing Communicating for Safety education as per the Graduate Nurse Program.

Blood Management

- Complete annual mandatory education and competencies to maintain knowledge and skills of best practice.
- Transfusion of blood or blood products only to be carried out under direct supervision of a senior Registered Nurse, Clinical Nurse or Staff Development Nurse.

Recognising & Responding to Deteriorating Patient

- Complete annual mandatory education and competencies to maintain knowledge and skills of best practice.
- Participate in ongoing clinical deterioration education as per the Graduate Nurse Program.

Additional responsibilities, actions

- Undertakes clinical shifts at the direction of senior staff. No weekend shifts for the first six weeks and no night shifts for the first ten weeks of each rotation, and only then after consultation with Learning & Development and Clinical Nurse Managers.
- Participates in departmental and other meetings as required to meet strategic and organisational objectives.
- Promotes and participates in team building and decision-making.
- Participates in personal performance development planning and reviews with their mentor and staff development to identify learning needs and progress towards achievement.

- Undertakes a minimum of two hours per fortnight of professional development/education.
- Participates in supervision, professional development and clinical consultation activities with the supervising senior nurse.
- Participate and contribute to improvement of policies, procedures and protocols and identifies areas of improvement in nursing practice.
- Plans, develops and implements education programs for patients/colleagues/consumers under supervision of a senior Registered Nurse or Clinical Nurse within the limits of their skills, knowledge and experience.
- Participates in evidence-based quality improvements and present plans to Nursing Team forums.
- Ensures, as far as practicable, the provision of a safe working environment in consultation with senior staff.
- Works within personal scope of practice.
- Other duties as directed.

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures.
- Report incidents, hazards and injuries.
- Use personal protective equipment as required and directed.
- Raise WHS issues with WHS representative/s.
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment.

SECTION 6

Quality and Risk

- Record initiatives and issues in OneVault.
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- Abide by Bethesda Health Care's Code of Conduct, Work Health and Safety legislation, and *Equal Opportunity Act*.
- Complete annual mandatory training and participate in development reviews.
- Participates in quality improvement and policy review/development within the practice setting.
- Complies with and demonstrates a positive commitment to Regulations, Acts and Policies relevant to nursing, including the Code of Ethics for Nurses in Australia, the Code of Conduct for Nurses in Australia, the National Competency Standards for the Registered Nurse and the *Poisons Act 2014 and the Poisons Regulations 2016*.
- Supports the delivery of safe patient care and the consumers' experience, including identifying, facilitating and participating in continuous safety and quality improvement activities and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

SECTION 7

Partnering with the Consumer

- Acknowledging and involving patients with their care, responding to both clinical and non-clinical queries, providing assistance as appropriate, and encouraging the use of formal feedback systems within the limits of their skills, knowledge and experience.

SECTION 8
Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Successful completion of a Bachelor of Nursing qualification. ▪ Registered with AHPRA. ▪ Current Police Check (no more than six months old). ▪ Current Working with Children Check.
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ Current best practice in Nursing.
Skills
<p>Essential</p> <ul style="list-style-type: none"> ▪ Well-developed written and verbal communication skills. ▪ Well-developed organisation and time management skills. ▪ Excellent fundamental clinical skills. ▪ Effective interpersonal skills. ▪ Computer skills in word processing.
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Commitment to high quality, safe, personalised patient care. ▪ Commitment to improving own knowledge base and performance.

SECTION 9
Acceptance of Position Description

Employee

Date