



Position Description

Position Title:	Registered Nurse – Emergency Department
Cluster:	Frankston Hospital
Location:	Based at Frankston Hospital but may be required to work across all sites.
Agreement:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Hours:	As per contract
Operationally Reports to:	Nurse Unit Manager
Professionally Reports to:	Nurse Unit Manager

Overview of Peninsula Health

Peninsula Health is a major metropolitan healthcare network providing acute, sub-acute, mental health and extensive community services to a population of over 300,000 people. The organisation has experienced significant growth in recent years and services a diverse community comprising over 300,000 people in Frankston and the Mornington Peninsula.

The organisation has over 5200 staff and 800 volunteers. With proposed developments and growth in teaching and research the workforce is expected to grow to over 6000 in the next ten years.

Peninsula Health’s mission to **“Build a Healthy Community In Partnership”** recognises the importance of partnerships with local providers that assist with the provision of services to our local community and tertiary providers that provide specialist services not currently delivered by Peninsula Health.

Our Values

The core values of the organisation underpin everything we do. In representing Peninsula Health, we expect all employees and volunteers to role model the following:

- Service:** Serve our diverse community by providing accessible, responsive and personalised care
- Integrity:** Be open, honest, just, reasonable and ethical in our relationships
- Compassion:** Understand the needs of those we serve and respond with care
- Respect:** Champion the rights of individuals to be in control of their lives and to be treated as equals
- Excellence:** Hold ourselves accountable for achieving the best health outcomes for individuals and our community

We acknowledge and pay respect to the traditional people of this region, known as the Myone Buluk of the Boon Wurrung language group of the greater Kulin Nation. We pay our respects to the land this organisation stands on today. We bestow the same courtesy to all other First Peoples, past and present, who now reside in this region.



Position Summary

The Registered Nurse (RN) is a valued and integral member of the Emergency Department multidisciplinary team demonstrating flexibility in caring for patients and their families across the organisation.

The RN works competently within their scope of practice to deliver safe, evidence based person centred care to achieve optimal health outcomes or a dignified death.

Overview of Frankston Emergency Department

The current Emergency Department opened in February 2015 and has approximately 73,000 presentations per year, with 20% of these being paediatric presentations. The Emergency Department has 5 state of the art resuscitation bays including a class-N negative pressure room. It also has 4 specialised paediatric cubicles with a separated waiting room. There are 19 Emergency Short Stay beds with 3 of these dedicated to those with Mental Health Presentations. We use the clinical system FirstNet for all documentation, assessments and medication ordering and administration.

The Frankston Emergency Department is a dynamic and fast paced environment with a strong emphasis on team work and support. We have dedicated ED educators and opportunity for gaining post graduate qualifications.

Key Responsibilities

- Assess, plan, implement, evaluate and document comprehensive nursing care within the area in accordance with evidence based best practice standards and Peninsula Health Values.
- Ensure the safety of the public, patients and staff in relation to the provision of a safe environment from both OH&S and Infection Control Perspectives.
- Complete all mandatory training as per hospital policy and participate in organised training and development activities.
- Assist in the orientation of new staff and the supervision and instruction of students.



Key Result Areas/Main Priorities

Operational / Clinical Performance

Environmental and Organisational Practice

Employee Performance and Development

Peninsula Health Values

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Complete all mandatory training by the due date.
- Recognise, respond and escalate changes in the patient's condition.
- Undertake any additional tasks as requested that reasonably fall within the scope of the position and classification.
- Maintain a good working knowledge of and adherence to all standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc) and actively promote compliance to any such standards and legislation.
- Plan, evaluate and review nursing care in consultation with the patient, carers and multidisciplinary team.
- Undertake patient assessments in a timely manner.
- Delegate aspects of care to others according to their competence and scope of practice and follow up to ensure appropriate standards of care are provided.
- Maintain electronic patient records and document all observations and care provided.
- Liaise and communicate with carers involving them in decision making processes.
- Attend and contribute to handover and team meetings.
- Maintain an orderly environment to assist in the smooth running of the unit.
- Act as a patient advocate, protecting their rights and beliefs
- Proactively recognise and respond to any unsafe or unprofessional practice.
- Complete patient risk assessment tools e.g. PRAT and, FRAT
- Report incidents as soon as they occur and update the electronic incident reporting system (VHIMS).
- Comply with relevant legislation, organisational policies, and clinical practice guidelines.
- Maintain patient privacy as required by Peninsula Health policies.
- Orient and preceptor staff and students.
- Complete mandatory training specific to disciplines by the due date.
- Assist in the achievement of Key Performance Indicators within the resources provided.
- Participate in quality improvement and portfolio activities as required.
- Demonstrate commitment to ongoing professional development.
- Participate in the annual Performance Development Review (PDR) and complete the self-evaluation documentation.
- Rotate into senior roles when asked.
- Display values of service, integrity, compassion, respect, and excellence when carrying out duties and in dealing with patients, consumers and colleagues.
- Contribute to a supportive and inclusive work culture that embraces



Consumer Focus and Person Centred Care

Quality and Safety

diversity.

- Ensure an excellent standard of service is offered by partnering with patients, consumers and/or carers and the community at all levels of health care provision, planning and evaluation.
 - Demonstrate a commitment to the patient 'Charter of Healthcare Rights.'
 - Maintain a professional and friendly approach in all interpersonal communication with patients, consumers and colleagues.
 - Recognise and respond to the needs and requirements of each individual patient, consumer and/or carer.
 - Seek opportunities to involve consumers, carers and the community in our health care delivery, decision-making and planning.
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- Ensure patient and consumer safety and quality of care is the highest priority.
 - Ensure any risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients and consumers.
 - Maintain a good working knowledge of the National Safety and Quality Health Service Standards, take the initiative to pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.
 - Ensure and take all reasonable care for your personal safety and the safety of patients, consumers and colleagues.
 - Ensure any hazards or incidents identified are reported promptly and that risk controls are implemented to eliminate/reduce risks and ensure the safety of staff as well as others.
 - Actively participate in workplace health and safety initiatives and consult with colleagues and management in relation to issues that impact on the safety of the workplace.
 - Comply with all Policies and Procedures, including the 'Hand Hygiene' Policy, 'Smoke Free Work Environment' Policy and clinical/operational practice guidelines.
 - Maintain confidentiality as per Peninsula Health Policies and Procedures and in accordance with relevant privacy and health records legislation.
 - Actively involve patients, consumers and/or carers in quality and safety improvement activities.
 - Maintain up to date immunisation status related to own health care worker category.
 - Ensure that the principles of general and patient manual handling are adhered to.
 - Complete mandatory Electronic Medication Management (EMM) training prior to either administering or prescribing medication electronically.
 - Ensure compliance with relevant legislation and Peninsula Health Policy on medication management and medication safety and, work



People and Culture

in partnership with patients, consumers and colleagues to promote medication safety.

- Create and develop a positive working relationship with team and colleagues.
- Act in accordance with the 'Code of Conduct' and 'Workplace Behaviour' Policies.
- Actively participate in relevant professional development.

Selection Criteria

Essential Criteria

Qualifications/experience:

- Registered Nurse with current AHPRA registration.
- Completion of a graduate year program.
- Demonstrated clinical knowledge and skills commensurate with experience and scope of practice in the specialty of Emergency or Critical Care.
- Demonstrated commitment to delivering high quality outcomes for consumers.

- Ability to work as part of a multi-disciplinary team.
- Able to use basic computer software applications.
- Prepares written documentation using clear, concise and grammatically correct language.
- Communicates well with and relates to consumers from a wide range of cultures and backgrounds.

Desirable Criteria

- Able to demonstrate ongoing commitment to professional development.
- Post Graduate Qualification in Emergency or Critical Care

- Is able to identify continuous improvement opportunities for improved patient/consumer outcomes.



Personal Attributes

Customer Focus - Committed to delivering high quality outcomes for patients

Developing others – Provides constructive feedback, coaching and training opportunities.

Drive and Commitment - Enthusiastic and committed and sets high standards of performance for self and others.

Empathy and Cultural Awareness - Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.

Initiative and Accountability – Takes responsibility for own actions

Resilience - Remains calm and in control under pressure

Teamwork - Cooperates and works well with others in the pursuit of team goals.

Flexibility – Adaptable and recognises the value of different options and acts accordingly

Integrity - Operates in a manner that is consistent with the organisation’s values and nursing code of conduct

Self-Discipline - Maintains a consistent and sensible pattern of behaviour

Performance Appraisal/Review

1. Where a new employee is appointed to this position, a review of the appointment will occur prior to the end of the six month probationary period.
2. A Performance Development Review will be conducted on an annual basis.

Position Description Authorisation

AUTHORISED BY: (Relevant Director)	
NAME :	
SIGNATURE:	DATE:

I have read and confirm I understand the information above.

POSITION INCUMBENT NAME :	
SIGNATURE:	DATE:

Inherent Requirements

Please read this document thoroughly as it may have a bearing on your ability to perform the inherent requirements of the role.

Peninsula Health respects and complies with all relevant legislation in relation to Equal Opportunity and Discrimination. Equally, in order to ensure candidates can safely meet the inherent physical and/or mental requirements of the role and to ensure Peninsula Health meets its commitment to protect the welfare of employees, patients and visitors, we seek to highlight to you the key physical and mental requirements of the proposed role and to require your declaration as to whether you are aware of any pre-existing injuries or diseases which could be adversely affected by the nature of the proposed employment or which may impair your ability to safely fulfill the role.

The nature of the job role is outlined below. We request that you carefully consider each requirement, advise as to your physical and/or mental capacity to perform each of the requirements with a 'Yes', 'No', or 'Partial' capacity.

REQUIREMENT – Beside each requirement you will see 3 separate columns headed by 'Response'. We would like you to answer this question "Are you able to meet this requirement?", then tick: 'Yes' or 'No' or 'Partially' (shaded area).

If you have answered 'Partially' or 'No' to any requirement, please outline the nature of any medical condition(s) which may be relevant, either currently, or which you may foresee could be affected by the nature of the proposed employment. You will find a section towards the end of this document for this purpose. Answering 'Partially' or 'No' to an item(s) will not automatically rule you out as a candidate for the role. Peninsula Health will consider any reasonable possibility of assistance to overcome any impairment whilst ensuring the inherent requirements of the role can be safely and effectively performed. You may also indicate the manner by which you believe the restriction may be overcome (eg. provision of a specific chair).

Personal Protective Equipment to be worn:

- Closed footwear
- Non-latex gloves
- Additional PPE, such as gown, mask, eye shields, lead apron, etc. are determined due to the work area and patient group
- Hand hygiene (hand washing or hand rubbing)

Duration/Frequency Key	
I = Infrequent Demand	Intermittent activity exists for a short time on a very infrequent basis/rare 0 < 5% (3 minutes per hour of the activity)
O = Occasional Demand	Activity exists up to 33% of the time when performing the job Total 4 - 20 minutes per hour of performing the activity
F = Frequent Demand	Activity exists between 34% to 66% of the time when performing the job Total 20 - 40 minutes per hour of performing the activity.
C = Continual Demand	Activity exists 67% to 100% of the time when performing the job Total of 40 – 60 minutes per hour of performing the activity
N = Not applicable	Activity is not required to perform the job



Critical Postural Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Sitting	Tasks involve adopting a seated posture during task completion			X					
Standing	Tasks involve standing in an upright position			X					
Squatting	Tasks involve bending at the knees and ankles, full squat and semi squat posture	X							
Kneeling	tasks involve bending at the knees and ankles	X							
Stooping	Tasks involve forward trunk flexion		X						
Trunk rotation	Tasks involve twisting/rotation of the hips		X						
Climbing	Tasks involve climbing up or down stairs, ladders etc.					X			
Crawling	Tasks involve crawling on hands and knees					X			
Driving	Tasks involve operating a motor powered vehicle					X			
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	X							
Restraining	Tasks involve restraining or handling patients/clients or equipment		X						
Walking	Tasks involve walking on even/uneven surfaces Tasks involve walking up/down steep inclines		X						
Running	Tasks involve running on even/ uneven surfaces Tasks involve running up/down steep inclines					x			

Critical Manual Handling Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Lifting Floor to waist	Tasks involve raising, lowering or transferring objects from one position to another, using the hands. Light lifting (0-9kg)	X							
Lifting Between waist and shoulder	Tasks involve raising, lowering or transferring objects from one position to another, using the hands. Light lifting (0-9kg)	X							
Lifting Overhead	Tasks involve raising, lowering or transferring objects from one position to another, using the hands. Light lifting (0-9kg)	X							
Heavy lifting Floor to waist	Tasks involve raising, lowering or transferring objects from one position to another, using the hands. Light lifting (10+kg) – assisted?					X			
Carrying	Tasks involve moving objects from one position to another using the hands. Light carrying (0-9kg)	X							
Carrying (10kg+)	Tasks involve moving objects from one position to another using the hands. Lifting/carrying equipment and or assistance. >10kg					X			



Critical Manual Handling Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Pushing/pulling	Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking)		X						
Manual dexterity	Tasks involve manipulation and/or fine motor movements		x						
Grasping	Tasks involve gripping or holding objects (sustained or repetitive)		X						
Handwriting	Tasks that require the production of written material to record or communicate information	X							
Forward reach	Tasks involve forward reaching with the arms extended		X						
Above shoulder reach	Tasks involve reaching overhead with arms raised	X							
Hand/arm movement	Tasks involve use of hands and arms (wrist and/or elbow flexion and extension) i.e. typing, stacking			X					
Working at heights	Tasks involve using ladders, steps, footstools, etc. to complete work					X			
Hand-eye coordination	Tasks requiring an accurate coordination between one's eyes and hands, wrists or forearms to execute			X					
Computer operation	Requiring a combination of the above demands including static sitting, repeated hand/finger movement, etc.			X					

Critical Sensory Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Vision	Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision				X				
Hearing	Use of hearing is an integral part of work performance e.g. telephone enquiries		X						
Smell	Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals					X			
Taste	Task involve the use of taste as an integral part of the task performance e.g. food preparation					X			
Touch	Tasks involve the use of touch integral to task performance		X						

Critical Psychosocial/Cognitive Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Aggressive and uncooperative people	Tasks involve working with aggressive and uncooperative people e.g. drug/alcohol, dementia, mental illness	X							
Distressed people	Tasks involve working with people in distress, pain or grief situations		X						
Unpredictable people	Tasks involve interacting with people with dementia, mental illness, brain injury			X					



Critical Psychosocial/Cognitive Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Working independently	Tasks involve working independently for a significant period of time		X						
Stress tolerance	Tasks that require the individual to deal calmly and effectively with high stress situations eg. Emergencies and deadlines	X							
Flexibility	Tasks that require adapting work behaviours or methods in response to new information, obstacles or changing conditions		X						
Influencing and negotiating	Tasks that require the ability to persuade others to accept, cooperate or change their behaviour; negotiates to find mutually agreeable solutions					X			
Memory	Tasks that require the recall of previously presented information	X							
Perceptual speed	Tasks that involve viewing information presented as words, numbers, pictures, symbols and graphs quickly and accurately				X				
Planning and evaluating	Tasks that involve organising work, setting priorities and determining resource requirements; setting short and long term goals					X			
Problem solving	Tasks that involve identifying problems, determining actions and making recommendations		X						
Team work	Tasks that involve encouraging and facilitating cooperation; working with others to achieve goals		X						

Critical Environmental Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Dust	Tasks involve working with dust					X			
Gas	Tasks involve working with explosive or flammable gases requiring precautionary measures					X			
Fumes	Tasks involve working with noxious or toxic fumes i.e. which may cause problems to health if inhaled					X			
Liquids	Tasks involve working with corrosive, toxic or poisonous liquids or chemicals requiring PPE		X						
Hazardous substances	Tasks involve handling or transporting hazardous substances e.g. dry chemicals, glues					X			
Inadequate lighting	Tasks involve working in lighting that is considered inadequate in relation to the task performance			X					
Extreme temperatures	Working in environmental temperatures that are less than 15C? e.g. cool room, or more than 35C?					X			
Slippery or uneven surfaces	Tasks involve working in greasy or wet floor surfaces, ramps, uneven grounds		X						



Critical Environmental Demands		Frequency					Response		
		I	O	F	C	N	Yes	Partially	No
Confined spaces	Tasks involve working in confined spaces where only one egress (escape route) exists					X			
Working outdoors	Exposure to sunlight is required as part of work duties					X			
Working at heights	Tasks regularly involve working at heights – below knee level or above shoulder level e.g. ladders, stepladders are required to perform task					X			
Biological	Tasks involve working with blood/blood products, body fluids					X			
	Tasks involving occupational exposure to wet work increasing risk of breakdown in skin integrity or exacerbation of pre-existing dermatitis, eczema or other chronic skin condition with required hand hygiene (hand washing or rubbing)			X					
	Pre-existing allergies to skin, hand hygiene products or antiseptics			X					

If you have answered 'Partially' or 'No' to any requirement, please write the name of the requirement and outline the nature of any medical condition(s) which may be relevant, either currently, or which you may foresee could be affected by the nature of the proposed employment and if applicable indicate the manner by which you believe the restriction may be overcome (eg. provision of a specific chair). You may wish to attach information from your treating healthcare professional.

Peninsula Health complies with National Safety and Quality Health Service Standard 3 – 'Infection prevention and control strategies'. A workforce immunisation program has been developed to comply with this standard and all current and prospective employees are required to be immunised according to the role they perform and the area they work in, especially in very high risk areas such as ICU, Emergency, etc. You will be required to complete the 'Employee Exposure Management and Immunisation Service Pre-Employment Form' which also lists the risk categories and immunisation requirements according to each area/department prior to your employment with Peninsula Health and provide the appropriate documentation of your immunisations.

* **Note:** Pursuant to Section 82(7) of the Accident Compensation Act 1985, if it is proved an employee had a pre-existing injury or disease of which the employee was aware, and the employee:

- failed to make such a disclosure, or
- made a false or misleading disclosure,

any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of, or due to the nature of employment with Peninsula Health does not entitle the employee, or the dependants of an employee to either workers compensation benefits or to claim to be entitled to bring any other action or proceedings in respect of the injury.



DECLARATION

I certify that I have read and understood the contents of this document and certify that the information provided is true and correct to the best of my knowledge. I understand that deliberately providing false or misleading information may result in the termination of employment with Peninsula Health.

.....
Name

.....
Date

.....
Signature