

# Position Description

## Human Resources

<b>Position Title:</b>	Registered Nurse – Wards, Specialty Units, Operating Suite
<b>Reports To:</b>	Nurse Unit Manager
<b>Position Summary:</b>	Provides quality nursing care to patients based on best practice.
<b>Qualifications/Key Selection Criteria</b>	
Essential:	<ul style="list-style-type: none"> <li>State Registered Nurse with the New South Wales Nurses Registration Board</li> <li>Relevant experience for the ward, specialty unit or operating suite.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>Experience within the private health sector</li> </ul>
<b>Key Performance Criteria</b> (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
<p><b>a) Leadership</b></p> <ul style="list-style-type: none"> <li>Strong leadership skills, taking the initiative in resolving issues/problems</li> <li>Problem solving in the position will relate primarily to stakeholder management, ensuring that multiple people with different agendas are working efficiently to the same end.</li> <li>The occupant of this position will be expected to operate with limited guidance and will be expected to make a significant contribution to the development of strategy as well as its implementation.</li> </ul>	
<p><b>b) Customer Service</b></p> <ul style="list-style-type: none"> <li>Maintains good customer relations</li> <li>Ensures competency</li> <li>Service concerns are addressed in a timely manner</li> <li>Motivated and committed contributor</li> <li>Effective team-player</li> </ul>	
<p><b>c) Technical skills and application</b></p> <ul style="list-style-type: none"> <li>Ensures all computer technology in the department is utilised to its full capability</li> <li>Undertakes competencies related to area of specialty</li> <li>Assists with the orientation and support for new staff</li> <li>Adopts a consultative approach within a multi-disciplinary work environment</li> <li>Mandatory education is completed annually</li> <li>Adheres to hospital policies and procedures at all times</li> <li>Ensures that incidents are reported in a timely manner</li> <li>Participates in the “on call” roster for the department, where required</li> <li>Works all shifts including afternoon, evening, nights and weekends.</li> <li>Usage of the Macquarie University Hospital’s IT systems is in line with the authorisation granted to this position – please refer to the IT policy for further information on access levels.</li> </ul>	
<p><b>d) Personal and Professional Development</b></p> <ul style="list-style-type: none"> <li>Continually develops both personally and professionally to meet the changing needs of career and industry</li> <li>Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required</li> <li>Actively participates in the Performance &amp; Development Management process as required</li> </ul>	

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<ul style="list-style-type: none"> <li>Evaluates own performance to identify strengths and areas where professional development can occur</li> <li>Assists staff in completing annual competency training</li> <li>Develops effective networking opportunities with other health professionals</li> </ul>
<p><b>e) Teamwork and Communication</b></p> <ul style="list-style-type: none"> <li>Practices according to the aims, objectives and core values of Macquarie University Hospital</li> <li>Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery</li> <li>Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills</li> <li>Provides the opportunity for the development and growth of others</li> </ul>
<p><b>f) Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>Demonstrates a commitment to quality improvement and takes an active role in the ISO Certification process to meet ISO9001 standards incorporating Core Standards for Safety and Quality.</li> <li>Initiates and contributes to quality activities</li> <li>Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors</li> <li>Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.</li> <li>Complies with obligations under Section 30 of the Workplace Health and Safety Act (1995).</li> </ul>
<p><b>g) Administration and Documentation</b></p> <ul style="list-style-type: none"> <li>Ensures that all documentation is accurate and completed in a professional and timely manner</li> <li>Ensures incidences are reported accurately and in a timely manner</li> <li>Reviews and evaluates reported incidents and manages risk as per policy</li> <li>Evaluates performance in a planned and systematic way and seeks feedback from customers in relation to the service delivered by the unit.</li> </ul>
<p><b>Key Performance Indicators</b></p>
<p>a) Demonstrated professional/positive behaviour</p>
<p>b) Documentation is accurate and completed in a timely manner</p>
<p>c) Participates in ISO preparation, auditing processes and continual improvement activities.</p>
<p>d) Incidents are reported in a timely manner</p>

### MACQUARIE UNIVERSITY HOSPITAL HR ONLY

Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
1031	Director of Clinical Services	Allison Carr	14/1/10	HR	14/1/10