

Position Description

Position Title:	New Graduate Program: - 12 months onsite mentoring program for registered nurses.
Reports To:	Senior Nurse Educator, Nursing Unit Mangers
Position Summary:	First year Registered Nurse, under the guidance of the CNE and CNS will be responsible for the delivery of high quality patient care within the healthcare team. The first year Registered Nurse will be responsible for ensuring their own professional development in order to maintain clinical skills and knowledge.
Qualifications/Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> • Eligibility for Registration with the Australian Health Practitioners Regulation Agency on graduation from course prior to commencement of employment • Australian citizenship or a visa which permits employment in Australia • Demonstrated effective interpersonal, verbal and written communication skills • Demonstrated ability to assess, plan, implement and evaluate nursing care • Ability to work within a multidisciplinary team • Demonstrate computer literacy skills • Demonstrate how you apply your knowledge of legislation, standards and policies within your clinical practice • An understanding of the professional, ethical and legal requirements of the Registered Nurse
Desirable:	<ul style="list-style-type: none"> • Experience within private health sector • Experience as an assistant in nursing or enrolled nurse
Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
<p>a)) Leadership</p> <ul style="list-style-type: none"> • Supports vision – demonstrates the ability to support the image of the hospital and to embrace the changes that enable the vision. • Values and goals – demonstrates alignment of values and goals with those of the organisation • Communication – demonstrates a high level verbal and written and interpersonal communication skills • Demonstrates accountability and integrity – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation • Promotes delivery of sensational customer service – champions the delivery of sensational service as it is integral to the reputation and ongoing success of the business 	
<p>b) Customer Service demonstration that:-</p> <ul style="list-style-type: none"> • Sensational Service is my top priority • Maintains good customer relations • demonstrates outstanding communication skills • Looks and acts like a professional • Ensures competency • Service concerns are addressed in a timely manner • Motivated and committed contributor • Inter-culturally and emotionally aware • Life-long learner • Effective team-player 	
<p>c) Technical skills and application</p> <ul style="list-style-type: none"> • Ensures all computer technology in the department is utilised to its full capability • Further develops problem solving and decision making skills • Undertakes competencies related to area of speciality • Assists with clinical development of undergraduate nursing students undertaking clinical placements • Collaborate within multi-disciplinary work environment • Mandatory education is completed • Adheres to hospital policies and procedures at all times 	

- Ensures that incidents are reported in a timely manner
- Works all shifts including afternoon, evening, nights and weekends
- Uses the Macquarie University Hospital's IT systems in line with the authorisation granted to this position – please refer to the IT policy for further information on access levels
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d) Personal and Professional Development

- Develops and conducts nursing practice in a professional manner
- Actively involved training and development attends all mandatory training promotes commitment to lifelong learning
- Seeks and responds to feedback from relevant staff regarding clinical and professional issues
- Actively participates in the Performance Management process
- Evaluates own performance to identify strengths and areas where professional development can occur
- Maintains confidentiality of patient information at all times

e) Teamwork and Communication

- Practices according to the aims, objectives and core values of Macquarie University Hospital
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- Actively participates in ward/unit meetings
- Performs other duties as directed by the Director Clinical Services

f) Continuous Improvement

- Demonstrates a commitment to quality improvement and takes an active role in the ACHS Accreditation process to meet EQUIP Standards
- Initiates and contributes to quality activities
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors
- Complies with policy and procedure relevant to practice, to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.
- Reports safety hazards to appropriate manager

g) Administration and Documentation

- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures incidences are reported accurately and in a timely manner

Key Performance Indicators

- a) Demonstrated professional/positive behaviour
- b) Documentation is accurate and completed in a timely manner
- c) Incidents are reported in a timely manner

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Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
1129	Senior Nurse Educator	Lynette Saul	14/8/2010		