

## Position Description

<b>Position Title:</b>	Registered Nurse – Wards, Specialty Units, Operating Suite ( <b>Provisional - Subject to Review</b> )
<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>a) ) <b>Leadership</b></p> <ul style="list-style-type: none"> <li><b>Supports vision</b> – demonstrates the ability to support the image of the hospital and to embrace the changes that enable the vision.</li> <li><b>Values and goals</b> – demonstrates alignment of values and goals with those of the organisation</li> <li><b>Communication</b> – demonstrates well developed communication skills, both verbal and written. Is able to communicate effectively at all levels and in a timely manner</li> <li><b>Demonstrates accountability and integrity</b> – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation</li> <li><b>Promotes delivery of sensational customer service</b> – champions the delivery of sensational service as it is integral to the reputation and ongoing success of the business</li> </ul>	
<p>b) <b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Sensational Service is my top priority</li> <li>Maintains good customer relations</li> <li>Illustrates outstanding communication skills</li> <li>Looks and acts like a professional</li> <li>Ensures competency</li> <li>Service concerns are addressed in a timely manner</li> <li>Motivated and committed contributor</li> <li>Inter-culturally and emotionally aware</li> <li>Life-long learner</li> <li>Effective team-player</li> </ul>	
<p>c) <b>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> </ul>	
<p>d) <b>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 Management process as required</li> <li>Evaluates own performance to identify strengths and areas where professional development can occur</li> <li>Assists other staff in completing annual competency training</li> <li>Maintains an up-to-date knowledge of current trends within specialty</li> <li>Maintains confidentiality of patient information at all times</li> </ul>	
<p>e) <b>Teamwork and Communication</b></p>	

- 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
- Assists with the review of policies and procedures in the ward/unit
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors
- 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.
- 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

**MACQUARIE UNIVERSITY HOSPITAL HR ONLY**

Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
	Head of Theatre	Moira	14/1/10		