

Position Details:			PD003
Employee Name:		Position Title:	Assistant in Nursing
Manager's Name:		Manager's Position Title:	Nurse Unit Manager
Risk Category:	Category A	Award Classification or Job Grade:	Nurses' EBA
Employment Type: (mark correct box)			
Permanent/Ongoing <input type="checkbox"/> Fixed Term/Contract <input type="checkbox"/> Casual <input type="checkbox"/> Volunteer <input type="checkbox"/>			
Checks Required: (mark correct box)			
Criminal History Check <input checked="" type="checkbox"/> Child Protection Check <input checked="" type="checkbox"/> Prohibited Employment Declaration <input type="checkbox"/>			

Mission/Values Statement of the Employer

Mission Statement

St. Vincent's Hospital, established by the Catholic Diocese of Lismore in 1921, is a community working together in faith, hope and charity, providing quality health care marked by compassion and respect for the human person in the spirit of Jesus Christ.

Values Statement

We believe in and cherish COMPASSION as the core value within our services. We are committed to RESPECT and TEAMWORK. These values empower our actions in the spirit of St. Vincent's and enable healing.

Purpose of the Position

To provide support to the nursing team in the delivery of nursing care in an acute care environment as directed by the Registered Nurse, in a person centred care manner, within the philosophy, mission and values of St Vincent's Hospital Lismore.

Responsible for

An Assistant in Nursing is to provide direct care activities to patients in accordance with the nursing care plan and under the supervision of a Registered Nurse, and by adhering to policies and procedures of St Vincent's Hospital, Lismore.

Key Relationships / Interactions

Director of Clinical Services	Executive Team
All hospital staff, patients and carers	Human Resources (HR)
Service Providers	Volunteers

Education / Experience

To function effectively in this position the AIN shall be required to hold a Certificate III in Health Services Assistance or equivalent (or be a student Registered Nurse in 2nd year or above through a registered tertiary training facility).

Position / Knowledge / Qualification Requirements

Certificate III in Health Services Assistance or equivalent	Demonstrated knowledge of the principles governing WH&S, Infection Control, Quality Improvement, Waste Management
Commitment to the Mission and Values of St. Vincent's Hospital	Proven interpersonal and communication skills with ability to work within a multidisciplinary team so as to motivate and lead people

Major Accountabilities of Position

Teamwork	Workplace Health and Safety
Administration	Quality
Training & Development	Clinical Governance
Clinical	Compliance and Legislative Knowledge

Roles & Responsibilities

TEAMWORK:

- Ensure that all direct clinical nursing care has been undertaken during the shift through regular communication with fellow colleagues
- Provide care that demonstrates a high level of critical communication skills, verbal and written documentation and role modelling and apply this effectively and in a timely fashion to peers, patients and carers
- Act with integrity, within own scope of practice and acknowledge the accountability for outcomes, contributing to the success and reputation of the unit and organisation
- Deliver a high standard of quality nursing care
- Promote a culture, through behaviour modelling and effective interpersonal skills where staff, patients and visitors are treated with courtesy and respect
- Work positively within a team and contribute at meetings to achieve team goals and team building activities, along with embracing and assisting in adoption of change for improvement
- Liaise, consult and work collaboratively with all stakeholders and service providers in a multidisciplinary approach, in the planning, implementation and evaluation of programs/initiatives to support individual patient needs
- Proactive conflict management that is open, honest and considerate
- Be prepared to work elsewhere on the Campus if required

ADMINISTRATION:

- Facilitate a multidisciplinary approach to care within the unit
- Demonstrate a personal attentiveness and sensitivity in a non-judgemental manner while maintaining an honest and professional rapport with both customers and colleagues
- Foster and promote a culture of customer service
- Work collaboratively with other health professionals to ensure continuity of high quality care
- Maintain co-operative working relationships between other departments and members of staff, an effective formal and informal communication network
- Utilise appropriate information systems to enable informed decisions to be made on issues with the area of responsibility
- Actively demonstrate a highly effective level of communication skills including verbal, written and information technology

TRAINING & DEVELOPMENT:

- Participate in education programs at ward/unit and nursing service level.
- Maintain contemporaneous knowledge base and clinical proficiency
- Practice within the limits of professional knowledge and expertise. This includes using a problem solving approach to provide improved standards of care
- Facilitate self awareness of and access to current policies and procedures that impact on safe care
- Support the orientation of new staff, supporting work patterns and structures to optimise the transition of learning within the unit
- Establish and foster practice within the work environment that enables the communication of knowledge and feedback that is transferred into practice
- Ensure 100% compliance with mandatory training requirements
- Evaluate own performance to identify strengths and areas where professional development can occur

CLINICAL:

- Demonstrated ability to conduct nursing practice in a manner that respects the rights of individuals and groups in accordance with NSQHS Standard 2 – Partnering with Consumers
- Demonstrated excellence in clinical skills and comprehensive knowledge of contemporary nursing practice in accordance with the NMB Code of Conduct
- Provide person centred clinical care in accordance with NSQHS Standard 2 – Partnering with Consumers
- Assess the health status of patients, providing specialised comprehensive care, ensuring that high quality nursing care is provided to the patient in accordance with the patients' needs in accordance with NSQHS Standard 5 – Comprehensive Care
- Coordinate patient care by communicating assessments, implementing treatment plans and consulting with other health care workers about the needs of the patients in your care in accordance with NSQHS Standard 5 – Comprehensive Care and NSQHS Standard 6 – Communicating for Safety
- To act rapidly and effectively in emergency situations in accordance with Standard 8 – Recognising and Responding to Acute Deterioration
- Organise workload to facilitate planned nursing care for individuals in accordance with NSQHS Standard 2 – Partnering with Consumers
- Ensure adherence to infection prevention and control (IPC) principles as prescribed by the external IPC consulting body, HICMR, in accordance with NSQHS Standard 3 – Preventing and Controlling Healthcare Associated Infection

WORKPLACE HEALTH AND SAFETY:

- Comply with the Hospital Campus workplace health and safety policies, procedures and instructions to ensure the health and safety of yourself and others at the Hospital Campus
- Cooperate with the Hospital Campus to enable compliance with the relevant WHS legislation and regulations
- Take all measures to ensure that the department you work in is safe and without risk to health and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health
- Report unsafe or unhealthy conditions or behaviour to the DCS, CEO or assigned delegate

QUALITY:

Optimising patient care requires that all nurses actively take part in patient safety processes including:

- Participating in hospital processes that support patient safety
- Reporting incidents and near misses when they occur
- Using and improving systems within the organisation to support broad organisational and community priorities
- Following through with open disclosure to patients and families
- Analysing and addressing adverse events, including through morbidity and mortality meetings
- Appropriately escalating patient safety issues

CLINICAL GOVERNANCE:**Governance, leadership and culture**

- Model professional conduct that is consistent with a commitment to safety and quality at all times
- Encourage, mentor and guide colleagues in the delivery of safe, high-quality care

Patient safety and quality systems

- Provide clinical care within the parameters of the organisation's systems
- Ensure contemporary knowledge about safe system design
- Ensure that identified opportunities for improvement are raised and reported appropriately
- Educate junior clinicians about the importance of working within the organisation's systems for the delivery of clinical care

Clinical performance and effectiveness

- Maintain personal professional skills, competence and performance
- Monitor personal clinical performance
- Ensure that specific performance concerns are reported appropriately
- Work constructively in clinical teams

Safe environment for delivery of care

- Provide clinical care within the parameter of the environment
- Maintain vigilance for opportunities to improve the environment
- Ensure that identified opportunities for improvement are raised and reported appropriately

Partnering with consumers

- Understand the evidence on consumer engagement, and its contribution to healthcare safety and quality
- Understand how health literacy might affect the way a consumer gains access to, understands and uses health information
- Support patients to have access to, and use, high-quality, easy to understand information about health care
- Support patients to share decision making about their own health care, to the extent that they choose
- Assist access of consumers of their own health information, as well as complaints and feedback systems
- Implement and fully take part in the organisation's open disclosure policy

COMPLIANCE AND LEGISLATIVE KNOWLEDGE:

All employees must comply with the requirements of:

- The Code of Conduct;
- Hospital Campus laws, rules and policies; and
- All relevant federal and state legislation, rules and regulations

Signature of Manager

Signature of Employee

Dated

Dated