



ABN 47 194 169 847

Position Description: RN Div 2
Medication Endorsed

8 Centreway Keilor East VIC **Head Office** 3033 Ph: 03 9365 1755
2 / 24 Lakeside Drive Burwood East VIC 3125 Ph: 03 9210 4999
607 Elizabeth Street Melbourne VIC 3000 Ph: 03 9321 5700

Email: alpha@alphaservices.com.au
Web: www.alphaservices.com.au

Classification:	PP1 – PP8
Type of Employment:	Casual
Accountable and Responsible to:	Alpha Services Australia P/L Branch Manager / Recruitment / Case Manager
Key Working Relationships on site:	Nurse Unit Manager Nurse in Charge Staff members in the multidisciplinary care team
Directly Reports to:	Nurse in Charge Authorised facility personnel.

Alpha Services Australia P/L:

Alpha Services is the parent company of Alpha Nursing and has further divisions in Education, Speciality Nursing, First aid as well as a separate Mobile Dental service called Alpha Dental. Alpha Services focuses on achieving excellence in the provision of health based services to its clients, using independent professional practitioners, like you to cater for the replacement of unplanned shortfalls within any client facility.

Alpha Services Values:

Our core values of Integrity, Honesty and Value guide our business model, providing a range of complementary innovative services to a variety of clients. We are proud to have personnel within our various divisions who have both depth and diversity in their respective professional backgrounds.

Alpha Services Strategic Themes:

- **Clinical Services:** Alpha Services will align and develop our services to best meet the needs of our community,
- **Workforce:** Alpha Services will attract, develop and retain a high calibre and flexible professional workforce to deliver both clinical and support services,
- **Research and Education:** Alpha Services will promote learning and evidence-based practice to achieve excellence in service delivery.

Role Statement:

As a member of a Health Care team, the RN Division 2 provides individual and appropriate quality care to residents / patients, ensuring that the individual physical, psychological, social and emotional needs are fully supported.

This role incorporates the following elements but is not limited to: supervised clinical practice, administration of legally authorised drugs in accordance with Medication Endorsed Division 2 registered nurse scope of practice including: schedule 4 poisons; schedule 8 poisons; or schedule 9 poisons; via topical, enteral and where additional training has been completed, IMI as well as S/C routes only, patient advocate, supervision and mentorship / preceptorship, counselling, interaction / liaison within a team as well as accurate and timely documentation.

Duties and Responsibilities:

This role is responsible for the following outcomes:

On acceptance of our offer to work an available shift, as requested by our client, you are expected to;

- Provide high quality, culturally sensitive patient care in partnership with patients, their significant others and other members within the healthcare team, as required within the unit / ward.
- Assume responsibility for the direct nursing care in accordance with the unit / ward whilst remaining responsible to the Manager / Nurse in charge for all delegated functions,
- Practice in accordance with the relevant standards prescribed by the **Nursing and Midwifery Board of Australia** as well as the onsite departmental policies and procedures,

- Provide competent and safe administration of medications in accordance with Medication Endorsed Division 2 registered nurse scope of practice, legislative, regulatory standards and best practice guidelines.
- Assess the clinical, non-clinical and social needs and document these in the appropriate medical records,
- Incorporating principles of ethical decision making and using evidence based practise, formulate, implement and evaluate the patient's care plan,
- Recognise changes in the patient's condition, take the necessary action(s) and document the variation in the care plan,
- Accept accountability for your own actions and seek assistance / guidance from Senior staff where you feel you do not have the skill / knowledge to undertake a delegated task,
- Recognise and report adverse events,
- Adhere to all aspects of confidentiality in regard to patients, significant others and staff as per the organisational policies and procedures,
- Check equipment required for each shift and report the faulty equipment, using the appropriate reporting tools as developed on the unit / ward,
- Perform any other duties as reasonably requested / directed by the authorised person in the unit / ward,
- Commit to ongoing professional development and participate in annual clinical competency certification through Alpha's education centre including but not limited to annual components covering Basic First Aid, Minimal Lift and Infection Control.

Competencies:

- Be eligible for registration as a Registered Nurse Division 2 in *Australia* and hold *a* current practicing Certificate,
- Ability to safely, competently and legally administer resident medications in accordance with training and legislation as well following the policies and procedures as set down by the host employer.
- Have an enthusiasm for lifelong learning,
- Have good interpersonal communication skills;
 - To give full attention to what others are saying,
 - To provide information, education and advice to people of all ages and gender from diverse cultural backgrounds,
 - To instil motivation toward healthy goals,
 - To explain clear ideas and details,
 - To be sensitive to the needs of others,
- Be able to prepare, understand and act on written materials; (letters, reports, summaries)
 - To analyse, plan, organise and problem solve,
- Have good organisational and time management skills,
- Ability to supervise employees, to include organising, prioritising, and scheduling work assignments,
- Ability to foster a cooperative work environment,
- Knowledge of related accreditation and certification requirements,
- Have effective verbal and written communication skills,
- Ability to maintain quality, safety, and/or infection control standards,



ABN 47 194 169 847

Position Description: RN Div 2
Medication Endorsed

8 Centreway Keilor East VIC **Head Office** 3033 Ph: 03 9365 1755
2 / 24 Lakeside Drive Burwood East VIC 3125 Ph: 03 9210 4999
607 Elizabeth Street Melbourne VIC 3000 Ph: 03 9321 5700

Email: alpha@alphaservices.com.au
Web: www.alphaservices.com.au

- Knowledge of legal and ethical standards for the delivery of Nursing care,
- Ability to work both independently and in a team environment,
- Ability to observe, assess and record symptoms, reactions, and progress,

Registered Health Professional:

All on-hire workers are required to comply with registration of their professional body which enables them to continue to be delegated work on behalf of Alpha Nursing within their profession. For this role it is essential that you have satisfactorily completed and hold the endorsement for the '**Course in Medication Administration for Division 2 Registered Nurses**'. It is also a key requirement that each staff member has a satisfactory outcome from a National Police Certificate. A Working with Children clearance may also be required by some Client facilities, in order for you to work within those facilities.

Risk Management:

It is a standard element of the roles and responsibilities that everyone working on behalf of Alpha Nursing fulfils a proactive role towards the management of risk in all their actions. This entails the risk assessment of all situations, the taking of appropriate actions and the timely reporting of all incidents, near misses and hazards to the appropriate person at the affected workplace.

Records Management:

As an on-hire worker delegated on behalf of Alpha Nursing, you are legally responsible for all records that you gather, create or use as part of your work for client facilities, including patient health, financial, personal and administrative records, whether paper based or on the computer.

Confidentiality:

All on-hire workers are required to maintain the confidentiality of the public (patients and service users, etc) and members of staff in accordance with Alpha Nursing and client policies.

Occupational Health and Safety:

All on-hire workers have a statutory duty of care for their own personal safety and that of other co-workers within the environment they work. All employees are required to co-operate with onsite management to enable the implementation of effective OH&S strategies, as defined within the appropriate policies and procedures, which safeguard everyone within the facility / workplace.

I have read this Position Description and understand and agree with all its contents	
Employee's Name:	
Employee's Signature:	
Manager's Name:	
Manager's Signature:	
Date this document signed:	