



First for Nurses

ABN 47 194 169 847

Position Description: RN Div 1

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:	Grade 2 to 5
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:	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 1 is at the forefront of the provision of high quality patient care. The RN accepts accountability and responsibility for their competence.

The role of the RN incorporates the following but not limited to: unsupervised clinical practice, 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, encompassing the physical and emotional care, in partnership with patients, their significant others and other members within the healthcare team, as required within the unit / ward. This is done regardless of the patient's race, ethnicity, age, gender, religious preference or sexual orientation.
- Assume responsibility for the direct nursing care in accordance with the unit / ward. Physical activities include but are not limited to;
 - Lift and transfer patients from an arched position, then push or pull the weight often with rotation and or movement of feet,

Position Description: RN Div 1

- Lift and transfer patients from an arched to an upright position to accomplish bed-to-chair and chair-to-bed transfers. With any physical activity it is a must that the worker follows and encourages their fellow workers to follow the facility's minimal lift policy, using the appropriate equipment at the required times,
- Assisting with hygiene,
- Move, set up and use heavy and awkward equipment in a safe way. These may be in the form of bed, walking / standing machines, hoist and other lifting devices,
- Safely push and or pull a trolley or wheelchair as required,
- Assist with a transfer of people from or onto a trolley and or bed pre and or post procedure,
- Fill, move, and or lift linen bags as required,
- Frequently work in a standing position and do frequent walking,
- Bending to retrieve objects,
- Squatting to, for example, to empty a catheter bag,
- Kneeling or twisting, pushing and or pulling, grasping and handling reaching over patients and or their support equipment,
- Occasionally lift weights up to 20 Kilograms taking into account that assisting a colleague with a transfer or roll of a heavy patient may require this type of effort,
- Often carry linen, medications and any other object up to the weight of 10 kilograms,
- It is important to have sufficient fine motor abilities to manipulate equipment in a safe and effective manner,
- Physically apply appropriate pressure to bleeding sites, or in performing CPR,
- Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediments,
- Physically perform up to a ten hours *of* clinical work,
- Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and colour perception,
- Discriminate between sharp/dull and hot/cold when using hands.
- 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,
- Have sufficient emotional stability and flexibility to direct care functions, engage in therapeutic communications and counselling, and function effectively in situations of stress. This includes the capacity to function outside the personal comfort zone, placing clients' needs first.
- Assess the clinical, non-clinical and social needs and document these in the appropriate medical records,
- Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary and word usage.
- 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,
- Perform mathematical calculation for medication preparation and administration,
- Accept accountability for your own actions and seek assistance / guidance from Senior staff,
- Recognise and report adverse events,



First for Nurses

ABN 47 194 169 847

Position Description: RN Div 1

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

- 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 demonstrate clinical competency through annual certification in, but not limited to, components covering Medication Calculation, Basic First Aid, Minimal Lift and Infection Control.
- Make appropriate and timely decisions under stressful situations.

Competencies:

- Demonstrate successful completion of a three year full time Bachelor of Nursing qualification and have a minimum of one year full time, acute medical / surgical nursing experience,
- Be eligible for registration as a Registered Nurse Division 1 in *Australia* and hold *a* current practicing Certificate,
- 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,
 - Be able to multitask
- 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,
- 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,
- Knowledge of relevant drugs and non-pharmaceutical patient care aids.

Registered Health Professional:

All employees 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. It is also a key requirement that each worker 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.



First for Nurses

ABN 47 194 169 847

Risk Management:

It is a standard element of the role and responsibility 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 employee 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 employees 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 employees have a statutory duty of care for their own personal safety and that of other co-workers within the environment they work and 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. Annual clinical updates in CPR, manual handling and infection control are regarded as an inherent part of workplace safety and must be completed to a satisfactory standard to continue to receive offers of work.

Section 82 (7) and (8) of the current Accident Compensation Act requires the employee to carefully consider the Position Description then disclose any pre-existing injury or disease which may be adversely affected by the performance of the **inherent requirements** of the position they have applied for. This disclosure is made on the Personal and Confidential History of New Applicant (Form 803)
The same section of the above act disentitles an employee to compensation if the employee fails to disclose any pre existing injury or disease they have suffered of which they are aware - or could reasonably be expected to foresee – that could be adversely affected by the nature of the proposed employment.

By signing below I acknowledge that I have read and understood the work requirements for the position I have applied for.

Employee's Name:	
Employee's Signature:	
Recruitment staff Name:	
Recruitment staff Signature:	
Date this document signed:	