

Position Description

Title	<i>Registered Nurse</i>	Position Reports to	NUM – Surgical Admissions & Recovery
Classification	YP3 – YP9	Employment Status	Full Time
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024- 2028 Agreement and any relevant successor Agreements or Awards.		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world's leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our guiding principles of **Integrity**, **Inclusive and Accessible Care**, **Collaboration** and **Excellence** are at the core of everything we do.

1. **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
2. **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
3. **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
4. **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation.

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

To provide effective, efficient nursing care to patients in the department, that is safe and patient focused.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
 - Assume responsibility and accountability for any delegated activities to an Enrolled Nurse. The Registered Nurse will also demonstrate an understanding of the Scope of Practice of the Enrolled Nurse when delegating and allocating nursing activities
 - Accept accountability for own actions and seek guidance if situations exceed the scope of practice of a Registered Nurse
 - Perform nursing interventions and procedures in accordance with RVEEH policy and procedures.
 - Be involved in National Standards activities to ensure the department and the hospital meet accreditation requirements.
 - Ensures accurate functioning of emergency and perioperative equipment.
 - Work in accordance of NMBA Registered Nurse Scope of Practice.
 - Undertake additional activity as directed by the Nurse Unit Manager.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Customer Service - To provide/promote excellent customer service to all patients and their relatives.
 - Adopting and utilising a customer focused approach to service delivery within the department.
 - Contributing to the development of improved processes that aim to improve service delivery.
 - Responding to patients' satisfaction results to ensure a high level of satisfaction with the service delivered.
 - Maintaining good working relationships with staff from all departments and external agencies.
 - Incorporating patient involvement in service delivery
5. Teamwork - To work effectively with all members of the health care team to meet the patient's needs.
 - Maintain effective communication between various department and hospital areas.
 - Ensure effective teamwork with colleagues.
 - Demonstrate a contribution to staff effectiveness by assisting in coordination of orientation for new staff.
 - Commitment to positive inter/intra departmental communications
6. Personal Development
 - Initiate, participate in and/or facilitate nursing research
 - Deliver evidence-based nursing care

- Demonstrate a commitment to ongoing professional development and achievement of the clinical operations and organisational performance indicators.
- Participate in continuing education sessions, committees and relevant professional groups
- Promote patient advocacy, health promotion and teaching
- Accept responsibility for Continuing Professional Development (CPD) of self and actively keep a CPD portfolio as required by the Nursing and Midwifery Board of Australia

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost-effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.

- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	Maintain current registration with relevant National Board in conjunction with the National Agency (AHPRA) or equivalent	- Post Graduate Perioperative or Ophthalmology Nursing - Membership of ACN or AONA or OHNNG or ACORN or CENA
Experience	- Minimum of 1-2 year acute hospital clinical experience relevant to the clinical operations - Demonstrated being patient focused - Demonstrated commitment to quality and safety - Demonstrates initiative and enthusiasm - Ability to work effectively in a multi-disciplinary team environment	An interest in Ophthalmology, ENT or Perioperative nursing
Competencies	- Completion of Mandatory & professionally and recommended competencies as per organisational requirement. - Demonstrated excellent communication skills - Basic computer skills e.g. Microsoft Office software programs and internet navigation.	- Advance Life Support qualified/trained - Paediatric Advance Life Support qualified/trained

Reporting Lines

Position Reports to – Nurse Unit Manager – Surgical Admissions and Recovery

Key Working Relationships

Internal

- Nurse Unit Manager
- Associate Nurse Unit Managers
- Nursing Staff
- Medical Staff
- Allied health Staff
- All other hospital staff

External

- Customers (patients, relatives, GPs)
- Community
- Department of Human Services

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name Mitchell Wilson

Date 25 / 11 / 25

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____