

Position Description

Title	<i>Casual Registered Nurse</i>	Position Reports to	Nurse Unit Manager Inpatient Ward, Casual RN Workforce and Surgical Short Stay Unit
Classification	<i>Grade 2 Year 1 – Year 8</i>	Employment Status	Casual
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024		

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 values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

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:

The Registered nurse is responsible for safe and effective patient care.

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.
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. Quality Clinical Care – to ensure patients receive appropriate, competent and quality clinical care.
4. Information Technology (IT) skills that are commensurate with the requirements of the role.
5. The Casual Employee will be responsible for keeping their mandatory training up to date. If expired, this may result in them being ineligible for shifts until brought up to date.
6. To remain active three shifts in a 6-month period must be worked. A period of non-activity of six months or more may result in termination of employment from the casual bank.
7. The casual employee will remain contactable and will update contact details if they change.
8. The casual employee will maintain an active RVEEH email account as communication and updates will be via a RVEEH email account.
9. The casual employee will notify us if they have a change to their circumstances such as moving interstate or overseas or taking up other employment which would interfere with their ability to work casually for RVEEH.
10. The casual employee enters into the casual arrangement on the condition that they will be available to work for RVEEH, sometimes at short notice. If something changes which means they can no longer guarantee this, they will notify us.

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.
- Understanding working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework 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.

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.

(Statement for all nurse, doctor, orthoptist, pharmacist, pharmacy technician)

- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

(Statement for all medical and nursing positions)

- 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	Registration as a Registered Nurse with AHPRA	Membership of AONA Post graduate qualification in Ophthalmology/ENT
Experience	Acute hospital experience, with a minimum one-year post graduation	Ophthalmology and/or ENT experience
Competencies	BLS	ALS/APLS
	Manual handling	
	IV Cannulation	
	Mandatory eLearning as per organisational requirements.	

Reporting Lines

Position Reports to – *Nurse Unit Manager Inpatient Ward, Casual RN Workforce and Surgical Short Stay Unit*

Key Working Relationships

Internal

- Patients, and their families
- Nurse Unit Managers
- Associate Nurse Unit Managers
- Nursing Staff
- Medical Staff
- Allied Health Staff
- Volunteers
- Contract staff

External

- Community healthcare providers, including GP's
- Department of Health

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: Lesley Finch, *Nurse Unit Manager Inpatient Ward, Casual RN Workforce and Surgical Short Stay Unit*

Date: 28/10/2024

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: ____ / ____ / ____