



# Registered Undergraduate Student of Nursing (RUSON) Program 2022

## NUM Handbook



Western Health

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## Our Vision

Together, caring for the West - our patients, staff, community and environment

## Our Values

**Compassion** - Consistently acting with empathy and integrity

**Accountability**- Taking responsibility for our decisions and actions

**Respect**- Respect for the rights, beliefs and choice of every individual

**Excellence** - Inspiring and motivating, innovation and achievement

**Safety**- Prioritising safety as an essential part of everyday practice

## Our Purpose

Working collaboratively to provide quality health and well-being services for the people of the West.

# Introduction

## Purpose

This document is a practical guide to assist the Nurse Unit Managers at Western Health in the implementation of third-tier paid workforce model known as the Registered Undergraduate Student of Nursing model (RUSONs). This role is clearly defined in clause 106 of the Nurse and Midwives (Victorian public sector) (single interest employers) enterprise agreement 2016-2020 (the EBA).

This guide draws on the experiences of Victorian public health services that have already successfully implemented the RUSON role in their nursing teams and we would like to especially thank Ballarat Health Services who generously shared their resources with other health services. In addition, this resource draws upon the knowledge gained through the 2020-2021 RUSON Pilot at Western Health and subsequent evaluation and recommendations.

## Context

### What is a RUSON?

A RUSON is a person currently enrolled at a university to undertake undergraduate nursing or midwifery studies, who is registered with the Australian Health Practitioner Regulation Agency as a student nurse, and who at commencement, has successfully completed not less than 12 months of the Bachelor of Nursing (or graduate entry to practice nursing degree) degree or 24 months of the combined Bachelor of Nursing & Midwifery degree.

### How do we know that the RUSON model works?

We know from experience in other health services as well as the Western Health RUSON pilot program that RUSONs are a welcome addition to the nursing, bringing benefits for both patients and staff.

## RUSON Scope of Practice

### Duties and breadth of RUSON role

The RUSON works as part of the nursing team, assisting registered nurses or with patient care interventions and activities as directed, in accordance with the nursing care plan and under the delegation, and supervision, of qualified and experienced registered nurses. The RUSON role is above standard nurse or midwife to patient ratios.

A list of Core Activities that may be delegated in accordance with the professional judgement of the supervising Registered Nurse, in accordance with the level of achieved educational preparation, and assessed competence through university studies of the individual RUSON is provided in Appendix 1.

***The RUSON can only work within the parameters of the position description.***

The position descriptions for a RUSON is provided in Appendix 2.

### Establishing delegation and supervision

In order to establish a clear framework for the delegation of tasks and activities and the provision of effective clinically focused supervision, there must be a clear and shared understanding of the role that the RUSON plays within the nursing team, and of the skills and competencies that a RUSON will be expected to demonstrate.

Competencies are required to be signed off from an experienced Registered Nurse as “Independent” prior to the RUSON undertaking the activity without direct supervision. Competencies can be signed off on first attempt. The RUSON competency tool is provided in their workbook and Appendix 3 for reference.

# Integrating RUSONs in your Team

## Recruitment

Initial recruitment and on-boarding of the RUSONs will be facilitated by the NMWU team. Any vacant EFT throughout the year after the initial recruitment should be replaced and is the responsibility of the NUM the RUSON is employed to.

## EBA requirements

The Nurses EBA stipulates only one RUSON is to be rostered per shift, however currently due to the state of emergency more than one RUSON is able to be rostered per shift.

## Rostering

The RUSONs will be recruited to your ward as part of your team and each inpatient ward will be allocated 2.95 EFT which equates to RUSONs covering 16 hours per day, 7 days a week.

The same quality roster rules apply to rostering the RUSONs; they are able to be rostered across all 3 shifts. The following shift times are required to be used:

- RUS D 0700-1530
- RUS E 1300-2130
- RUS N 2100-0730

It is preferred that each day, there will be a RUSON rostered to ensure coverage on 2 shifts. This will guarantee that the 2.95 EFT of RUSONs will be spread evenly across the fortnight.

As members of your team, the RUSONs directly report to you. They have been provided with information about roster requests, including Annual leave, and Personal leave.

In the event of unplanned personal leave, the RUSONs are advised to contact the NUM or NIC prior to their shift. If a RUSON does not attend their shift a well-being check should be made.

## Rostering challenges

An important aim when recruiting RUSONs is to minimise rosters challenges caused by the impact of clinical placements. Considerations to alleviate rosters challenges could include:

- widening the catchment of RUSON to multiple universities (where possible) to reduce clinical placement unavailability, thereby increasing the number of shifts that can be covered throughout the year
- ensuring that there is a combination of second and third-year students employed, as well as employing a greater pool of students to enhance availability
- RUSONs should identify their scheduled clinical placements as early as possible so that leave without pay or annual leave can be granted for these periods.

## What if a RUSON on my ward has obtained RN registration?

A variation must occur to process the change in pay to that of a Registered Nurse; however the scope of practice remains as a RUSON until the RUSON's graduate program commences.

## Code of Conduct

The Western Health Code of Conduct can be accessed on the Intranet (Current Version June 2021) and expectations should be no different to any other team member. For some RUSONs this may be their very first professional employment opportunity so a nurturing environment and good team role modelling will fast track their knowledge and awareness of expected professional behaviours.

## Uniform

There is no specific RUSON uniform and each RUSON will be delineated with their name badge, ID and RUSON sticker. University uniforms are not an acceptable alternative.

## Management & Support arrangements

As with any other ward staff member, each RUSON is employed by individual wards and managed by you (Nurse Unit Manager).

You are responsible for:

- conducting formal performance reviews
- approving and coordinating requests for leave and other entitlements
- establishing training and development plans
- supporting staff and dealing with other personnel or welfare issues.

In addition, the RUSONs will be supported by the following:

- Professional Lead –Tony McGillion (Director of Nursing and Midwifery)
- Education
- Ward Staff
- RUSON debrief Sessions

Debriefing is an opportunity to discuss, reflect, and learn from our experiences and a time to consider how things are going, identify what is going well, and consider areas support is needed. By reflecting on, and recognising the knowledge, skills, and attitudes used in their experiences, the RUSONs will be able to better develop personal awareness and insight into their practice, helping them to identify and manage stress.



## People & Numbers to Know

**Tony McGillion** Director of Nursing and Midwifery (Inspiring Innovation) 0466 925 108  
**Allison Lamb** Director of Nursing and Midwifery (WTN, ACCC) 0421 950 501  
**Lisa Gatzonis** Director of Nursing and Midwifery (NMWU) 0466 943 769

### Education and Learning Department

**Val Dibella** Acting Director of Education and Learning 0466 489 687

Sunshine Educators	Footscray Educators	Williamstown Educators
Ben Crowther 0466 504 553	Caroline Duggan 0481 003 837	Cindy Wright 0401 158 562
Candice Skec 0466 419 459	Christina Guastalegname 0435 244 133	Kate-Lynn Buttigieg 0479 177 682
Cassie Carnovale 0481 478 547	Christine Pirotta 0478 404 443	
Chris Raguz 0466 537 836	Cindy Lie 0401 695 064	
Janet Monohan 0401 731 546	Esmeralda Rivas 0481 097 630	
Mitra Singh 0466 368 914	Jessica Missen 0478 408 952	
Niki Le 0435 190 227	Linda Alvarenga 0466 654 246	
Samantha Law 0478 408 953	Marion Subah 0481 465 499	
Sarah Bunting 0466 455 758	Priscilla Salmon 0466 556 246	
Simone Montebello 0466 504 560	Tracey Lynn Estepa 0466 455 096	
Valerie Brown 0466 330 069		

## Frequently asked questions (FAQs)

### 1. Can a RUSON work on all shifts

- Yes. RUSONs can work all shifts.

### 2. Can a RUSON work night duty?

- Yes. RUSONs can work night duty.

### 3. Can a RUSON work on a public holiday?

- Yes. RUSONs can work on public holidays.

### 4. Can a RUSON work with a team of nurses or just one nurse?

- RUSONs work with the team based model of care. This may refer to a team of 1, 2, 3 or 4 nurses. RUSONs usually commence with work being assigned to them by the ANUM or Nurse in Charge or Team Leader, who delegates their duties. This may include being assigned to work with one nurse, one team of nurses or multiple teams of nurses over the shift.

### 5. Can a RUSON work with an Enrolled Nurse

#### Can a RUSON receive a delegated task from an Enrolled Nurse?

#### Why does it say in the activity list that a RUSON can't accept delegation from an Enrolled Nurse?

- RUSONs can work with an Enrolled Nurse as part of a team but cannot accept delegated tasks/orders from an Enrolled Nurse.
- Supervision of a RUSON needs to be from a Registered Nurse.
- RUSONs can't be supervised by an Enrolled Nurse.
- Remember that Enrolled Nurses are required to work under the direct or indirect supervision of a Registered Nurse and require a named and accessible Registered Nurse at all times for support and guidance of their own practice.

**6. Can a RUSON work with a student nurse on placement?**

- RUSONs can work with student nurses as part of a health care team but both the RUSON and Student Nurse need to be supervised by a Registered Nurse and have the 'activity' they are doing delegated to them by the Registered Nurse.

**7. Can a RUSON work as a special for a patient?**

- RUSONs are not allowed to care for their own patient or patients in accordance with legislation from the Safe Patient Care Act.

**8. Can a RUSON work with their own load of patients?  
Can a RUSON have one or two or three patients of their own?**

- RUSONs cannot care for their own patient or load of patients. Their role is always supernumerary (does not carry a patient load) in the nursing team.

**9. Can a RUSON insert an indwelling catheter etc.?**

- RUSONs can only complete activities or nursing tasks that are on their ward specific activity list. Even if they are capable and competent of inserting an indwelling catheter, they are not allowed to do so if it is not on the approved list.
- This example (insertion of an indwelling catheter) can be used in other situations where RUSONs are asked to do tasks that are not on their activity list.
- RUSONs may be capable of doing a technical skill as a result of a learning lab at university or experience at university but this does not permit them to perform at this higher level when working as a RUSON.
- RUSONs are only permitted to complete technical skills as per the activity list.

**A RUSON may tell you that,**

**'Yes, I can do THAT but I am not allowed to as it is not on my activity list'.**

**This a safe statement and should be encouraged and acknowledged.**

**10. How can I check what technical skills a RUSON can do?**

- Refer to your unit-specific RUSON activity list. This list will either be printed or displayed on your staff notice board; with the RUSON.

**11. Can a RUSON do a toileting round?**

- RUSONs are able to meet patient hygiene needs as per their activity list, so are able to assist patients with their toileting requirements.
- However, as they are working under the supervision and delegation of a Registered Nurse it will be highly unlikely that this one nurse would be providing care for an entire unit and as such, delegate this to the RUSON.
- RUSONs can meet hygiene needs of a group of clients as delegated by the RN.
- WH would like to ensure that the RUSONs work is enjoyable and variable and as such, doing a toileting round of an entire unit (20-30 patients) is not something we envisage should be part of the RUSON's core work.
- Meeting hygiene needs for a group of patients (as delegated by the RN) is likely to happen during every shift as this is an activity of daily living for patients.

**12. Can two RUSONS work on the same shift?**

- As per the EBA, only one RUSON can work per shift. However, during the state of emergency there is an exception and more than one RUSON can work on a shift.

**13. Can a RUSON call in sick for their duty?**

- RUSON's are WH employees and as such, have the same benefits and entitlements as all other employees. RUSONS must phone in sick to the NIC or NUM at least 2 hours prior to their shift and produce the appropriate certificates as needed. If the RUSON fails to call in sick, the NUM or NIC must complete a welfare check.

**14. What happens when a RUSON needs to attend clinical placement and can't work their rostered shifts?**

- RUSONs are contracted to work minimum 0.2 EFT to a maximum of 0.8 EFT

- RUSONs are encouraged to request rostered days off and shift preferences just like other WH staff in order to ensure they can meet their contracted hours with WH and still meet their future requirements for registration.
- WH Unit Managers (you) will work with the RUSONs to accommodate their requests and ensure the contacted hours are worked and clinical placement shifts are able to be accommodated.

**15. Are RUSONs entitled to take annual leave and personal leave days?**

- RUSONs are WH employees and have the same benefits and entitlements as other employees. This means that they can request annual leave days via the roster request system in their unit and also take personal leave if required.

**16. Do RUSONs have a RUSON uniform?  
Can they wear their student nurse uniform as a RUSON?**

- RUSONs do not have a specific uniform. The RUSON must wear scrubs, ID badge, name badge and RUSON sticker (attached to PPE or sleeve of scrub top) when working as a RUSON.
- No university branded items must be worn at work to avoid role confusion for the RUSON, our staff, your university and our patients.
- If a RUSON doesn't have clean scrubs to wear on duty they may wear clothing that adheres to the WH dress code procedure (in addition to relevant PPE).
- The RUSON sticker (see image below) can be worn on the sleeve of the scrub top once face shields are no longer mandatory.



## Appendix 1

### List of RUSON Core Activities

The following activities can be delegated in accordance with the professional judgement of the supervising Registered Nurse, in accordance with the level of achieved educational preparation and assessed competence through university studies of the individual RUSON.

Area of care	Activity	Excluded activities
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>Assist with oral hygiene – brushing teeth, dentures, mouth wash/toilet</li> <li>Assist with simple eye care – eye toilet</li> <li>Assist with brushing and washing hair</li> <li>Assist with showering, washing and bed baths</li> <li>Assist with dressing and undressing</li> <li>Shaving (with electric razor)</li> <li>Grooming – non-medicated skin care and make up</li> <li>Removal of make-up and nail polish for procedures</li> <li>Hand-hygiene</li> <li>Pre-operative site preparation (with surgical clippers only)</li> </ul>	<ul style="list-style-type: none"> <li>Shaving patients with non-electric razors or blades, or patients with facial / neck surgery or injuries</li> <li>Washing hair for patients with spinal, head and neck surgery or injuries</li> <li>Cutting/trimming nails</li> <li>Pre-operative shaves with razors/blades</li> </ul>
<b>Toileting</b>	<ul style="list-style-type: none"> <li>Change incontinence pads or aids</li> <li>Empty, record and provide urinary bottle</li> <li>Empty, record and provide urinal pans</li> <li>Empty, record and provide commode chair</li> <li>Empty and record urinary catheter bag drainage</li> <li>Change of IDC anchoring device</li> <li>Document and report elimination amounts to Registered Nurse</li> <li>Apply, empty and record condom drainage</li> <li>Assisting patient with emptying long term stoma bags</li> </ul>	<ul style="list-style-type: none"> <li>Changing ostomy bags</li> <li>Hourly urinary catheter measures</li> <li>Emptying of new ostomy bags (stoma &lt; 6 months old)</li> <li>Recent urological surgery</li> </ul>
<b>Manual handling &amp; Mobility</b>	<ul style="list-style-type: none"> <li>Assist with patient transfers, sitting patients out of bed/on toilet/commode</li> <li>Assist patients to change position in bed</li> <li>Assist with provision of pressure area care (including assist with log roll)</li> <li>Mobilising patients (assisted up to independent)</li> <li>Assist in the use of manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Head control for log rolling</li> <li>Transport of patients awaiting transfer to other facilities</li> </ul>

Area of care	Activity	Excluded activities
	hoists/aids <ul style="list-style-type: none"> <li>• Assist allied health professionals e.g. with mobility, re-apply braces</li> <li>• Transport for discharge or day leave (as approved by medical staff), or to transit lounge</li> </ul>	
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>• Assist patients with menu selection</li> <li>• Assist with safe meal set up, cut up food, adjusting table and opening packages</li> <li>• In consultation with the RN, assist with feeding patients</li> <li>• Provide water/refilling water jugs or making drinks for patient</li> </ul>	<ul style="list-style-type: none"> <li>• Feeding patients with difficulties, or receiving parenteral or enteral nutrition</li> <li>• Refilling of water jugs or making drinks for patients on fluid restrictions, with dysphagia, modified diet/fluids or nil orally</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Ensure falls prevention strategies are in place – call bell, phone, bedside table in reach, bed lowered, trip hazards removed</li> <li>• Maintain safe and tidy ward environment</li> <li>• Placing flowers in vases, water changes for flowers/vases</li> <li>• Making beds</li> </ul>	<ul style="list-style-type: none"> <li>• Sole responsibility for checking of emergency equipment including Resuscitation trolley, bedside suction, oxygen and air</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Answering call bells including staff assist</li> <li>• Reporting and/or escalating all care and concerns to supervising registered nurse/s</li> <li>• Clerical answering and transferring calls/intercom</li> <li>• Referring all aspects of care out of scope to RN</li> <li>• Direct visitors to ward or RN for assistance</li> <li>• Respond to, escalate, and report emergencies as per hospital policy</li> <li>• Attend handover and local team meetings or education sessions</li> <li>• Orientate patient and family/carers to ward environment</li> <li>• Seek regular feedback from supervising RN/s and reflect on practice</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clinical advice or confidential information and advice to patients or families</li> <li>• Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff.</li> <li>• Accepting delegated duties from an enrolled nurse (EN)</li> <li>• Taking verbal results via telephone</li> <li>• Advice, counselling, confirming new diagnosis and communicating confidential information</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Complete fluid balance chart: Oral input and urine output and report to RN</li> <li>• Complete food chart – dietary and fluid intake</li> <li>• Complete bowel chart – output and report to RN</li> <li>• Complete weight and height and report to RN</li> <li>• Assist in the documentation of valuables</li> </ul>	<ul style="list-style-type: none"> <li>• Patients on fluid restriction</li> <li>• Completing progress notes in EMR</li> <li>• Documenting on general observation charts and in EMR</li> <li>• Completing patient care plan details on communication boards or handover sheets</li> </ul>

Area of care	Activity	Excluded activities
	<ul style="list-style-type: none"> <li>Assist in filling out bedside communication boards</li> <li>Complete incident reporting as per local hospital policy</li> </ul>	
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>Restock supplies and equipment</li> <li>Cleaning and putting away equipment between use i.e. – infusion pumps, bed frames</li> <li>Equipment maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Sole responsibility for restocking emergency supplies in resuscitation trolley</li> <li>Restocking medication supplies</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>Constant observation of low risk behaviours, provided managing clinical aggression education has been completed</li> <li>Diversional therapy/activities i.e. – reading to patients</li> <li>Assist in the care of the deceased patient</li> <li>Packing and unpacking patient belongings</li> <li>Attend professional development sessions</li> <li>Attend and report staff meetings</li> <li>Initiate emergency response alarms as per organisational policy</li> <li>Relieving staff for meal breaks</li> <li>Running simple errands within hospital grounds</li> <li>Re-application of anti-embolic stockings</li> </ul>	<ul style="list-style-type: none"> <li>Measurement and initial fitting of anti-embolic stockings</li> <li>Patient escorts, unless outlined in core duties list</li> <li>Collection and labelling of specimens</li> <li>Care of complex patients</li> <li>Medication administration (all routes, including drops and topical creams)</li> <li>Intravenous therapy management</li> <li>Oxygen therapy</li> <li>Suctioning</li> <li>Wound management</li> <li>Tracheostomy management</li> <li>Emptying of wound and ICC drainage bags</li> <li>Prescribed hair treatments</li> <li>Allocated as the primary nurse /carer for patients including constant special or watch</li> </ul>
<b>COVID 19 Close contact tracing, specimen collection (oropharyngeal and nasal swabs) and non-invasive temperature testing</b>	<ul style="list-style-type: none"> <li>Collecting specimens for COVID-19 testing including obtaining oropharyngeal and deep nasal swabs</li> <li>Completing non-invasive temperature checks and documenting findings and contact details</li> <li>Undertaking tracing of persons who are deemed to be close contacts of suspected or confirmed cases of COVID 19</li> </ul>	<ul style="list-style-type: none"> <li>Serology testing is excluded</li> </ul>



Area of care	Activity	Excluded activities
<b>COVID 19 Vaccination</b>	<ul style="list-style-type: none"> <li>• Students who have successfully completed more than 12 months of study of a Bachelor program leading to initial registration with AHPRA as a registered nurse, may undertake the following authorised vaccination activities once their training (including the prescribed modules) and supervision arrangements are met. These activities may include:</li> <li>• reconstitute COVID-19 VACCINE in accordance with the manufacturer's instructions and transfer to a single-use syringe</li> <li>• label the syringe for administration (where the product is not labelled when delivered)</li> <li>• administer COVID-19 VACCINE to persons approved as eligible to receive the vaccine</li> <li>• Practice must be in line with the Public Health Emergency Orders found at <a href="https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines">https://www.coronavirus.vic.gov.au/victorian-covid-19-vaccination-guidelines</a></li> </ul>	
<b>Personal Protective Equipment (PPE) Spotter</b>	<ul style="list-style-type: none"> <li>• Undertaking PPE Spotter activities consistent with the PPE Spotter Position Description published by the Healthcare Infection Prevention &amp; Wellbeing Taskforce, including: <ul style="list-style-type: none"> <li>• Spotting and supervision of appropriate use of PPE, including observing, guiding, correcting technique during donning and doffing.</li> <li>• Formal and informal monitoring and auditing of appropriate use of PPE within clinical settings (e.g. when providing care to patients) and non-clinical settings (e.g. breakrooms, cafes).</li> </ul> </li> <li>• Working with and supporting the Quality and Safety/Infection Prevention and</li> <li>• Control/COVID-19 Response Team (or other relevant area(s) with:</li> <li>• Undertaking risk assessments through audits and spot checks on adherence to infection prevention measures (such as physical distancing) including proposing and</li> </ul>	

Area of care	Activity	Excluded activities
	<p>implementing remedial actions, where required, as part of a continuous improvement process to support behavioural change.</p> <ul style="list-style-type: none"> <li>• Training and promotional activities to create the conditions for workplace culture and behaviour change (e.g. information sessions, emails, posters).</li> <li>• Ongoing education and knowledge improvement of staff aligned with current public health advice.</li> <li>• Responding to occupational health and safety issues for staff experiencing skin and/or pressure injuries associated with prolonged use of PPE.</li> </ul>	
<p><b>Clinical Practice Extension - Contribution to patient assessment</b></p>	<ul style="list-style-type: none"> <li>• Where the RUSON has completed the services' competency assessment and completed the necessary education relevant to the duty, as part of their bachelor program, the RUSON may perform the following duties as delegated in appropriate contexts only by supervising registered nurse: <ul style="list-style-type: none"> <li>• Vital signs</li> <li>• Blood glucose levels</li> <li>• Urinalysis</li> </ul> </li> <li>• Simple wound dressings</li> </ul>	

## Appendix 2



### POSITION DESCRIPTION

<b>Position Title:</b>	Registered Undergraduate Student of Nursing (RUSON)
<b>Business Unit/Department:</b>	Nursing & Midwifery
<b>Division:</b>	Nursing & Midwifery Directorate
<b>Award/Agreement:</b>	Nurses and Midwives (Vic Public Sector) (Single Interest Employers) EA 2016-2020
<b>Classification:</b>	RUSON Year 2– RUSON Year 3
<b>Reports To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	20 March 2020

#### Position Purpose

The RUSON works as an assistant to the health care team, assisting the registered nurses to provide delegated aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgement of the supervising registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON.

The RUSON will be allocated to a specific ward/unit and will work in accordance with the specific ward/unit duty list as directed by the Registered Nurse.

#### Business Unit Overview

The Nursing & Midwifery Directorate provides leadership and direction to Western Health's nursing and midwifery workforce, supporting professional practice ensuring innovative research-based nursing and midwifery care to Western Health care recipients. The Directorate oversees the professional management of the nursing and midwifery workforce, via credentialing, scope of practice oversight, leadership development, workforce strategic planning, recruitment and delivery of a sustainable supplementary workforce and workforce development. The Directorate also has operational responsibility for the Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Consumer Partnerships & Diversity and a number of expert nurse consultants.

**Western Health Values: Compassion, Accountability, Respect, Excellence & Safety**

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day to day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

#### Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

### Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person-centred patient care. The Western Health framework for Quality, Safety and the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.

### Key Responsibilities

A RUSON is required to work under the direct supervision and delegation of a Registered nurse (RN) at all times, and work within the agreed core duty list for the role.

- A RUSON will work with one or more Registered nurses to provide delegated care to a group of patients.
- Accept accountability and responsibility for providing a high standards of direct patient care within the scope and core duties list of the RUSON
- Function in accordance with legislation and the organisation's local policies and procedures, conducting practice within a professional and ethical framework to deliver delegated care.
- Collaborate and consult with the Registered nurse and other multidisciplinary team members to achieve desired health outcomes for patients.
- Recognise changes in patients' condition and take necessary action (s) including urgently communicating the change in condition to their supervising Registered Nurse.
- Ensure all patients, residents, families, clients, visitors and staff are treated with respect, dignity and courtesy; an environment that is free from harassment and discrimination.
- Participation in Western's Health's risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- Ensure that the affairs of Western Health, and its partnering organisations, patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Western Health's services.
- Recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Western Health employees.
- RUSON must maintain their academic obligations in the Bachelor of Nursing, and remain as an active student throughout their fixed term employment.
- Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met.

### Key Working Relationships

#### Internal:

- Nurse Unit Manager
- ANUM
- Other nursing staff
- Director of Nursing
- Assistant directors of Nursing & Midwifery
- Divisional Director
- Operations Manager
- Allied health
- Unit medical officers

### Our Vision

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<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Patients, families and others as required</li> </ul>
<p><b>Selection Criteria</b></p> <ul style="list-style-type: none"> <li>• Current enrolment in a Bachelor of Nursing program or equivalent (i.e. Master of Nursing)</li> <li>• Minimum of 12 months completion of a Bachelor of Nursing program or equivalent</li> <li>• Registration as a RUSON with the Australian Health Practitioner Regulation Agency (APHRA)</li> <li>• Possess excellent clinical skills</li> <li>• Effective organisational skills, with respect to time management and delegation</li> <li>• Well-developed written and verbal communication skills</li> <li>• Effective interpersonal skills</li> <li>• Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team</li> <li>• A commitment to high quality, safe and person centred patient care</li> </ul>
<p><b>Additional Requirements</b></p> <p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a Police &amp; Criminal history check prior to employment</li> <li>• Obtain a Working with Children Check (employment) prior to employment</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health</li> <li>• Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health</li> <li>• Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>
<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>• Redeployment to other services and sites within Western Health may be required.</li> <li>• Employment terms and conditions are provided according to relevant award/agreement.</li> <li>• Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace</li> <li>• This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties</li> </ul>

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and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name:

Employee's Signature:  Date:

## Appendix 3

### Competency Tool

These competencies are required to be signed off from a senior Registered Nurse as “Independent” prior to the RUSON undertaking the activity without direct supervision. Can be signed off on first attempt.

**Supervised:** The RUSON completes the core activity with full supervision and requires assistance from the Registered Nurse.

**Assisted:** The RUSON completes the core activity with some minimal assistance from the Registered Nurse.

**Independent:** The RUSON completes the core activity without requiring any assistance from the Registered Nurse.

	Skills	Supervised	Assisted	Independent
	Example -	S. NURSE 06/10/20	R. NURSE 08/10/20	H. NURSE 09/10/20
Hygiene	Completes Hand Hygiene – 5 moments			
	Oral Hygiene – brushing teeth/dentures, assisting with mouth wash			
	Eye Care – simple eye care, eye toilet			
	Hair Care – brushing and washing hair			
	Showering, washing and bed bathing			
	Grooming – shaving (electric razor), non-medicated skin care and make-up application			
	Removal of nail polish/make-up			
	Pre-operative site preparation (surgical clippers only)			
	Toileting	Changing incontinence pads or aids		
Providing and emptying urinary bottle/pan/commode/catheter & recording output				
Apply, empty and record condom drainage				
Assist patient with empty long-term ostomy bag				
Mobility	Recognise falls risk – signage, low low bed, fall alarm mat			
	Assist with patient transfers, sitting patients out of bed/on toilet/commode			
	Assist with provision of pressure area care			
	Assist with manual handling hoists/aids			
	Re-apply anti-embolic stockings			

	Skills	Supervised	Assisted	Independent
Nutrition	Assist patients with menu selection			
	Assist with safe meal set-up, cut-up food, adjust table and open food packages			
	Assist with feeding appropriate patients (in consultation with RN)			
	Provide water, refill jugs or make drinks			
Environment	Implement falls prevention strategies – call bell in reach, phone in reach, bedside table positioned appropriately, bed lowered, trip hazards removed			
	Contribute to maintaining a safe and tidy ward environment			
	Make beds/assist with bed linen change			
Documentation	Complete fluid balance chart (report to supervising RN)			
	Complete food chart (report to supervising RN)			
	Complete bowel chart (report to supervising RN)			
	Complete and document weight and height (report to supervising RN)			
	Document valuables			
	Update bedside communication boards			
Maintenance	Restock supplies and equipment – photocopying patient brochures, restock dressing/IV trolleys (not emergency) and bedside supplies			
	Cleaning and putting away equipment between use i.e. Clinell wipes, infusion pumps, obs machines, thermometers, commodes			
Other	Packing and unpacking patient belongings			
	Run simple errands within the hospital grounds – e.g. borrow and return ECG from other ward areas if requested by supervising RN			

## Appendix 4

### Performance Review and Development Appraisals

Please email the RUSON educator for a copy of the RUSON Appraisal

#### Interim Appraisal

Due: 3 months into program

- This can be completed by either the RUSON Educator or by a Registered Nurse.
- Prior to the due date, contact the RUSON Educator to make a time to complete your appraisal. Otherwise identify a Registered Nurse who you have worked closely with and ask them if they would be comfortable completing your appraisal.

#### Summative Appraisal

Due: 6 months into program

- This can be completed by either the RUSON Educator or by a Registered Nurse.
- Prior to the due date, contact the RUSON Educator to make a time to complete your appraisal. Otherwise identify a Registered Nurse who you have worked closely with and ask them if they would be comfortable completing your appraisal.

You are responsible for keeping the hard copy of your Appraisals. Forward a scanned copy to your line manager for their records.