

## 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 2020-2024 (Clause 85 and Clause 106)
<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>	8 June 2022

<b>Position Purpose</b>
<p>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.</p> <p>The RUSON will be employed in a specific ward/unit and will work in accordance with the specific ward/unit duty list as directed by the Registered Nurse. Where rostered in a Special Care Nursery core duties and exclusions lists must be developed in consultation with, and agreed to, by the Australian Nursing and Midwifery Federation.</p>
<b>Business Unit Overview</b>
<p>The Nursing &amp; Midwifery Directorate provides leadership and direction to Western Health’s nursing and midwifery workforce, supporting professional practice and 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.</p> <p>The Directorate also has operational responsibility for the Nursing &amp; Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Consumer Partnerships &amp; Diversity and a number of expert nurse consultants.</p> <p><b>Western Health Values: Compassion, Accountability, Respect, Excellence &amp; Safety</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>· Compassion – consistently acting with empathy and integrity</li> <li>· Accountability – empowering our staff to serve our community</li> <li>· Respect – for the rights, beliefs and choice of every individual</li> </ul>

### Our Vision

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- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe 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 complete performance appraisals/reviews in accordance with hospital policy.
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- A RUSON must maintain their academic obligations in the Bachelor of Nursing and remain as an active student throughout their fixed term employment.
- A RUSON will work with one or more Registered nurses to provide delegated care to a group of patients.
- Function in accordance with legislation and the organisation's local policies and procedures, conducting practice within a professional and ethical framework to deliver appropriately delegated care.
- Collaborate and consult with the Registered Nurse and other multidisciplinary team members to achieve desired health outcomes for patients.
- Ensure all patients, residents, families, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Accept delegated accountability and responsibility for providing a high standard of direct patient care within the scope and core duties list of the RUSON
- Works collaboratively with both the employer and the University to ensure the requirements of both organisations are met.
- Compliance with all Western Health Policies and Procedures.
- Recognise changes in patients' condition and take necessary action (s) including urgently communicating the change in condition to their supervising Registered Nurse.
- 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.
- Commitment to a patient/client centred approach in the provision of health care and services, consistent with the employing organisation's values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

### Key Working Relationships

#### Internal:

- Nurse Unit Manager

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- ANUMs
- Other nursing team members
- Educators
- Directors of Nursing and Midwifery
- Assistant Directors of Nursing & Midwifery
- Divisional Director
- Operations Managers
- Allied Health
- Unit Medical Officers

**External:**

- Patients, families and others as required

**Essential Selection Criteria**

- Current enrolment in a Bachelor of Nursing or Bachelor of Nursing/Midwifery program or entry to practice equivalent (i.e. Master of Nursing)
- Minimum of 12 months completion of a Bachelor of Nursing program or equivalent
- Registration as a student with the Australian Health Practitioner Regulation Agency (APHRA)
- Possess competent clinical skills
- Effective organisational skills, with respect to time management and delegation
- Commitment to develop effective communication/interpersonal skills
- Willingness to practice collaboratively as part of a multi-disciplinary health care team
- A commitment to high quality, safe and person centred patient care

**Additional Selection Criteria**

**Technical/Professional Knowledge and Skill**

- Demonstrated satisfactory academic progress in the Bachelor of Nursing

**Personal Attributes**

- Adaptability: maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Work Standards: setting high standards of performance for self; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence.
- Stress Tolerance: maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization with appropriate support as required
- Initiating Action: taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required, being proactive.
- Continuous Learning: actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
- Managing Work (includes Time Management) – effectively managing one’s time and resources to ensure that work is completed efficiently

**Interpersonal Skills**

- Communication: clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- Collaboration: working effectively and cooperatively with others; establishing and maintaining good working relationships.
- Patient Relations: meeting patient and patient family needs; taking responsibility for a patient’s safety, satisfaction, and clinical outcomes; using appropriate interpersonal techniques to resolve

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difficult patient situations and regain patient confidence.

## Occupational Health & Safety

- All public health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.
- Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.
- Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.
- Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes the Injury Management Program.
- Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

## Employee Requirements

All employees are required to:

- Obtain a Police & Criminal history check prior to employment
- Obtain a Working with Children Check (employment) prior to employment
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- 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
- 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
- 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

## Employee Responsibilities

- Looking after their own health and safety and those of others in the workplace
- Following safe work practices and using personal protective equipment as required
- Participating in OH&S consultation and OH&S training initiatives
- Reporting any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions
- Cooperating with managers and supervisors so that they can meet their OH&S responsibilities
- Ensuring that they don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk
- Performing only those tasks for which they have received appropriate training and instruction and are within the scope of practice for a RUSON at Western Health

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- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace
- Participating in emergency evacuation exercises
- Ensuring that they are able to work AM, PM and night duty shifts over a 7-day roster

### General Information

- Redeployment to other services and sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- 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
- 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 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
- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- An interim performance development and review discussion will occur with your Manager or delegate three months and 6 months from your commencement date. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

*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: \_\_\_\_\_

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