

POSITION DESCRIPTION

Position Title:	Registered Nurse – Day Surgery Unit
Grading:	RN1 – RN8 (depending on clinical experience)
Location:	Day Surgery Unit - Newington
Responsible to:	Nurse Manager – Day Surgery Unit
Responsible for:	Nil
Collaborates with:	Medical Officers Registered Nurses Sterilisation Technicians Assistants in Nursing Administration Officers

Our Organisation

Family Planning Australia (FPA) is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Position Overview

The Registered Nurse plays an important role in supporting the strategic directions of Family Planning Australia. This is a multi-faceted role. In addition to clinical service delivery and clinical training, the role provides the opportunity to develop skills, knowledge and experience in telephone referral and information line, perioperative nursing, professional education, research and the international program. The position is part of a multidisciplinary team.

Registered Nurses in Integrated Health Services may be employed to work in Day Surgery Unit, Talkline/Pregnancy Choices Helpline (PCH), Clinical Support Unit and/or Reproductive and Sexual Health clinics. Appropriately trained RNs may be rostered across multiple areas.

RNs with appropriate post graduate qualifications, or who have completed FPA approved training may also hold positions in the Research Centre, Education Services or International Development.

Selection Criteria

Essential (including qualifications)

- Primary nursing degree with current AHPRA registration as a registered nurse
- Minimum 2 years post graduate experience in either
 - reproductive and sexual health service
 - perioperative service
- Post graduate qualification or willingness to obtain qualifications in either
 - reproductive and sexual health nursing (RSH CAP or equivalent) – theory component
 - perioperative nursing (graduate certificate or equivalent)
- High level interpersonal and communication skills
- Demonstrated ability to work effectively as part of a multidisciplinary team
- Demonstrated ability to effectively utilise electronic medical record systems
- Willingness to develop skills in reproductive and sexual health and perioperative nursing such as implant and/or IUD insertion and removal, anaesthetic nursing or ultrasound provision
- Must have full Australian working rights

Desirable

- Post graduate qualification in reproductive and sexual health nursing (RSH CAP or equivalent) – practical component
- Experience working with priority populations including Aboriginal and Torres Strait Islander people, young people, people with disability, LGBTQ people and/or culturally and linguistically diverse people

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- Previous experience in peri-operative nursing, provision of ultrasound, clinical instruction and/or clinical research

Other requirements

- A Criminal Record Check and Working with Children Check are required prior to commencement
- Immunisation/vaccination requirements apply

Values

- Family Planning Australia is a pro-choice organisation – staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption / foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - In this role this means leading and participating in the provision of both medical and surgical abortion services.
- Must have a human rights focus and support the Family Planning Australia values:
 - Compassionate
 - Collaborative
 - Empowerment
 - Bold

Key Responsibilities - Relevant to Role

Reproductive and Sexual Health Clinics

- Provide expert knowledge on reproductive and sexual health issues to clients
- Commit to maintaining best practice by adhering to the scope of practice and within clinical role boundaries defined by FPA (guided by the eTherapeutic Guidelines and the FPA Reproductive and Sexual Health Handbook online)
- Commit to provide RSH clinic services in a timely and efficient manner
- Perform specialised services (e.g. implant insertion/removal and IUD insertion) upon completion of extended training/accreditation and as per relevant policy

Day Surgery Unit – Perioperative

- Commit to maintaining best practice by adhering to the scope of practice and within clinical role boundaries defined by Australian College of Perioperative Nurses (ACORN) standards and the Australian and New Zealand College of Anaesthetists (ANZCA) standards
- Commit to maintaining up to date knowledge and appropriate skills in infection control
- Perform specialised services (e.g. anaesthetic nursing or ultrasound provision) upon completion of extended training/accreditation and as per relevant policy

Talkline / Pregnancy Choices Helpline (PCH)

- Provide expert knowledge on reproductive and sexual health issues to clients, health professionals, over the telephone or via webchat or email
- Assist in the monitoring of quality assurance practices to ensure accuracy of information recorded in the FPA database
- Record all Talkline / PCH interactions in the relevant FPA database

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- Responsible for the day to day operation of the service according to FPA Talkline / PCH protocols and procedures
- Maintain and assist with the updating of the referral database to ensure people in the community and health professionals receive appropriate up to date information

Key Responsibilities – All Registered Nurses

Clinical service provision

- Maintain the required professional qualifications and competence level to practice within the defined scope of practice
- Commit to clinical skill development and take personal responsibility to update knowledge, enhance skill and maintain professional accreditation and competency standards to perform within the context of practice
- Commit to share knowledge, provide authorised clinical support and supervision to less experienced clinicians according to the Scope of Practice guidelines and policy
- Refer appropriately within and outside the organisation
- Contribute to maintaining clinical efficiency by
 - Complying with the conditions of employment
 - Maintaining high standards of clinical practice and documentation
 - Appropriately managing own time and clinical schedules, including when participating in clinical instruction
 - Collaborating effectively with other team members as required
 - Maintaining flexibility to enable clinic schedules to run smoothly and accommodate any clinical emergencies that may arise
- Any other duties within the scope of the role as directed by the line manager

Safety and Quality

- Maintain standards within the quality assurance program, including participation in peer-review and clinical audits
- Contribute to clinical safety outcomes by maintaining high standards of clinical documentation and result management.
- Apply and adhere to defined clinical guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Adhere to FPA's defined escalation and delegation policies and systems for clinical practices
- Adhere to the *Incident Management Policy* to report and escalate any clinical issue with medicolegal implications within specified time frame

Clinical skills development

- Receive and participate in appropriate clinical support, training and supervision to achieve and maintain the necessary skills, knowledge and aptitude to practice competently within the defined scope of practice
- Take personal responsibility for continuing professional and clinical skill development
- Participate in performance development processes to identify professional and skill development opportunities for continuous improvement
- Maintain and update records of professional registration, accreditation and credentials
- Attend mandatory training and in-service programs
- Ensure that all protocols, policies, procedures and circulated literature are read and acted upon

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA

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Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

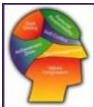
Name:

Signature:

Date:

POSITION DESCRIPTION

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Intermediate
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Adept
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	Adept
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Foundational
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Not applicable
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Not applicable
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Not applicable
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Not applicable