

## Position Description

<b>Position Title:</b>	Registered Undergraduate Student of Nursing (RUSON)
<b>Classification:</b>	RUSON – Year 1 RUSON – Year 2 RUSON – Year 3
<b>Division:</b>	Nursing
<b>Department / Unit:</b>	Banksia Ward
<b>Reports to:</b>	Nurse Unit Manager, Banksia Ward
<b>Salary and Conditions:</b>	As per the current MHPH Nurse Enterprise Agreement and National Employment Standards.  Year of Employment as a RUSON: <ul style="list-style-type: none"> <li>• RUSON Year 1 – 75% Grade 2 Year 1</li> <li>• RUSON Year 2 – 80% Grade 2 Year 1</li> <li>• RUSON Year 3 – 85% Grade 2 Year 1</li> </ul>
<b>Immunisation Risk Category:</b>	Category A

### Hospital Description:

Mildura Health Private Hospital (MHPH) is a 53-bed private hospital including a 29 bed Medical / Surgical in-patient ward with two Enhanced Care beds and a Treatment Room; Day Procedure Unit; Day Oncology Unit; three operating theatres and partnership with Mildura Health Private Consulting. Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

### Our Vision

Your health, your choice

### Mission Statement

Providing life-long, exceptional health care when you need it

### Our Values



**Honesty**

We act with uncompromising honesty and integrity in everything we do.



**Fairness**

We operate in accordance with the rules and an ethical framework.



**Respect the Rights of Others**

We show respect for the dignity of the individual and mutually respect and value each other.



**Independence**

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

### **Position Summary:**

A RUSON is a student registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a student nurse. The student is currently enrolled at a university undertaking a Bachelor of Nursing and has completed at least one year of their nursing degree.

The RUSON works as an assistant to the health care team, assisting the Registered Nurses (RN) 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 RN and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON. The RUSON will work in accordance with the specific unit duty list.

### **Mandatory Requirements:**

- Enrolled in Bachelor of Nursing
- Evidence of completion of the 1<sup>st</sup> year requirements for the Bachelor of Nursing Units (equivalent of 12 months of 3-year degree)
- Maintain academic obligations in the Bachelor of Nursing and remain an active student throughout their fixed term contract
- Previous Clinical Placement Experience (desirable but not essential)
- Well-developed interpersonal skills, clear communication skills, both verbal and written
- Ability to work as a team member and contribute to team decisions, as well as the willingness to take advice and direction
- A current and satisfactory National Police Record Check
- Working with Children Check
- Vaccination against COVID-19 and Influenza is a mandatory requirement for healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital.

### **Key Selection Criteria**

- A commitment to MHPH values
- Current enrolment in a Bachelor of Nursing program
- Minimum of one year completion of a Bachelor of Nursing program
- Current student registration with Australian Health Practitioner Regulation Agency (AHPRA)
- A high motivation and willingness to learn
- Ability to work collaboratively as part of a multi-disciplinary team
- A willingness to contribute to quality patient care
- Good interpersonal skills including an ability to communicate effectively with other staff, patients, and families
- Demonstrated ability to follow instructions and complete tasks and activities as delegated by the Nurse Unit Manager and/or supervising RN within the required timeframe
- Be aware of limitations in knowledge and seek support from the supervising registered nurse wherever required
- Effective organisational skills, with respect to time management and delegation
- Previous experience working in a healthcare setting (desirable).

### **Key Responsibilities:**

Under the direct supervision of the Nurse Unit Manager and/or their RN delegate/s, the RUSON is expected to:

- Function in accordance with legislation and MHPH policies and procedures, conducting practice within a professional and ethical framework to deliver delegated care
- Demonstrate a commitment to patient-centred care and to work aligned with the MHPH values
- Work within the RUSON role and defined parameters as determined by the RUSON position description and the specific RUSON unit duty list

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- Provide delegated aspects of patient care, working within a patient plan of care and the RUSON duty list
- Accept accountability and responsibility for own actions, and ensure that work is always within the capability and boundaries of the RUSON
- Contribute to positive patient outcomes by ensuring all elements of delegated work is completed accurately and in accordance with the MHPH policies and procedures
- Ensure patient privacy and dignity is always maintained
- Maintain a safe patient environment and report incidents promptly to the supervising RN and other relevant members of the nursing team
- Communicate effectively with patients, families, and the interdisciplinary team
- Complete documentation as appropriate
- Ensure adherence to all relevant infection control policies
- Assist to maintain stock levels of ward supplies
- Perform other duties within limits of education, skills and competence as outlined in the specific unit duty list to maximise flexibility and efficiency
- Accept responsibility to meet all organisational and clinical competencies within allotted timeframe as required
- Participate in regular ward / group meetings and / or education sessions as directed by the Nurse Unit Manager / delegate.

**Management:**

- Exercise economy in the use of resources, supplies and time
- Attend department meetings to put forward ideas which contribute to the improvement of the department.

**Professional Development:**

- Participate in the hospital appraisal process.
- Complete mandatory competencies as directed and per the Training / Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education
- Keep abreast of technology relating to the area.

**Safety and Quality:**

- Understand, contribute to and participate in the hospital ISO certification process
- Understand, contribute to and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to Mildura Health Private Hospital.
- Participate in Quality Improvement activities.

**Occupational Health and Safety:**

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures.
- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take reasonable care to protect the health and safety of self and others.

<b>Signed Employee:</b>	<b>Date:</b>
<b>Signed DCS / CSM / CEO:</b>	<b>Date:</b>

### **Registered Undergraduate Student of Nursing (RUSON) Duties List**

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

Area of Care	Activities
Hygiene	<ul style="list-style-type: none"> <li>• Hand-hygiene</li> <li>• Assist with oral hygiene – brush teeth, dentures, mouth wash/toilet</li> <li>• Assist with simple eye care – eye toilet (exclusion: no administration of eye drops)</li> <li>• Assist with brushing and washing hair (exclusion: spinal, head and neck surgery and/or related injuries)</li> <li>• Assist with showering, washing and bed baths</li> <li>• Assist with dressing and undressing</li> <li>• Grooming – non-medicated skin care and make up</li> <li>• Facial shaving (exclusion: patients with facial / neck surgery or injuries)</li> <li>• Removal of make-up and nail polish for procedures.</li> </ul>
Toileting	<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 (exclusion 1/24 urine measures, CBWO)</li> <li>• Change of IDC anchoring device (i.e., Grip–Lock) (exclusion: urinary surgery patients)</li> <li>• Document and report elimination amounts to RN</li> <li>• Apply, empty and record condom drainage</li> <li>• Assisting patient with emptying of long-term ostomy bags (exclusion: Stomas &lt; 6 months old)</li> <li>• Report any concern or abnormalities to the RN (e.g., offensive odour or unusual colouring of urine, urinary frequency, constipation).</li> </ul>
Manual Handling & Mobility	<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 hoists/aids</li> <li>• Assist allied health professionals e.g., with mobility, re-apply braces</li> <li>• Escort for discharge i.e., transit / discharge lounge, or to hospital exit points (exclusion: patients awaiting transfers to other facilities)</li> <li>• Transfer of patients to a waiting vehicle in car park.</li> </ul>

Nutrition	<ul style="list-style-type: none"> <li>• Assist patients with menu selection where appropriate</li> <li>• Assist with safe meal set up, cut up food, adjusting table and opening packages</li> <li>• Assist with feeding patients (exclusion: high risk patients with feeding difficulties, parenteral or enteral nutrition)</li> <li>• Provide water/refilling water jugs or making drinks for patients (exclusion: patients with fluid restrictions, dysphagia, modified diet / fluids, or nil orally).</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Ensure falls prevention strategies are in place – call bell, phone, bedside table within reach, bed on lowest position, trip hazards removed</li> <li>• Reinforce instructions on use of call bell, walking aids etc.</li> <li>• Maintain safe and tidy environment ensuring patients' surroundings and environment are tidy and clear of any obstacles</li> <li>• Making beds</li> <li>• Place flowers in vases, change water for flowers / vases</li> <li>• Assist in keeping work areas, treatment room, utility rooms and pan room tidy</li> <li>• Maintains safe and clean work area and remove or report safety hazards</li> <li>• Change / replace linen bags.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Reporting and / or escalating all care and concerns to supervising RN</li> <li>• Referring all aspects of care out of scope to RN</li> <li>• Answering call bells including staff assist</li> <li>• Report incidents, unexpected events to RN in a timely manner</li> <li>• Report any patient or family concerns or complaints to the RN</li> <li>• Respond to and report emergencies as per hospital policy</li> <li>• Orientate patients and carers to ward environment</li> <li>• Assist patient with hospital TV / telephone connection</li> <li>• Clerical answering and transferring calls (exclusion: advice, clinical or confidential information)</li> <li>• Direct visitors to Ward or RN for assistance</li> <li>• Attend handover</li> <li>• Attend team meetings and relevant education sessions</li> <li>• Seek regular feedback from supervising RNs and reflect on practice.</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>• Complete fluid balance chart: oral input and urine output, 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> <li>• Assist in completing communication boards</li> <li>• Complete incident reporting as per Hospital Policy.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>• General ward stocking – storeroom, procedure trolley, PPE Trolleys (exclusion: medical and emergency supplies)</li> <li>• Cleaning and putting away equipment between use i.e. Infusion pumps</li> </ul>

	<ul style="list-style-type: none"> <li>• Stripping beds and making occupied beds</li> <li>• Calibration of glucometer</li> </ul>
Constant patient observer (CPO) role	<ul style="list-style-type: none"> <li>• Year 1 RUSON – Meal relief only for low level risk (i.e. not for patients supervised by EN / RN)</li> <li>• Year 2 and onwards RUSON – may work as a CPO (low level risk only i.e., not requiring an EN / RN) provided that all risk assessments have been completed by RN.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Simple patient errands as required within hospital e.g. buying newspaper</li> <li>• Packing and unpacking patient belongings</li> <li>• Removal and re-application of anti-embolic stockings and sequential compression devices</li> <li>• Conducting ward audits and surveys, including PPE spotting</li> <li>• In conjunction with RN, apply practical intervention procedures for patients with dementia or behavioural problems</li> <li>• Diversional activities – conversation, provide music, games, reading to patients</li> <li>• Assist in the care of the deceased patient</li> <li>• Attend professional development sessions</li> <li>• Completing simple errands within hospital grounds</li> <li>• Observation of nursing procedures performed by EN / RN if time permits</li> <li>• Collecting specimens for COVID-19 testing including oral, oropharyngeal, and deep nasal swabs (exclusion: serology testing)</li> <li>• Completing non-invasive temperature checks and documenting findings.</li> </ul>
Clinical Practice Extension	<ul style="list-style-type: none"> <li>• When the RUSON has completed the required MHPH competency assessment and 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 RN: <ul style="list-style-type: none"> <li>○ Vital signs</li> <li>○ Blood glucose levels</li> <li>○ Urinalysis</li> <li>○ Simple wound dressing.</li> </ul> </li> </ul>

**EXCLUSION LIST – Registered Undergraduate Student of Nursing**

Area of Care	Activities
Hygiene	<ul style="list-style-type: none"> <li>• Cutting / trimming nails</li> <li>• Shaving patients with facial / neck surgery or injuries</li> <li>• Washing hair for patients with spinal, head and neck surgery or injuries</li> <li>• Prescribed hair treatments</li> <li>• Pre-operative shaving on patients on anti-coagulants or with facial burns.</li> </ul>
Toileting	<ul style="list-style-type: none"> <li>• Insertion of urinary catheters</li> <li>• Urine specimen collection</li> <li>• Emptying and / or changing of wound and body fluids drainage bags (other than urethral urinary catheters).</li> </ul>
Manual Handling & Mobility	<ul style="list-style-type: none"> <li>• Head control for log rolling</li> <li>• Transport of patients awaiting transfer to other facilities</li> </ul>
Nutrition	<ul style="list-style-type: none"> <li>• Refilling of water jugs or making drinks for patients on fluid restrictions, with dysphagia, modified diet / fluids, or nil orally</li> <li>• Feeding patients with difficulties or receiving parenteral or enteral nutrition.</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Checking emergency equipment (resuscitation trolley and bedside oxygen/suction/air).</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Accepting delegated duties from an Enrolled Nurse (EN)</li> <li>• Taking verbal clinical orders from unregulated health care workers, administrative, medical, or allied health staff</li> <li>• Providing advice, counselling, confirming new diagnosis and communicating confidential information to patients or families</li> <li>• Taking verbal results via telephone i.e., Pathology results.</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>• Completing documentation on patients on fluid restriction</li> <li>• Completing progress notes</li> <li>• Documenting on general observation charts</li> <li>• Completing patient details for handover sheets.</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>• Restocking emergency supplies in resuscitation trolley</li> <li>• Restocking medicine supplies.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Allocation as the primary nursing carer for patients</li> <li>• Patient escorts, unless outlined in core duties list</li> <li>• Care of complex patients, such as patient with altered physiological parameters unsupervised</li> <li>• Patient assessments including: <ul style="list-style-type: none"> <li>○ Risk assessments</li> <li>○ Patient assessments (if appropriate competency and education has not been completed) including Blood glucose levels, Vital signs – temperature, pulse, respirations, blood pressure and pulse oximetry</li> </ul> </li> <li>• Medication administration (including ear/eye drops, nebulisers and medicated topical ointment/cream)</li> <li>• Intravenous drug and fluid management</li> </ul>

	<ul style="list-style-type: none"><li>• Oxygen therapy</li><li>• Suctioning</li><li>• Wound management including emptying of wound drainage bags</li><li>• Artificial airway management</li><li>• Initial measurement and fitting of anti-embolic stockings</li><li>• Allocated as CPO staff member for high-risk patients (those requiring RN / EN or security services).</li></ul>
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