

**POSITION DESCRIPTION**  
**DIVISION 1 REGISTERED NURSE**

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The Division 1 Registered Nurse's role is to provide safe transfer of patients to their designated destination ensuring they are provided with ongoing care as requested by the treating facility.

**Vision:**

Health Select will meet and exceed the expectations of our clients through the provision of a high quality customer centric service unparalleled in the marketplace.

**Mission:**

The team at Health Select will realise our vision through the provision of:

1. A focused customer centric service
2. Innovative customer design solutions
3. Purchaser transparency
4. A positive work environment fostering career development through ongoing education
5. Operating in a continual improvement model for the benefit of all key stakeholders

**Goals:**

Patients of Health Select will experience a service that ensures dignified person centered professional care during transport.

Clients of Health Select will receive a reliable, high quality, customized service tailored to meet all business needs, and exceed all industry standards.

Team members at Health Select will experience pride in working with an organization that provides:

- Job satisfaction through personal and professional development.
- Rewards and recognition for consistent commitment to best practice standards.
- An environment that acknowledges and promotes the contribution of each member within a dynamic team.

**Values:**

- Integrity
- Compassion
- Loyalty
- Excellence
- Innovation

**Position details: Division1 Registered Nurse**

**Qualifications and Legal Documents:**

- Division 1 Registered Nurse - AHPRA
- HLTA1D007 - Advanced Resuscitation Certificate or Hospital equivalent certificate (within the past 6months).
- HLTAMB014 - Transporting Non Emergency Patients under Operational Conditions
- Immunisation as per Ambulance Victoria Patient Transport Procedures for NEPT 703 – Personnel Authorisations.
- Police Check (PC) A PC which is dated within the last six months undertaken by an accredited body on the Australian Criminal Intelligence Commission (ACIC) website ([www.acic.gov.au](http://www.acic.gov.au)) - reason for check ATA/RN1 (Ambulance)
- Current Employee Working with Children Check card plus letter issued by the Department of Justice
- Internal bench marking standards and assessment.

**Responsible To:**

Group General Manager

**Review Process:**

Compulsory reaccreditation of competencies:

- HLTA1D007 - Advanced Resuscitation Certificate or Hospital equivalent certificate every twelve (12) months.
- Manual Handling Assessment every twelve (12) months
- Driving Assessment every twelve (12) months
- Compulsory completion of all yearly ClassMarkers

## **Overview of position**

### **Function.**

To provide safe transfer of patients to a designated point of destination ensuring they are provided with the ongoing care as requested by the treating facility.

### **Key Duties.**

- Monitor ongoing patient status
- Ensure clinical equipment is in good working order prior to patient pick up.
- Provide all ongoing treatments as requested.
- Initiate necessary additional care as required
- Receive and deliver comprehensive handover of all patient conditions, treatments and care, respecting patient confidentiality.
- Ensure all relevant information is recorded on the patients care records.
- Drive the Patient Transport Vehicle in a safe and courteous manner.
- Infection Control

### **Key priorities.**

- Maintain clinical best practice standards
- Documentation.
- Quality and continual improvement.
- Ongoing education.

## **Occupational Health and Safety**

- Maintain safe working environment and safe work practices at all times.
- Works in accordance with Health Select OHS Policy and liaises with OH&S Co-Ordinator.

## **Quality Assurance**

- Participates in Continual Improvement.

## **Leadership**

- Promote a professional image of Health Select Group at all times
- Promote and foster a strong team culture

## **Communication**

- Communicate with communications centre in an effective and professional manner.
- Promote effective communication between management, clients and suppliers

## **Occupational Health & Safety**

- Maintain a safe work environment and safe work practices at all times.
- Works in accordance with Health Select OHS Policy and liaise with OH&S Co-Ordinator

## **Customer focus.**

- Maintain open and effective communication with all team members and clients.
- Promote good interpersonal and public relations within and outside Health Select.
- Essential Skills and qualifications.