



## Position Description

<b>Position Title:</b>	<b>Registered Undergraduate Student of Nursing (RUSON)</b>  This position description is a supporting document to an employee's "Letter of Appointment" and "Variation to Letter of Appointment"
<b>Department:</b>	Acute
<b>PD Issue Date:</b>	November 2025
<b>Classification/Award:</b>	<b>Award:</b> Nurses and Midwives (Vic Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 (Clause 85 and Clause 106)  <b>Classification:</b> <b>RUSON Year 1, 2 or 3</b>
<b>Performance Review:</b>	A six-month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually.
<b>ROLE</b>	
<p>The Registered Undergraduate Student of Nursing (RUSON) assists the health care team to provide delegated aspects of patient care.</p> <p>The RUSON is employed to undertake activities contained within the RUSON Core Duties List and Exclusion List.</p> <p>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.</p> <p>A RUSON will complete performance appraisals/reviews in accordance with hospital policy.</p> <p>A RUSON must maintain their academic obligations in the Bachelor of Nursing and remain as an active student throughout their fixed term employment.</p> <p>A RUSON will work with one or more Registered nurses to provide delegated care to a group of patients.</p>	
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<p>Reports to: Nurse Unit Manager Acute</p> <p>Manages/Coordinates: Nil</p> <p>Liaises with: All South Gippsland Hospital Staff</p>	
<b>KEY RESULT AREAS</b>	
<p>Technical/Professional Knowledge and Skill</p>	

- Demonstrated satisfactory academic progress in the Bachelor of Nursing (Credit or above for all subjects and competency in clinical placements preferred but not essential).

#### 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 and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- 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.
- 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 difficult patient situations and regain patient confidence.

#### Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace
- Follow safe work practices and use personal protective equipment as required
- Participate in OH&S consultation and OH&S training initiatives
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities
- 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

- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace
- Participate in emergency evacuation exercises

Other

- Ability to work shifts over a 7-day roster

### SPECIALIST SKILLS AND KNOWLEDGE

#### Core Activity List

<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 (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>• Shaving (Exclusion: patients with facial/neck surgery or injuries)</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</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 (Exclusion: 1/24 urine measures, CBWO)</li> <li>• Change of IDC anchoring device (i.e. Flexitrack) (Exclusion: urinary surgery patients)</li> <li>• Document and report elimination amounts to Registered Nurse</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> </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 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 transfer to other facilities)</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>• 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>
<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 – putting equipment away, changing linen bags, cleaning and tidying utility rooms</li> <li>• Placing flowers in vases, water changes for flowers/vases</li> <li>• Making beds</li> </ul>

<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>• Currently completing second or third year of Bachelor of Nursing at Federation University</li> <li>• Registered as a student nurse with AHPRA with no conditions or undertakings</li> <li>• Satisfactory clinical placement performance appraisals</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience working in a healthcare setting or relevant clinical placements would be an advantage.</li> </ul>
<b>KEY SELECTION CRITERIA</b>	
Refer to Key Result Area section	
<b>MANDATORY COMPETENCIES</b>	
<p>Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment.</p> <p>Each employee is then required to successfully complete mandatory clinical competencies annually.</p>	
<b>ORGANISATIONAL VALUES</b>	
<p>South Gippsland Hospital (SGH) staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.</p> <p>These values are:</p> <p>Accountability – accepting responsibility for our actions</p> <p>Trust- acting with integrity and being able to count on each other</p> <p>Excellence – doing our best at all times and looking for ways to improve</p> <p>Adaptability – being flexible and accepting of new ideas and change for the better</p> <p>Mutual Respect – treating others in the way that want to be treated</p> <p>It is expected that staff will work according to these Values when working directly with other staff, clients and members of the community.</p>	
<b>OCCUPATIONAL HEALTH AND SAFETY</b>	
<p>SGH recognises its obligation for full compliance with the Occupational Health and Safety Act 2004 and associated Occupation Health and Safety regulations 2017. All staff are required:</p> <ul style="list-style-type: none"> <li>• to comply with safety instructions in their work environment and to familiarise themselves with OH&amp;S procedures.</li> <li>• to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.</li> <li>• to seek guidance about new or modified work procedures.</li> <li>• to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to their supervisor.</li> </ul> <p>If the role includes people management duties, these include the requirement to manage the health and safety of people under this control and support the actions contained in SGH OH&amp;S policies.</p>	

## INFECTION PREVENTION AND CONTROL

An effective, integrated organisation-wide Infection Prevention and Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member.

All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position, and to adhere to the organisation's Infection Prevention and Control policies and procedures at all times.

## LEARNING AND DEVELOPMENT

SGH is committed to education.

All staff have a responsibility to undertake their own professional development and actively participate in the learning and development of others. This may involve colleagues, health professionals from other disciplines or students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital

## HEALTH AND WELLBEING

The health and wellbeing of employees is a priority for SGH and the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals is recognised in this workplace.

Staff are expected to:

- partake in the promotion of the health and wellbeing of employees
- contribute to an inclusive and health promoting environment
- promote our values of trust, excellence, accountability, adaptability and mutual respect
- promote an organisational culture of positive mental health and wellbeing through supportive leadership, employee participation and shared decision making

## DIVERSITY STATEMENT

- SGH is committed to providing employment, health care and all related business based on the principles of access, equity and respect. SGH acknowledge the Traditional Custodians of the land on which we work and pay our respect to their Elders past, present and emerging.
- Staff are expected to provide excellence in care and a safe, welcoming and inclusive health service by:
  - extending respect to Aboriginal and Torres Strait Islander people at all times,
  - engaging respectfully with all cultures and
  - respecting and appreciating what makes each individual different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education and national origin.

## MULTI AGENCY RISK ASSESSMENT MANAGEMENT (MARAM)

- Family Violence is a health issue and SGH provide support to any staff member experiencing family violence. All public hospitals are legislated to screen, identify and respond to family violence. The Multi Agency Risk Assessment Management (MARAM) framework is a whole organisation, multi-level approach to family violence. At SGH, we are committed to align our organisation with the 4 pillars of the MARAM framework: Shared understanding, Collaborative practice, Responsibility for risk assessment and management and Systems, outcomes and improvement. We respectfully, safely, and sensitively engage with all. We work collaboratively to increase the safety of people experiencing family violence, and to keep perpetrators in view and accountable for their actions and behaviours. We are committed to ensuring that all staff have access to adequate training to enable them to fulfil the responsibilities assigned to their role in the MARAM framework. Employees will undertake MARAM training as appropriate to their position and adhere to related policies.
- At SGH all staff either contributes to or holds the following responsibilities;
- Responsibility 1: Respectful, sensitive and safe engagement with clients and colleagues
- Responsibility 2: Identification of family violence risk

- Responsibility 5: Seek secondary consultations and referrals for comprehensive risk assessment and management
- Responsibility 6: Contribute to information sharing with other services in line with SGH Information Sharing Policy
- Responsibility 9: Contribute to coordinated risk management
- Responsibility 10: Collaborate for ongoing risk assessment and risk management
- In addition to the above, some senior nursing staff hold responsibilities of
- Responsibility 3: Intermediate risk assessments
- Responsibility 4: Intermediate risk management.

### CONFIDENTIALITY

- Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of SGH.
- Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.
- Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

### QUALITY AND RISK MANAGEMENT

In order to ensure patient safety and high quality of care:

- Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH.
- Staff are required to encourage the patient to partner with the health care team and be at the centre of all care decisions.
- Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk.
- Staff are required to abide by the Code of Conduct for Victorian Public Sector Employees
- Clinical leaders are required to help support other clinicians to understand and perform their delegated safety and quality roles, and ensure clinical staff are working within their designated scope of clinical practice

### SPECIAL REQUIREMENTS

- Staff will be required to satisfactorily complete a National Police Records, and Working with Children Check prior to commencing employment.
- Staff are strongly recommended to be vaccinated and remain up to date with their COVID-19 vaccinations
- Should your role require you to drive a SGH vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- SGH employees are expected to be familiar and work according to:
  - policies and procedures of SGH, including Risk Management Policy & Framework
  - Industrial Agreements that provide terms and conditions of employment
  - Scope of Practice and professional codes of conduct established for your profession
  - Code of Conduct for Victorian public sector employees and
  - Code of Conduct for Aged Care
- Provisions of the Fair Work Act.

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**INCUMBENT STATEMENT**

I, \_\_\_\_\_ have read, understand and accept  
(please print name)

the above Position Description.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to staff member:  Yes  No

Details certified correct by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_