

Schedule 8 - Nurses

1.
NURSES

WORK DESCRIPTIONS

- (a) "Employer" shall mean the Australian Capital Territory Community and Health Service; and/or Calvary Hospital A.C.T. Incorporated; and/or Canberra Mothercraft Society, and/or the Australian Red Cross Society (A.C.T. Division).
- (b) "Employee" shall mean a person employed in a classification in this award by an employer and, without limiting the generality of the foregoing, includes an officer or temporary employee employed pursuant to the A.C.T. Health Ordinance 1985, and an officer or temporary employee as defined in the Public Service Act 1922.
- (c) "Federation" shall mean the Royal Australian Nursing Federation and/or The Hospital Employees Federation of Australia.
- (d) "Registered nurse" shall mean an employee who is registered by the Nurses Board of the Australian Capital Territory.
- (f) "Student nurse" shall mean an employee (not being a registered nurse student) who is undergoing a course of education in general nursing conducted by the employer, successful completion of which entitles the person to registration by the Nurses Board of the Australian Capital Territory as a general nurse.
- (g) "Student enrolled nurse" shall mean an employee who is undergoing a course of education conducted by the employer, successful completion of which entitles the person to enrolment as an enrolled nurse by the Nurses Board of the Australian Capital Territory.
- (h) "Registered nurse student" shall mean an employee who is a registered nurse and who is undergoing a course of post-basic study recognised by the employer.
- (i) "Registered nurse level - 1" shall mean a registered nurse who is not employed in the Community Nursing Service, who:
- (i) delivers nursing care to patients/clients in any practice setting and is provided with or has access to guidance from more experienced and/or senior registered nurses;
 - (ii) provides support and direction to enrolled nurses, student enrolled nurses and student nurses.
- (j) "Registered nurse - level 2"

All nursing units other than Community Nursing Service (ACT Community and Health Service)

- (i) Registered nurse - level 2 shall mean a registered nurse who:
- (1) has demonstrated competence in basic nursing practice as assessed by performance appraisal in accordance with procedures agreed to between the Royal Australian Nursing Federation and employer;
 - (2) provided guidance to registered nurse - level 1, enrolled nurse, student

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nurse and student enrolled nurse in the delivery of nursing care;

(3) progression to registered nurse - level 2 shall be by performance appraisal in accordance with procedures agreed to between the Royal Australian Nursing Federation and the employer and shall not be deemed to be a promotion. Provided always that the number of level 2 nurses shall be agreed between the Royal Australian Nursing Federation and the employer.

Community Nursing Service

(ii) means the Community Nursing Service in the Australian Capital Territory Community and Health Service.

(1) Registered nurse - level 2 shall be the minimum classification level for a registered nurse employed in the Community Nursing Service.

(2) Employment of a person in the Community Nursing Service shall not be subject to the appraisal provisions in subparagraph 39(j)(i)(3).

(k) "Registered nurse - level 3" shall mean a registered nurse who may be referred to as: clinical nurse consultant, nurse educator or nurse manager.

Clinical nurse consultant

(i) is responsible for the quality of clinical nursing care provided in a ward or clinical unit or to a specified group of patients/clients.

Nurse manager

(ii) (1) is responsible for the management of human and material resources relating to the provision of nursing services in a management unit or specified area of practice; or

(2) is responsible for a significant element of resource management and/or the conduct of research relevant to the nursing service of a hospital or health agency;

Nurse educator

(iii) is responsible for the conduct, evaluation and planning of education programs and/or staff development for a specified group of nurses or education programs for patients/clients and others.

(l) "Registered nurse - level 4" shall mean a registered nurse who may be referred to as an assistant director of nursing - clinical, assistant director of nursing - management, assistant director of nursing - education, assistant director of nursing - clinical/management/education. The relevant grade between 1 to 3 inclusive for each post is set out in schedule B to this award.

Except as provided for in paragraph 39(1)(iv), an assistant director of nursing shall be appointed to the clinical, management or education stream.

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Assistant director of nursing - clinical

(i) is responsible for the standards of clinical care and for the development of policy in respect of the clinical management of patients/clients whose nursing care is provided in an assigned number of clinical units;

Assistant director of nursing - management

(ii) (1) is responsible for the coordination and management of the human and material resources necessary for the delivery of nursing care within an assigned number of management units; or

(2) is responsible for the resource management and/or the conduct of research relevant to the nursing service of a hospital or health agency.

Assistant director of nursing - education

(iii) is responsible for the coordination and delivery by registered nurses - level 3 of education programs or staff development activities;

Assistant director of nursing- clinical and/or management and/or education

(iv) an assistant director of nursing may be appointed across streams only in circumstances where the size and complexity of the nursing service permits for some or all of the responsibilities embraced by paragraphs 39(i), (ii) and/or (iii).

(m) Registered Nurse - Level 5" shall mean a registered nurse who may be referred to as a director of nursing. The relevant grade between 1 to 6 inclusive for each post is set out in schedule B to this award.

(n) "Service" in clause 6 of this award shall mean actual full-time employment or pro rata time for part-time employment in the industry of nursing, following qualification leading to registration or enrolment as a nurse as applicable and, without limiting the generality of the foregoing, includes employment with the employer and/or the Commonwealth of Australia.

CLAUSE 39A. - DEFINITIONS - ENROLLED NURSES

(a) "Enrolled nurse" means an employee:

(i) whose training or education is deemed satisfactory for the purposes of enrolment on a register or roll as a nurse other than as a registered nurse (as defined); and

(ii) who is subject to the regulations and/or bylaws of the Nurses Board of the Australian Capital Territory and who holds a current practising certificate as such.

(b) "Employee" or "employees" includes, for the purposes of this clause, "enrolled nurse".

(c) "Inservice training" means the formal and/or informal work related learning activities undertaken by an employee through opportunities provided by the employing agency,

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which contribute to an employee's professional development and efficiency by:

- (i) the acquisition and updating of skills and knowledge beneficial to effective performance within a team; and/or
- (ii) reducing the degree of direct supervision required by the employee, and/or
- (iii) enhancing the breadth and/or depth of knowledge and skills required by an employee in a specific area and/or range of areas of nursing practice, as the case may be.

(d) "Supervision" means the oversight, direction, instruction, guidance and/or support provided to an employee by the registered nurse/responsible for ensuring such an employee is not placed in situations where required to function beyond his or her preparation and competence. Specifically:

- (i) "direct supervision" mean the employee works side by side continuously with a registered nurse responsible for observing and directing his or her activities in circumstances where, in the judgment of the registered nurse, such an arrangement is warranted in the interests of safe and/or effective practice;
- (ii) "indirect supervision" means such other supervision provided to an employee assuming responsibility for functions delegated by a registered nurse in circumstances where, in the judgment of the registered nurse accountable for such delegation, direct supervision of the employee is not required.

(e) "Pay point Y1" means the pay point to which an employee shall be appointed as an enrolled nurse, where the employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

Training and experience

- (i) (A) The satisfactory completion of a hospital based course of training in nursing of not more than twelve months duration leading to enrolment as an enrolled nurse (as defined):

and practical experience of up to but not more than twelve months in the provision of nursing care and/or services, and, the undertaking of inservice training, subject to its provision by the employing agency, from time to time.

Skill indicators

- (ii) The employee has:

- (A) limited or no practical experience of current situations; and
- (B) limited discretionary judgement, not yet developed by practical experience.

(f) "Pay point Y2" means the pay point to which an employee shall be appointed or shall progress from pay point Y1, having been assessed as being competent at pay point Y1, where the employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

Training and experience

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- (i) (A) The satisfactory completion of a hospital based course of general training in nursing of more than 12 months duration and/or 500 or more hours theory content or a course accredited at advanced certificate level leading to enrolment as an enrolled nurse; or

(B) in addition to the experience, skill and knowledge requirement specified for pay point Y1 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services; and

The undertaking of inservice training, subject to its provision by the employing agency, from time to time.

Skill indicators

- (ii) An employee is required to demonstrate some of the following in the performance of his or her work:

(A) A developing ability to recognise changes required in nursing activity and in consultation with the registered nurse, implement and record such changes, as necessary.

(B) Is able to relate theoretical concepts to practice.

(C) Requires assistance in complex situations and in determining priorities.

- (g) "Pay point Y3" means the pay point to which an employee shall be appointed or progress from pay point Y2, having been assessed as being competent at pay point Y2, where the employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

Training and experience

- (i) (A) In addition to the experience, skill and knowledge requirements specified for pay point Y2 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services; and

(B) The undertaking of inservice training, subject to its provision by the employing agency, from time to time.

Skill indicators

- (ii) An employee is required to demonstrate some of the following in the performance of his or her work:

(A) An ability to organise, practice and complete nursing functions in stable situations with limited direct supervision.

(B) The use of observation and assessment skills to recognise and report deviations from stable conditions.

(C) Demonstrated flexibility in the capacity to undertake work across a broad range of nursing activity and/or competency in a specialised area of practice.

(D) Uses communication and interpersonal skills to assist in meeting psychosocial needs of individuals/groups.

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(h) "Pay point Y4" means the pay point to which an enrolled nurse (as defined) shall be appointed or progress from pay point Y3, having been assessed as being competent at pay point Y3, where such an employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

Training and experience

(i) (A) In addition to the experience, skill and knowledge requirements specified for pay point Y3 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services; and

(B) The undertaking of inservice training, subject to its provision by the employing agency, from time to time.

Skill indicators

(ii) An employee is required to demonstrate some of the following in the performance of his or her work:

(A) Demonstrable speed and flexibility in accurate decision making.

(B) Organises own workload and sets own priorities with minimal direct supervision.

(C) Uses observation and assessment skills to recognise and report deviations from stable conditions across a broad range of patient and/or service needs.

(D) Uses communication and interpersonal skills to meet psychosocial needs of individuals/groups.

(i) "Pay point Y5" means the pay point to which an enrolled nurse (as defined) shall be appointed or shall progress from pay point Y4, having been assessed as being competent at pay point Y4, where such an employee possesses and may be required to utilise a level of nursing skill and knowledge acquired on the basis of:

Training and experience

(i) In addition to the experience, skill and knowledge requirements specified for pay point Y4 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services; and the undertaking of relevant inservice training, subject to its provision by the employing agency, from time to time.

Skill indicators

(ii) An employee is required to demonstrate all of the following in the performance of his or her work:

(A) Contributes information in assisting the registered nurse/s with development of nursing strategies/improvements within the employee's own practice setting and/or nursing team, as necessary.

(B) Responds to situations in less stable and/or changed circumstances

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resulting in positive outcomes, with minimal direct supervision.

(C) Demonstrates efficiency and sound judgements in identifying situations requiring assistance from a registered nurse.

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