

# Position Description

## Registered Undergraduate Student of Nursing

|                                  |                                                                                                                                                                                                                                                    |
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| <b>Classification:</b>           | RUSON YP12                                                                                                                                                                                                                                         |
| <b>Business unit/department:</b> | Nursing Resource                                                                                                                                                                                                                                   |
| <b>Work location:</b>            | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/><br>Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify) |
| <b>Agreement:</b>                | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028                                                                                                                                           |
| <b>Employment type:</b>          | Fixed-Term Part-Time                                                                                                                                                                                                                               |
| <b>Hours per week:</b>           | 8 hours                                                                                                                                                                                                                                            |
| <b>Reports to:</b>               | Nurse Unit Manager                                                                                                                                                                                                                                 |
| <b>Direct reports:</b>           | N/A                                                                                                                                                                                                                                                |
| <b>Financial management:</b>     | Budget: N/A                                                                                                                                                                                                                                        |
| <b>Date:</b>                     | September 2026                                                                                                                                                                                                                                     |

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The role of the Registered Undergraduate Student of Nursing (RUSON) is to provide delegated elements of clinical nursing care and support to assist the nursing team in their delivery of safe and quality patient care.

### About the Wards

The Registered Undergraduate Student of Nursing (RUSON) will work within an allocated ward/area for the term of the contract, providing delegated elements of clinical nursing care within the team nursing structure.

The location of employment may be at Austin Hospital, Heidelberg Rehabilitation Hospital or Royal Talbot Rehabilitation Centre.

The required days and shifts will be AM and/or PM shifts, as per the ward's requirements.

### Position responsibilities

The RUSON is required to work under the supervision and delegation of a Registered Nurse at all times. The RUSON must only accept a delegated nursing activity that is within their level of educational preparation and in accordance with Austin Health's assessment of each individual RUSON level of competency and in accordance with Austin Health's defined role parameters and organisational policies and procedures.

### Role Specific:

- Work safely within the profession and own level of knowledge and skill boundaries.
- Demonstrate commitment to patient-centred care and to work aligned with the Austin Health values.
- Ensure the delivery of a high standard of evidence-based care to consumers in accordance with the activities contained within 'RUSON core activity list';
- Demonstrate competent achievement of delegated care activities and specific tasks in accordance with the 'RUSON core activity list'.
- Work under the supervision and delegation of the supervising registered nurse/s to provide delegated aspects of patient care.
- Develop, understand and demonstrate decision making capacity to escalate any issues of concern, to the supervising registered nurse in an appropriate and prompt manner, to ensure accurate and timely reporting of all concerns and incidents
- Assist the RN to maintain a safe patient care and work environment.
- Assist the RN with patient positioning, transfers, ambulation and other care activities as delegated within the care environment, where required.
- Assist the RN with patients' activities of daily living, personal and comfort needs by supporting the care team in the effective and efficient provision of care where delegated.
- Acknowledge and accept accountability and responsibility for own actions.
- Acknowledge and accept responsibility to adhere to all relevant organisational and clinical competency requirements within the required timeframe.
- Participate in Ward and RUSON group meetings as required.
- Attend appropriate education sessions provided by clinical areas and Education Department.
- Ensure consumer feedback, compliments and complaints are escalated to the supervising Registered Nurse in a timely manner.
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times.
- Demonstrate appropriate and effective use of resources in the delivery of service.
- Participate in cost saving strategies as directed by the Nurse Unit Manager.
- Demonstrates effective communication processes to facilitate effective information flow.
- Works to ensure compliance with Austin Health policies and procedures relating to appropriate workplace behaviour.
- Work to ensure compliance with Australia's National Safety & Quality Healthcare Standards relevant to work role and in accordance with the defined parameters of the RUSON PD.
- Work in accordance with the attachment detailing RUSON duties and exclusions.
- Work with supervising nursing teams to provide delegated elements of person-centred, safe and effective care.
- Work to preserve patient dignity and privacy when assisting registered and enrolled nurses in provision of patient nursing care.
- Adhere to legislation pertaining to privacy and confidentiality, and the handling of patient information.
- Work to achieve and maintain a clean and safe work environment for patients, visitors and staff.
- Demonstrate a solid understanding of safe patient handling and safe working practices to protect own and others' health and safety.



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- Work at all times in adherence with Austin Health policies and procedures, all mandatory and specific RUSON education requirements.
- Always comply with relevant infection control policies.
- Participate in ward-based quality improvement activities as required.

**THE RUSON MUST BE ABLE TO IDENTIFY WHO IS THE SUPERVISING RN AT THE COMMENCEMENT OF EVERY SHIFT**

| <i>All care activities are to be completed in adherence of Austin Health policies, procedures and mandatory education requirements</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                          |
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| Foundation of Care                                                                                                                     | Care Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Nursing Documentation                                                                                                                    |
| <b>Hygiene</b>                                                                                                                         | <ul style="list-style-type: none"> <li>• Showering, bed bath, and personal hygiene</li> <li>• Dressing and grooming</li> <li>• Facial shaving (exclusion: all pre –op shaving)</li> <li>• Basic eye care (exclusion: no administration of medicine or non-medicine eye drops)</li> <li>• Hair care (exclusion: no prescribed treatment)</li> <li>• Nail care (exclusion: no cutting or trimming of nails)</li> <li>• Oral hygiene, including mouth toilets, cleaning of teeth and/or dentures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                          |
| <b>Nutrition</b>                                                                                                                       | <ul style="list-style-type: none"> <li>• Check with supervising RN if the patient has special dietary requirements or food or fluid restrictions/allergies.</li> <li>• Assist patients to be comfortably and appropriately positioned for meal service, including set up of adjust table, cutting up food and assist with the opening packages, and/or use of eating aids and specialised utensils as per patient requirements;</li> <li>• Safe positioning of patient to receive meals</li> <li>• Provide feeding/eating assistance at mealtimes and other oral nutritional needs under the direction and indirect supervision of a Registered Nurse (RN) (exclusion: not dysphagic patients)</li> <li>• Assist with mealtime and ad-hoc oral hydration, water/refilling water jugs or making drinks for patient (exclusion: patient with fluid restrictions, patient with dysphagia, patient on modified diet and fluids, nil by mouth)</li> <li>• Assist with Patient weight and height measurement as directed</li> </ul> | <ul style="list-style-type: none"> <li>• Fluid Balance Chart (FBC)</li> <li>• Food Chart</li> <li>• Weight &amp; Height Chart</li> </ul> |
| <b>Mobility</b>                                                                                                                        | <ul style="list-style-type: none"> <li>• Positioning changing in bed/ chair</li> <li>• Patient transfers and manual handling (includes Hoist transfers)</li> <li>• Provide support and assistance with patient ambulation, as per care plan</li> <li>• Assist Nurses with patient area transfer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                          |
| <b>Elimination</b>                                                                                                                     | <p>Assist with Toileting including: Providing, removing, emptying and cleaning of patient continence aids, including bedpans and urinals</p> <ul style="list-style-type: none"> <li>• Empty/measure urethral urinary catheter bags</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• FBC</li> <li>• Bowel Chart</li> </ul>                                                           |



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|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|                    | <ul style="list-style-type: none"> <li>Report any abnormalities or evident concern to the RN (e.g. offensive odour or unusual colour of urine, urinary frequency and constipation)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                          |
| <b>Comfort</b>     | <ul style="list-style-type: none"> <li>Assist with pressure area care including: Change position in bed/chair</li> <li>Assist nurses with placement of an air mattress or pressure relieving devices as delegated</li> <li>Observation of basic skin integrity and reports skin condition, including noticed changes to the RN</li> <li>Assist Nurses to check the patients pressure areas</li> <li>Re-application (if previously fitted) of patient anti-embolic stockings (exclusion: initial measurement and fitting of stockings)</li> <li>Re-application / maintenance of low flow nasal prong oxygen therapy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                          |
| <b>Environment</b> | <ul style="list-style-type: none"> <li>Observes high-risk patients to minimise risk of falls as per RN. Assist RN to promote falls prevention strategies are adopted as per the care plan e.g. prompt response to patient call bells - inform the RN if patient request is beyond scope of activities</li> <li>Ensure patients nurse call bell, and items they may require like phone, beside table are within reach.</li> <li>Reinforce instructions on use of buzzer, walking aids etc.</li> <li>Provide the allocated registered nurse assistance with constant patient's observation.</li> <li>Patient assessments including: <ul style="list-style-type: none"> <li>Risk assessments</li> <li>Checking blood glucose levels</li> <li>Checking vital signs- temperature, pulse, respirations, blood pressure and pulse oximetry</li> </ul> </li> <li>Provide patient with support as required and appropriate and assist nurses with patient rounding as required</li> <li>Maintain patient comfort – assist with positioning, postural maintenance, leg elevation including safe bed height where patient in in bed</li> <li>Bed making and linen changes for occupied beds (not as part of discharge bed preparation- as this is a Patient Services Assistant duty)</li> <li>General ward stocking- store room, procedure trolley</li> <li>Cleaning of equipment when appropriate</li> </ul> | <ul style="list-style-type: none"> <li>Behavioural Observational Chart</li> <li>Rounding Form</li> </ul> |
| <b>Environment</b> | <ul style="list-style-type: none"> <li>Maintains patient's surroundings and environment, clear and tidy any obstacles</li> <li>Assist in keeping work areas, treatment room and pan room tidy</li> <li>Maintains safe and clean work area &amp; remove or report safety hazards</li> <li>Change/Replacing Linen bags as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |



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|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Psychological or Sociocultural | <ul style="list-style-type: none"> <li>• Attend nursing handover/huddles as directed</li> <li>• Immediately report any changes in patient's physical and mental condition to the supervising RN</li> <li>• Report incidents, unexpected events to supervising RN in a timely manner <ul style="list-style-type: none"> <li>• Report any patient or family concerns or complaints to the supervising RN</li> </ul> </li> <li>• In conjunction with the RN, apply practical intervention procedures for patients with dementia or behavioural problems including assisting as an additional resource (low level risk only)</li> <li>• Promote and participate in diversional activities – conversation, provide music, games, reading to patients</li> <li>• Respond to patient call bells and assist with bedside phone calls, communicate with appropriate staff</li> <li>• Orientate patients and carers to ward environment</li> <li>• Assist patient with hospital TV/telephone connection</li> <li>• Simple patient errands as required (e.g. buying newspaper)</li> <li>• Packing and unpacking patient's belongings and collaborate with supervising RN regarding documentation of patient valuables</li> </ul> | Riskman |
| COVID 19                       | <ul style="list-style-type: none"> <li>• Collecting specimens for COVID-19 testing including obtaining oropharyngeal and deep nasal swabs (serology testing is excluded)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |
| Clinical Practice Extension    | <p><b>Only if RUSON has completed Austin Health competency</b><br/> <b>These duties can be delegated in appropriate contexts only by supervising RN, for completion with <i>indirect supervision</i></b></p> <ul style="list-style-type: none"> <li>• Patient assessment including: <ul style="list-style-type: none"> <li>○ Vital signs</li> <li>○ Blood glucose levels</li> <li>○ Urinalysis</li> <li>○ COVID PCR</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |

## Activity Exclusion List

**RUSON does not undertake the following tasks:**



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- Medication administration (including eye/ear drops, nebulisers and medicated topical ointment/cream)
- Intravenous drug and fluid management
- Administering any form of Oxygen therapy
- Oropharyngeal Suctioning
- Wound care/changing of wound drains
- Escorting patients who require any clinical care, monitoring or assessment or who have the potential for their clinical condition to change
- Emptying of wound and body fluids drainage bags (other than urethral urinary drainage catheters bags excluding hourly/regular urine output measurements)
- Feeding of dysphagic patients
- Initial measurement and fitting of anti-embolic stockings
- Application of Prescribed hair and skin care treatments
- Preoperative shaving
- Cutting and trimming of finger or toenails
- Checking of clinical emergency equipment (e.g. bedside oxygen, suction)
- Restocking emergency and medicine supplies in resuscitation trolley and medication trolley
- Refilling of water jugs or making drinks for patients with fluid restrictions, dysphagia, or modified diet
- Provide clinical information or advice to patients or families
- Taking verbal or written clinical orders from medical staff
- Taking verbal results via telephone

## Selection criteria

### Essential skills and experience:

- Demonstrated commitment to working in a team-based care environment
- Demonstrated personal organisation and time-management skills
- Demonstrated ability to follow instructions, work within required time constraints, and complete delegated tasks and activities in accordance with the request of the supervising registered nurse.
- Well-developed beginning level interpersonal and communication skills, to enable effective relationship building, cooperation and conflict resolution development
- Ability to work collaboratively with others
- Awareness of limitations in own knowledge and skill development
- Awareness of when to seek advice, confirmation and support as necessary
- Demonstrates solid numeracy and literacy skills through both written and verbal communication
- Acknowledge and respect for the values, customs and spiritual beliefs of individuals whilst providing care to align with Austin Health values and guidelines
- Take responsibility for the impact of personal actions and own behaviour may have on others
- Work to maintain a positive and inclusive work environment
- Ability to identify problems and escalate the supervising Registered Nurse
- Ability to adapt to changing work priorities as directed by the Registered Nurse

## Professional qualifications and registration requirements



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- Evidence of continuing enrolment in a recognised undergraduate Bachelor of Nursing program
- Evidence of a of academic transcript, detailing evidence of successful completion of required criteria at a minimum of a completed first year of an undergraduate Bachelor of Nursing degree from a recognised higher education provider

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer



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We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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