

RUSON (Registered Undergraduate Student of Nursing) Core Duties & Exclusion List

Introduction

The Registered Undergraduate Student of Nursing (RUSON) works as part of the health care team, assisting Registered and Enrolled Nurses to provide delegated (by the RN) aspects of patient care. Elements of direct and indirect patient care will be delegated in accordance with the professional judgment of the supervising Registered Nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual RUSON.

RUSON's are enrolled at a University to undertake undergraduate Bachelor of Nursing program of study, registered with Australian Health Professionals Registration Agency (AHPRA) as a student nurse, and, who at commencement of their employment, have successfully completed at least twelve months of the Bachelor of Nursing Undergraduate Degree (Clause 106.1 Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024).

RUSONs can only undertake activities that have been delegated and supervised by a registered nurse in accordance with the NMBA Registered nurse standards for practice (2016) Nursing and Midwifery Board of Australia - Registered nurse standards for practice <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/registered-nurse-standards-for-practice.aspx> (nursingmidwiferyboard.gov.au) and the NMBA Decision Making Framework for Nursing and Midwifery <https://www.nursingmidwiferyboard.gov.au/codes-guidelines-statements/frameworks.aspx>

Registered Nurses can only delegate aspects of care to a RUSON, which are consistent with the educational preparation, skill level and assessed competencies of the RUSON.

Clinical assessment of patients must be conducted by the RN responsible for delegation. RUSONs are not to be given sole allocation of patients, as articulated in the Delegation and Supervision Guidelines for Victorian nurses and midwives (DHS, 2014). <https://www.health.vic.gov.au/publications/delegation-and-supervision-guidelines-for-nurses-and-midwives-presentation-element-1>

In order to balance the RUSONs academic obligations and the needs of the Employer, the rostered work of students will be in shifts of not less than four hours on day or evening shifts, or 10 hours on night shifts, Monday to Sunday.

The following Core Activity List has been developed to assist staff to understand the activities a RUSON may undertake under the delegation and supervision of the registered nurse. In exercising clinical judgment, the Registered Nurse will also take into account the patient's acuity and risk of clinical deterioration.

RUSON's should only be allocated to Special Care Nurseries where a separate duties/exclusion list has been agreed with the Australian Nursing and Midwifery Federation.

Core Activity List

The RUSON works as an assistant to the health care team in all wards (including COVID, SCOVID and emergency departments, with final year RUSON's prioritised for these settings).

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

Area of care	Activity	Excluded activities
Hygiene	<ul style="list-style-type: none"> • Oral hygiene – brushing teeth, dentures, mouth wash/toilet • Simple eye care – eye toilet • Brushing and washing hair (exclusion: spinal, head and neck surgery and/or related injuries) • Showering, washing and bed baths • Dressing and undressing • Shaving (with electric razor; exclusion: patients with facial/neck surgery or injuries) • Grooming – non-medicated skin care and make up • Removal of make-up and nail polish for procedures • Hand-hygiene • Pre-operative site preparation (with surgical clippers only) 	<ul style="list-style-type: none"> • Shaving patients with non-electric razors or blades, or patients with facial /neck surgery or injuries • Washing hair for patients with spinal, head and neck surgery or injuries • Cutting/trimming nails • Pre-operative shaves with razors/blades
Toileting	<ul style="list-style-type: none"> • Change incontinence pads or aids • Empty, record and provide urinary bottle • Empty, record and provide urinal pans • Empty, record and provide commode chair • Empty and record urinary catheter bag drainage (exclusion: 1/24 urine measures, CBWO) • Change of IDC anchoring device (i.e. Flexitrack) (exclusion: urinary surgery patients) • Document and report elimination amounts to Registered Nurse • Apply, empty and record condom drainage • Assisting patient with emptying of long term ostomy bags (exclusion: stomas < 6 months old) 	<ul style="list-style-type: none"> • Changing ostomy bags • Hourly urinary catheter measures, CBWO • Emptying of new ostomy bags (stoma <6 months old) • Changing IDC anchoring on recent urological surgery patients



<p>Manual handling & Mobility</p>	<ul style="list-style-type: none"> • Assist with patient transfers, sitting patients out of bed/on toilet/commode • Assist patients to change position • Provision of pressure area care (including assist with log roll) • Mobilising patients (assisted up to independent) • Use of manual handling hoists/aids • Assist allied health professionals to help patients e.g. with mobility, and to apply orthoses/splints/braces as prescribed by the treating professional • Assist with application of Plaster of Paris and/or softcast • Escort for discharge i.e. – transit/discharge lounge, or to hospital exit points (exclusion: Patients awaiting transfers to other facilities) • Transfer of patients from cubicles to waiting areas or from emergency to fast-track area • Transfer of patients to a waiting vehicle in the carpark 	<ul style="list-style-type: none"> • Head control for log rolling • Transport of patients awaiting transfer to other facilities
<p>Nutrition</p>	<ul style="list-style-type: none"> • Assist patients with menu selection where appropriate • Undertake safe meal set up, cut up food, adjusting table and opening packages if required • Assist with feeding patients (exclusion: high risk patients with feeding difficulties, parenteral or enteral nutrition) • Provide water/refilling water jugs or making drinks for patient (exclusion: patients with fluid restrictions, dysphagia, modified diet/fluids or nil orally) 	<ul style="list-style-type: none"> • Feeding patients with difficulties, or receiving parenteral or enteral nutrition • Refilling of water jugs or making drinks for patients on fluid restrictions, with dysphagia, modified diet/fluids or nil orally
<p>Environment</p>	<ul style="list-style-type: none"> • Ensure falls prevention strategies are in place – call bell, phone, bedside table in reach, bed/trolley lowered, trip hazards removed • Maintain safe and tidy ward/department environment – putting equipment away, changing linen bags, cleaning and tidying utility rooms • Making beds/trolleys • Placing flowers in vases, water changes for flowers/vases 	<ul style="list-style-type: none"> • Checking of emergency equipment including Resuscitation trolley, bedside suction, oxygen and air



<p>Communication</p>	<ul style="list-style-type: none"> • Answering call bells including staff assist • Reporting and/or escalating all care and concerns to supervising registered nurse/s • Clerical answering and transferring calls/intercom (exclusion: advice, clinical or confidential information) • Referring all aspects of care out of scope to RN • Direct visitors to ward or RN for assistance • Direct telephone enquiries to the appropriate staff member • Respond to, escalate, and report emergencies as per hospital policy • Attend handover and local team meetings or education sessions • Orientate patient and family/carers to ward/department environment • Seek regular feedback from supervising RN/s and reflect on practice 	<ul style="list-style-type: none"> • Provide clinical advice or confidential information and advice to patients or families • Taking verbal clinical orders from unregulated health care workers, administrative, medical or allied health staff. • Accepting delegated duties from an enrolled nurse (EN) • Taking verbal results via telephone • Advice, counselling, confirming new diagnosis and communicating confidential information
<p>Documentation</p>	<ul style="list-style-type: none"> • Complete fluid balance chart: Oral input and urine output and report to RN • Complete food chart – dietary and fluid intake and report to RN for co-signing in EMR • Complete bowel chart – output and report to RN for co-signing in EMR • Complete weight and height and report to RN for co-signing in EMR • Assist in the documentation of valuables • Assist in completing communication boards • Complete incident reporting as per local hospital policy <p>Note: continue on paper charts if EMR charts not yet integrated in clinical area</p>	<ul style="list-style-type: none"> • Completing progress notes in EMR • Completing patient care plan details on communication boards or handover sheets • EMR documentation not listed in permitted Activity list
<p>Maintenance</p>	<ul style="list-style-type: none"> • Restock supplies and equipment • Cleaning and putting away equipment between use i.e. – infusion pumps, bed frames • Equipment maintenance • Calibration of glucometer 	<ul style="list-style-type: none"> • Restocking emergency supplies in resuscitation trolley • Restocking medication supplies
<p>Patient watch / Constant patient observer or similar role</p>	<ul style="list-style-type: none"> • Year 1 RUSON – meal relief only for low level risk (i.e. not EN/RN) • Year 2 RUSON onwards – may work as an additional care resource/Constant Patient Observer aggression (i.e. low level risk only not requiring a RN/EN) provided managing clinical aggression education has been completed and a risk assessment has been undertaken by the supervising RN 	<ul style="list-style-type: none"> • Allocated as CPO/Patient watch staff member for high risk patients (those requiring RN/EN or security services)



<p>Other duties</p>	<ul style="list-style-type: none"> • Diversional therapy/activities i.e. – reading to patients • Assist in the care of the deceased patient • Packing and unpacking patient belongings • Attend professional development sessions • Attend and report at staff meetings • Initiate emergency response alarms as per organisational policy • Running simple errands within hospital grounds • Measurement and application of anti-embolic stockings • Conducting department audits and surveys • Observation of nursing procedures performed by RN/EN if time permits 	<ul style="list-style-type: none"> • Patient escorts, unless outlined in core duties list • Care of complex patients • Medication administration (all routes, including drops and topical creams) • Intravenous therapy management • Oxygen therapy • Suctioning • Complex wound management • Tracheostomy management • Emptying of wound and ICC drainagebags • Prescribed hair treatments • Allocated as the primary nurse /carer for patients including constant special or watch • Measurement and initial fitting of anti-embolic stockings • Collection and labelling of specimens
<p>COVID 19 Close contact tracing, specimen collection (oropharyngeal and nasal swabs) and non-invasive temperature testing</p>	<ul style="list-style-type: none"> • Collecting specimens for COVID-19 testing including obtaining oropharyngeal and deep nasal swabs (exclusion: serology testing is excluded) • Completing non-invasive temperature checks and documenting findings and contact details • Undertaking tracing of persons who are deemed to be close contacts of suspected or confirmed cases of COVID19 	<ul style="list-style-type: none"> • Serology testing is excluded



Personal Protective Equipment (PPE) Spotter	<p>Undertaking PPE Spotter activities consistent with the PPE Spotter Position Description published by the Healthcare Infection Prevention & Wellbeing Taskforce, including:</p> <ul style="list-style-type: none">• Spotting and supervision of appropriate use of PPE, including observing, guiding, correcting technique during donning and doffing.• Formal and informal monitoring and auditing of appropriate use of PPE within clinical settings (e.g. when providing care to patients) and non-clinical settings (e.g. breakrooms, cafes). <p>Working with and supporting the Quality and Safety/Infection Prevention and Control/COVID-19 Response Team (or other relevant area(s) with:</p> <ul style="list-style-type: none">• Undertaking risks assessments through audits and spot checks on adherence to infection prevention measures (such as physical distancing) including proposing and implementing remedial actions, where required, as part of a continuous improvement process to support behavioural change.• Training and promotional activities to create the conditions for workplace culture and behaviour change (e.g. information sessions, emails, posters).• Ongoing education and knowledge improvement of staff aligned with current public health advice.• Responding to occupational health and safety issues for staff experiencing skin and/or pressure injuries associated with prolonged use of PPE.	
--	---	--



Clinical Practice Extension - Contribution to patient assessment	<p>Where the RUSON has completed the services' competency assessment and completed the 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 registered nurse. Once documented on relevant EMR charts the RUSON must report findings to RM for sign off in EMR:</p> <ul style="list-style-type: none">• Vital signs• Blood glucose levels• Urinalysis• Simple wound dressings <p>For RUSON's working in emergency departments in line with the requirements outlined above:</p> <p>Transfer of stable patients to radiology (no infusions, cardiac and invasive monitoring or C-spine mobilisation (e.g. X-rays of simple fractures \ abdominal X-rays etc.)</p>	
---	--	--