

## *POSITION DESCRIPTION*

### *REGISTERED NURSE GRADE 4 & 5*

PD NUMBER	6.0.3.0
REPORTS TO	Director of Care, Care Services Manager and Nurse Unit Manager
APPLICABLE AWARD/AGREEMENT	St. John's Village Inc., ANMF and HSU Enterprise Agreement 2014
STATUS	As per Contract of Employment
APPROVED BY	Director of Care
DATE	November 2015
REVISION DATE	November 2017

#### *JOB PURPOSE SUMMARY*

The Registered Nurse is responsible for providing clinical care throughout the facility in accordance with the Philosophy and Values of St John's Village. The Registered Nurse will work closely with residents, families and the care team to ensure that each resident's physical and emotional needs are met.

#### *KEY SELECTION CRITERIA*

##### **Essential**

- ♦ Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
- ♦ Sound knowledge of the Aged Care Funding Instrument and Accreditation Standards
- ♦ Comprehensive clinical knowledge, particularly to age related health issues
- ♦ Knowledge and understanding of the special needs of older people
- ♦ Understanding of and commitment to continuous quality improvement
- ♦ Commitment to Ageing in Place and demonstrated ability in assisting staff to practice principles
- ♦ Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- ♦ Ability to prioritise and manage workloads according to residents needs
- ♦ Ability to work as a member of a multi-disciplinary team
- ♦ Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representative
- ♦ Demonstrated commitment to maintaining confidentiality
- ♦ Demonstrated leadership skills
- ♦ Ability to delegate tasks to staff within their scope of practice
- ♦ Commitment to ongoing professional development
- ♦ Ability to act as site Senior First Aid Officer and Chief Fire Warden

##### **Desirable**

- ♦ Experience in the nursing care of elderly Residents
- ♦ Experience in a supervisory role
- ♦ Demonstrated use of initiative
- ♦ Good computer skills

## DUTIES AND RESPONSIBILITIES

The Registered Nurse is responsible and accountable for tasks including, but not limited to:

- ♦ In consultation with the Nurse Unit Manager (NUM) and Care Team, assess and monitor the care needs of all residents. This includes assisting with the development and implementation of detailed resident care plans, assessments and programs required.
- ♦ Complete the required assessments and documentation related to the Aged Care Funding Instrument, as well as educating and supporting other staff.
- ♦ Practices the safe administration **and** the supervision of safe medication administration system including S8 medication.
- ♦ Delegation to and supervision of safe and correct administration of medication systems, including S8 medication.
- ♦ Assist the NUM with the maintenance of supplies used in providing resident care.
- ♦ Ensure confidentiality is maintained at all times.
- ♦ Be aware of Occupational Health and Safety requirements and report any area of concern to the OH&S Coordinator and NUM.
- ♦ Ensure clinical equipment is in proper working order.
- ♦ Delegation to and supervision of Enrolled Endorsed Nurses (EEN), Enrolled Nurses and Personal Care Attendants (PCA) in the day to day care needs of residents.
- ♦ Mentoring, Coaching and Leadership of the Care Team by promoting a **team approach** to the delivery of clinical care.
- ♦ Assist the NUM to plan and coordinate staffing requirements according to experience, competency, scope of practice and resident needs.
- ♦ Assist with the Performance Management of staff under their responsibility.
- ♦ Assists with quality improvement, clinical monitoring and auditing processes; including falls management, wound management, continence management and medication management.
- ♦ Assists with the development of clinical policy and procedures.
- ♦ Liaise with doctors, nurses, other health care providers and pharmacies to facilitate optimum health care and clinical practice for the residents.
- ♦ Respond to emergency situations as the delegated person in charge and notify the Director of Care and NUM as required.
- ♦ Maintaining continuing professional development in accordance with AHPRA.
- ♦ Participates in Mandatory Education.
- ♦ Assists with staff professional development, including the provision of individual, small group training sessions.
- ♦ Attend staff meetings and staff training sessions.

The Registered Nurse is responsible for reporting any issues of concern to management including, but not limited to:

- ♦ Changes in a residents condition to General Practitioner, Nurse Practitioner, or family.
- ♦ Mandatory reporting of physical or sexual assault, or missing residents to the Department of Health & Ageing.
- ♦ Concerns regarding staff behaviour or poor performance.
- ♦ Any identified risks to residents, volunteers or staff.
- ♦ Follow up on any specific issues of concern.

## PHYSICAL STANDARDS

- ♦ Walk/Stand 40% of the time
- ♦ Push trolleys including a medication trolley up to 10% of the time
- ♦ Sit for documentation up to 30-40%
- ♦ Bend, squat up to 10% of the time
- ♦ Life and move residents using mechanical devices and chairs with wheels 5-10% of the time

## PERFORMANCE REVIEW

Staff performance reviews will be conducted after 3 months of employment, then annually by Departmental Manager. Review criteria will be based on applicable KPI's, Organisational Responsibilities and related duty statements.

## STAFF SUPERVISED

- ♦ Enrolled Endorsed Nurses
- ♦ Personal Care Attendants
- ♦ Lifestyle and Leisure Officers
- ♦ Environmental Attendants

## KEY PERFORMANCE INDICATORS (KPI'S)

### Professional Care Practice

- ♦ Coordinates professional care practice of assessment and care plan implementation on a shift by shift basis.
- ♦ Documents and updates residents individual care plans based on assessment information and conducts monthly care plan reviews and evaluations in partnership with residents, resident representatives and other relevant health care team members.
- ♦ Conducts annual care plan reviews with residents and/or resident representatives as a residents care needs and wellbeing alters.
- ♦ Identifies and coordinates holistic care of the residents in accordance with the individual care plan.
- ♦ Demonstrates knowledge and understanding of the relevant legislative reporting requirements under the Aged Care Act (Elder Abuse, Missing Resident).
- ♦ Review and evaluate the effectiveness of interventions, in partnership with residents and/or their representatives.
- ♦ Develop a professional rapport with residents and their families, providing accurate and timely feedback to the NUM and Director of Care.
- ♦ Participate and assist with the completion of internal auditing processes relating to resident care.
- ♦ Maintains effective communication skills with all team members.

### Training/Education

- ♦ Meets the Australian Health Practitioner Regulation Agency's annual training requirements for Continuing Professional Development.
- ♦ Attends annual mandatory education according to St John's Village's Policy and Procedure.

### **Complex Nursing**

- ♦ Provides complex nursing procedures according to Evidence Based Practice and St John's Village's Policies and Procedures.
- ♦ Assists with coordinating and directing the residents complex care needs.
- ♦ Assists with the Advanced Care Planning for Residents.

### **Medication Management**

- ♦ Manages the medication system and the process of safe medication administration including the delegation of the responsibility of medication administration to suitably trained staff within the scope of practice of the "Code of Guidance".
- ♦ Consults and plans with the EEN to provide ongoing assessment and evaluation for residents with complex needs.
- ♦ Provides supervision to EEN or PCA Team Leader (Hostel) relevant to their scope of practice, experience, knowledge and skill/competence.
- ♦ Is responsible for responding to changes in resident health needs or changes in medication administration route which is beyond the EEN's scope of practice.
- ♦ Ensure that St John's Village complies with legislative requirements and has appropriate organizational policies and procedures regarding medication administration.
- ♦ Provides assessment and supervision of residents who self-administer their own medications.

---

## *ORGANISATIONAL RESPONSIBILITIES*

---

### **Professional Conduct**

- ♦ Compliance with St Johns Village's Policies, Procedures and Code of Conduct.
- ♦ Communicates appropriately and respectfully with all residents, resident representatives, visitors, volunteers and all staff members.
- ♦ Establishes and maintains good working relationships with residents, resident representatives, visitors, volunteer and all staff members.
- ♦ Demonstrates a high standard of personal appearance and conduct.
- ♦ Maintains confidentiality of residents and staff members at all times.
- ♦ Works as part of a team with enthusiasm and flexibility.
- ♦ Pursues continuous improvement of knowledge and skills through training and development.
- ♦ Actively participates in the Organisations Quality Improvement Program.
- ♦ Participates in staff meetings.

### **Workplace Culture**

- ♦ Acts in a manner which is reflective of St Johns Village's Philosophy, Vision, Mission and Values.
- ♦ Works in an open, supportive and cooperative manner with all other staff.
- ♦ Values the views of other staff members and encourages the free exchange of ideas and suggestions.
- ♦ Displays courtesy to all residents, resident representatives, visitors, volunteers and all staff members at all times.
- ♦ Treats all residents, resident representatives, visitors, volunteers and all staff with respect and dignity.
- ♦ Refuses to engage in harassment, bullying or discriminatory behaviour.

### **Team Work**

- ♦ Demonstrates awareness of role and respects the role of others.
- ♦ Works cooperatively and inclusively with other staff members to achieve team goals.
- ♦ Demonstrates commitment to working positively within a team environment.
- ♦ Assists Managers in the identification of team goals.

**Occupational Health & Safety**

- ♦ Maintains the work area in a clean, tidy and safe condition.
- ♦ Ensures that at all times a safe and homelike environment is maintained for all residents.
- ♦ Ensures all incidents and accidents to residents, resident representatives, visitors, volunteers and staff members are reported immediately by completing the appropriate forms.
- ♦ Identifies strategies for reducing any potential or actual injury in consultation with OH&S Coordinator.
- ♦ Attends all mandatory training related to Workplace Health & Safety.

**Quality Improvement**

- ♦ Is committed to and demonstrates an understanding of the Charter of Residents Rights and Responsibilities.
- ♦ Is committed to and demonstrates an understanding of the Quality Improvement Process and Aged Care Accreditation Standards.
- ♦ Participates in and assists with auditing processes.
- ♦ Demonstrates a commitment to ongoing self-development.
- ♦ Assists in the implementation and evaluation of new products and equipment.
- ♦ Attends all mandatory training related to Quality Improvement.

*AGREEMENT*

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name:

Signature:

Date: