

# HOMES

## POSITION DESCRIPTION

<b>POSITION:</b>	Registered Nurse
<b>REPORTS TO:</b>	Director Of Nursing Care
<b>POSITION SUMMARY:</b>	A Registered Nurse is responsible for the planning and implementation of the day to day care of residents and must work in accordance with the Commonwealth's Standards for Residential Aged Care Services, Commonwealth and State legislation and policies, philosophy and objectives of Princes Court Homes.
<b>CONDITIONS:</b>	According to the Nurses – (Victorian Health Services Award 2000) and Princes Court Homes Inc., ANF and HSU Enterprise Agreement 2017 - 2021
<b>FACILITY PROFILE:</b>	Princes Court Homes is a community-owned aged care provider with an establishment of 100 bed facility for aged persons in a residential setting, including a Dementia specific area and 2 respite rooms. Princes Court Homes is a non-smoking environment on all sections of the property.

<b>QUALIFICATION:</b>	Registered Nurse (Divisional 1)
<b>ESSENTIAL KEY SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Current registration with the Australian Health Practitioner Regulation Agency</li> <li>• Current National Police Certificate available for review or equivalent documentation i.e. CrimCheck</li> <li>• Proven interest in working with the aged and other clients with complex health issue requiring full time care</li> <li>• Demonstrated ability in problem solving and communication</li> <li>• Good organisational abilities</li> <li>• High degree of reliability and punctuality</li> <li>• Willingness to participate in continuing education for self</li> <li>• Computer literacy</li> </ul>
<b>DESIRABLE KEY SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Experience within the age care industry</li> <li>• Knowledge of the Commonwealth's Aged Care Standards and documentation requirements</li> </ul>

## KEY DUTIES AND RESPONSIBILITIES:

- Promote a philosophy of resident and / or significant other directed care including the promotion of social independence, privacy, dignity and freedom of choice.
- Apply evidence based clinical knowledge across a broad range of areas, to maintain optimal levels of health for each resident, using the Commonwealth Aged Care Standards as a benchmark.
- Provide leadership to enrolled nurses and personal carers in a positive and supportive way and to work as part of a team of registered nurses with the focus on resident and staff outcomes and harmony.
- Liaise and consult with a range of health, allied health and medical practitioners regarding the care of the residents.
- Undertake and facilitate appropriate documentation including but not limited to assessments, care plans, progress note entries and adverse event reporting.
- Undertake medication management including administration, medication chart review and maintenance, liaison with GPs and pharmacist to ensure that the resident's medication management is safe and correct.
- Provide and facilitate the emotional support necessary to a resident living with grief, dementia and depression and maintain a focus on behavioural therapy.
- Provide effective palliative care for residents at the very special end of life phase and to provide support for their friends, families or significant others and staff.
- Provide extra assistance and monitoring to a resident who has a short term illness such as influenza or gastroenteritis and to residents who have had an adverse event such as a fall.
- Follow and promote exceptional infection control practices with residents, visitors and staff and maintain an environment that prevents the spread of infection within the facility.
- Oversee wound management practices and ensure that best practice wound care is provided.
- Provide when necessary physical assistance to residents for their activities of daily living requirements.

## KEY PERFORMANCE CRITERIA:

### LEADERSHIP

- **Supports Vision and Mission Statements** – demonstrates the ability to support the image of the Homes and to embrace changes that enable vision.
- **Values and goals** – demonstrates alignment of values and goals with those of the organisation.
- **Demonstrates accountability and integrity** – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation. Maintains the utmost discretion in regard to residents including financial, health and lifestyle information.
- **Problem solving and adaptability** – within the boundaries of registration and in consultation with residents and their significant others, GPs, colleagues, and other health professionals is able to find satisfactory for resident and organisational needs.

### CUSTOMER SERVICE

- Maintains good customer relations with staff, visitors, residents and their significant others.
- Illustrates good communication skills
- Demonstrates a professional and positive behaviour and upholds the code of conduct
- Service concerns are addressed in a timely manner
- Motivated and committed contributor
- Aware of inter-cultural, emotional and individual sexual preference needs
- Presents a good public image and illustrates tolerance, warmth and understanding

### TECHNICAL SKILLS AND APPLICATION

- Demonstrates a satisfactory knowledge base for safe practice
- Informs the Clinical Care Coordinator / Director of Nursing Care of any significant change in the resident's condition.
- Does not extend duties beyond the job description and individual competency level
- Clarifies unclear instruction and take's responsibility for own actions
- Ensures all aspects of the nursing care plan are implemented including those delegated by the Director of Nursing Care
- Delivers a safe standard of care as defined by nursing registration, standards and clinical protocols as well as those framed by the Homes policies and procedures
- Records and communicates essential information to nursing colleagues, GPs and other health professionals and maintains resident information systems accurately
- Ensures the economic and safe use of supplies, resources and equipment

### PERSONAL AND PROFESSIONAL DEVELOPMENT

- Continually develops both personally and professionally to meet the changing needs of career and industry
- Attends all compulsory training sessions provided by the Homes
- Actively participates in the Staff Appraisals and Development Review process
- Evaluates own performance to identify strengths and opportunities where professional development can occur
- Develops effective networking opportunities with other relevant health professionals

**TEAMWORK AND COMMUNICATION**

- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- Provides the opportunity for the development and growth of others
- Mentors all staff on an ongoing basis and new staff as required
- Performs other reasonable duties as directed by the Director of Nursing Care

**CONTINUOUS IMPROVEMENT**

- Demonstrates a commitment to quality improvement and takes an active role in the auditing and achievement of the Aged Care Standards
- Sees the opportunity for the initiation and /or contribution to quality activities
- Complies with all policies and procedures relevant to this position to ensure the effective and safe operation of the facility and the welfare and interests of all residents and employees

**CONFIDENTIALITY**

It is a requirement of this position that the utmost discretion is required in regard to the personal affairs of residents including financial, health and lifestyle information. This includes the exercise of caution in casual conversation within or outside Princes Court Homes and any use of Social Media.

**ADMINISTRATION AND DOCUMENTATION**

- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures adverse events are reported accurately and in a timely manner
- Evaluates the performance of others objectively to identify strengths and offer suggestions for improvement and new learning opportunities.

## **OCCUPATIONAL HEALTH AND SAFETY LEGISLATION**

“Duties of employees:

1. While at work, an employee must –
  - a. Take reasonable care for his or her own health and safety; and
  - b. Take reasonable care for the health and safety of persons who might be affected by the employee’s acts or omissions at a workplace; and
  - c. Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.
2. While at work, an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.”

Reference: OH&S Act 2004 Act No. 107/2004 Part 3, Division 4, Item 25.

The following physical activities may be required to meet the obligations of this position:

- Sitting
- Twisting
- Pulling
- Squatting
- Pushing
- Bending
- Walking distances on concrete
- Keyboard work

As the above list may not be conclusive, it is the responsibility of all staff employed by Princes Court Homes to follow all risk control strategies and be responsive to potential hazards when completing duties within this position.

### **SPECIAL NOTE**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills required to perform the role

### **PERFORMANCE APPRAISAL**

Initial review to be taken after six months employment, then every twelve months. Criteria for this appraisal will be based directly on this Position Description, the policies and procedures practiced at Princes Court Homes and the appropriate requirements contained in the Residential Care Manual.

**RESPONSIBILITY:**

<b>RESPONSIBLE MANAGER(S):</b>	Director of Nursing Care
<b>POSITION DESCRIPTION ADMINISTRATOR:</b>	Administration Supervisor
<b>APPROVED BY (POSITION):</b>	Chief Executive Officer
<b>APPROVAL SIGNATURE:</b>	
<b>APPROVAL DATE:</b>	

**DOCUMENT CONTROL:**

<b>ASSIGNED REVIEW PERIOD:</b>	3 Yearly
<b>DATE OF NEXT REVIEW:</b>	01.12.19

I have read my job description and understand my role and responsibilities

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

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