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## POSITION DESCRIPTION

<b>POSITION:</b>	Registered Nurse Division 2 (Endorsed Enrolled Nurse)
<b>REPORTS TO:</b>	Director Care Services (DCS)
<b>FUNCTIONAL RELATIONSHIPS:</b>	CEO, DCS, Senior Management Team and other staff
<b>REMUNERATION:</b>	Princes Court Homes INC (trading as Princes Court Homes Hostel) ANMF and HSU Enterprise Agreement 2017

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## ABOUT PRINCES COURT

Princes Court, (incorporating Princes Court Homes and Village) is an independent, not for profit, community owned organisation managed by a Board of Directors. Sunraysia's leader in aged care and independent living, Princes Court is a well-respected part of the community.

Princes Court has operated in excess of 61 years with expertise and experience in managing a range of options from independent living through to high care and dementia specific care. We offer an accredited facility, supported by more than 100 staff and provide 55 lifestyle retirement units and a home for 100 permanent and two respite residents.

Princes Court Home's personal centred care philosophy ensures comfort and security for Mildura's aging residents.

## QUALIFICATION

Registered Nurse (Divisional 2) with Extended Scope of Practice Medication Administration.

## ESSENTIAL KEY SELECTION CRITERIA

- Holds current registration with the Nurses Board of Victoria with extended scope of practice medication administration.
- Proven interest in working with the aged and clients with dementia.
- Able to establish and maintain effective communication with residents and/or their representatives.
- Good organisational abilities to enable required duties to be carried out either with other staff as a team or as an individual.
- Knowledge of the Commonwealth's Aged Care Quality Standards and documentation requirements.
- A desire to seek continual improvement within the scope of employment.
- Computer literacy is essential.
- Have a current National Police Certificate available for review.

## DESIRABLE KEY SELECTION CRITERIA

- Participation in the Princes Court Homes Quality Management Program.
- To work in a manner which is carried out in accordance with Occupational Health and Safety policies.
- To promote harmonious relationships with residents, their families and friends, volunteers and staff.
- To participate staff in-service training and betterment programs and to assist with the training and orientation of care staff commencing with the organisation

## KEY PERFORMANCE CRITERIA

- Providing assistance with resident's prescribed medication.
- Bath/showering, personal hygiene including assistance in and out of bath/shower and personal grooming.
- Mobility assistance to residents to enable them to get in and out of bed; to assist ambulating residents or with pushing and manoeuvring of wheelchairs around the premises and surroundings.
- Toileting including assistance with continence management.
- Assisting residents getting dressed and undressed, finding clothes from wardrobe etc., arranging clothes and assisting with callipers, special shoes, prostheses, hearing aids, contact lenses etc.
- Meal assistance including providing assistance with meal preparation, meal delivery and such as serve to rooms and during meals such as cutting food and buttering bread. This also includes ensuring that resident maintains specified diet for medical reasons or a special diet for religious or ethnic reasons.
- To liaise where considered necessary, with doctors and emergency services.
- Medication includes providing assistance with residents prescribed medications
- Dementia support that provides extra attention to a resident suffering from a diagnosed form of irreversible dementia. This may include the provision of company, reassurance, gentle quiet handling, and repeated reality orientation.
- Emotional support that provides extra attention to a resident suffering from grief, depression, and/or insecurity. Palliative care when required.
- To assist and supervise the resident with professionally determined exercises, with treatments such as eye drops, ointment, back rubs, etc.
- To provide special assistance to a resident who has a short-term illness, such as influenza, and requires more care than what which is usually given.
- To document and update relevant details in the resident's personal care plan and on-going documentation records.
- Bed making and maintenance of the facility in a clean, tidy and safe manner

## 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 practices at Princes Court Homes and the appropriate requirements contained in the Residential Care Manual.
- This position description may be updated to reflect legislative or regulatory requirements or Continuous Improvement practices

## 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 or any use of Social Media.

## 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

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

## ORGANISATIONAL RESPONSIBILITIES

- Participation in the Princes Court Homes Quality Management program.
- To work in a manner which is carried out in accordance with Occupation Health and Safety policies.
- To promote harmonious relationships with staff, residents, their families and friends, and volunteers.
- To participate in staff in-service training and betterment programs and to assist with the training and orientation of care staff commencing with the organization.

## ADDITIONAL INFORMATION

- Princes Court offers employees not for profit salary sacrificing.
- All offers of employment at Princes Court are subject to a six-month probationary period.
- An annual performance review linked to objectives set out for the position will be undertaken.
- All offers of employment are subject to a satisfactory National Police Check and provision of current Driver's License prior to commencement.
- Employees must have the right for permanent employment in Australia.

Princes Court's Culture	
<p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Person-centeredness</li> <li>• Excellence</li> <li>• Dignity</li> <li>• Effectiveness</li> </ul>	<p>The foundation of our facility is the excellent and committed staff, valued for their contribution to the lives of the people we serve. We work with staff to understand their needs and offer flexibility or advancement through personal development. This ensures we have an engaged, enthusiastic and passionate team to provide the best environment for our residents.</p> <p>Values are based around our residents finding happiness, security, comfort and companionship in what we offer.</p> <p><b>Vision:</b> Excellence in care and lifestyle.</p> <p><b>Mission:</b> We provide choices in high quality and secure aged &amp; residential care and independent living, responding to changing community needs with innovative services and support.</p>

<b>Signed on behalf of Princes Court Ltd</b>			
<b>NAME</b>	<b>Sianne Nicholds</b>		
<b>REPORTING MANAGER</b>	Director Care Services		
<b>SIGNATURE</b>		<b>DATE</b>	/ /2020

<b>Acceptance of the position</b>			
I understand and agree to abide by the responsibilities and duties described in this position description.			
<b>NAME</b>			
<b>SIGNATURE</b>		<b>DATE</b>	/ /2020