



POSITION DESCRIPTION

POSITION:	Registered Nurse
REPORTS TO:	Director Care Services
FUNCTIONAL RELATIONSHIPS:	CEO, Director Care Services (DCS), Senior Management Team and other staff
REMUNERATION:	Princes Court Homes Inc. (trading as Princes Court Homes Hostel) ANMF and HSU Enterprise Agreement 2017

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 Management. 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.

POSITION PURPOSE

The Registered Nurse is responsible for the planning and implementation of the day to day care of residents, and to 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.

If you would like to work in a community of people that places the residents as their first concern and ensuring they have a safe and comfortable environment, then Princes Court is the opportunity for you.

We are looking for a friendly and approachable person who understand the importance of maintaining high standards in and around the facility.

ORGANISATIONAL RESPONSIBILITIES

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

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are not exhaustive and may include others as directed from time to time. The incumbent will work with a small team of people under the leadership of the Director of Nursing to complete the following:

- Promote a philosophy of resident and / or significant other-directed care including the promotion of social independence, privacy, dignity and freedom of choice with a policy of managed risk taking.
- 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.
- Demonstrate an understanding of the prevention of abuse of vulnerable adults, and recognition of the signs of abuse and procedures to follow in the event of an allegation of abuse.
- Knowledge about the appropriate usage of antipsychotic medication in people living with dementia, particularly in regards to risks of antipsychotic medication.

WORKPLACE HEALTH AND SAFETY

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."

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

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** – demonstrate 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 solutions 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 organisational needs.
- Ensures the economic and safe use of supplies, resources and equipment.

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

PERSONAL AND PROFESSIONAL DEVELOPMENT

- Continually develops both personally and professionally to meet the changing needs of career and industry with a focus on dementia and behavioural management.
- 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.

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.

TEAMWORK AND COMMUNICATION

- Demonstrates a willingness to work positively within a team to achieve 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 interest of all residents and employees.

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.

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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

Values

- Person-centeredness
- Excellence
- Dignity
- Effectiveness

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.

Values are based around our residents finding happiness, security, comfort and companionship in what we offer.

Vision: Excellence in care and lifestyle.

Mission: We provide choices in high quality and secure aged & residential care and independent living, responding to changing community needs with innovative services and support.

Signed on behalf of Princes Court Homes Inc

NAME	Sianne Nicholds		
REPORTING MANAGER	Director Care Services		
SIGNATURE		DATE	/ /2020

Acceptance of the position

I understand and agree to abide by the responsibilities and duties described in this position description.

NAME			
SIGNATURE		DATE	/ /2020