

POSITION DESCRIPTION

Position:	Registered Nurse
An employee who provides effective and holistic care and services to residents within the aged care setting	
NURSES' EMPLOYMENT CLASSIFICATIONS:	Registered Nurse (RN) means a person registered by the Board as such.
Employment Conditions:	RSL LifeCare, NSWNMA and HSU NSW Enterprise Agreement 2015 - 2017 and the National Employment Standards (the NES) pursuant to the Fair Work Act 2009
Hours of work:	As per roster
Responsible to:	Facility Manager
Objectives:	<ul style="list-style-type: none"> • To work towards the stated vision • To abide by the values and policies of the organisation • To provide quality care and services • To promote a positive image of the organisation at all times
Qualifications:	Current Nurse Registration with Australian Health Practitioner Regulation Agency
Essential Skills	<ul style="list-style-type: none"> • Good English language skills, verbal and written • Computer literate • Compassionate • A genuine interest in caring for the older person

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AGED CARE PHILOSOPHY...

Aged care staff:

- deliver care that is in line with resident and family values and perceptions.
- support individuals' rights to self-determination in ways that also preserve the rights of others in our care.
- maintain sensitivity to the individuality of each resident and respond appropriately.
- respect the meaning that individuals and family hold about life and its purpose, events, priorities and concepts of home.

Resident care incorporates physical, social, emotional, spiritual needs and individuality of each resident and includes direct care, activities, cleaning and catering responsibilities. This demands a personal investment in and accountability for the outcomes of interventions for individuals and their families.

RESIDENT RESPONSIBILITY	INDICATORS OF SUCCESSFUL OUTCOME
1. Resident care is assessed, planned and delivered in accordance with needs and individual preferences.	(i) Residents needs are identified and assessed. (ii) Each resident has an individualised care plan that addresses all their identified needs. (iii) Care plans and assessments are evaluated and updated on a planned basis and in response to changing needs. (iv) Residents capacity to participate is maximised.
2. Residents right to choose is respected.	(i) Resident care is planned in accordance with their preferences . (ii) Residents are assisted and facilitated to participate in activities of their choice.
3. Documentation supports continuity of care, support services and activities.	(i) Outcomes from strategies detailed on care plans are documented. (ii) Exceptional or unexpected events are documented. (iii) Exceptional and unexpected events are followed up and documented until resolved. (iv) Changes to needs, preferences or capacity to participate are documented.

STAFF RESPONSIBILITY	INDICATORS OF SUCCESSFUL OUTCOME
1. Lead and work within an active, participative, supportive team.	(i) Open, honest and non critical communication with all team members (ii) New team members are welcomed and supported (iii) An understanding, appreciation and acceptance of team members of different backgrounds and beliefs
2. Provide support, direction and guidance to team member	(i) Team members have resident related information sufficient to enable them to provide care and support (ii) Team members feel supported and valued (iii) Knowledge and practice gaps are identified and remedial action implemented

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STAFF RESPONSIBILITY	INDICATORS OF SUCCESSFUL OUTCOME
3. Knowledge and skills are maintained at a level appropriate for the provision of support services to residents	(i) Mandatory education on fire safety, manual handling and infection control are completed on an annual basis (ii) A proactive and reactive education program is in place (iii) Regular attendance at education programs is recorded

ORGANISATION RESPONSIBILITY	INDICATORS OF SUCCESSFUL OUTCOME
1. Work practices are safe and consistent	(i) Policies and procedures are known and followed (ii) OH&S guidelines are followed
2. Quality programs are implemented and maintained	(i) Audits are conducted according to policy (ii) Recommendations from quality reports implemented and evaluated (iii) Data relating to accidents and incidents, infections and medication errors is recorded and analysed (iv) Comments and complaints are effectively managed
3. Judicial financial management	(i) ACFI accurately reflects residents' needs (ii) Staff rosters are developed to reflect funding claimed – supported recommendations to manager (iii) Staffing levels are monitored and reviewed in line with changing needs and funding – supported recommendations to manager
4. Maintenance of a safe and clean environment for residents, staff and visitors	(i) Hazards are identified and reported in a timely manner (ii) Equipment is utilised in a safe and effective manner

PROFESSIONAL RESPONSIBILITY	INDICATORS OF SUCCESSFUL OUTCOME
1. Maintains professional registration	(i) Current practising certificate on file
2. Recognises and accepts the value of continuing education and development	(i) Actively participates in organisational education and research programs (ii) Seeks opportunities for participation in external learning opportunities (iii) Regular attendance at manager and Team Leader RN meetings (iv) Participates in self education and development opportunities (v) Provides education to team members

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Daily Responsibilities

The Registered Nurse is responsible for maintaining the following:

1. Participation in shift handover with particular emphasis on residents who have altered clinical status or are new to the unit
2. Review of all documentation completed since the last shift worked
3. Follow up of all outstanding clinical issues including incidents, infections and altered clinical status
4. Oversighting and / or undertaking medication rounds ensuring that all associated documentation is completed
5. Contemporary documentation including exception, follow-up and routine reporting
6. Assessments and documentation in accordance with RSL LifeCare Policy to ensure resident care needs are identified and addressed and ACFI submissions are accurate and supported
7. Wound management – including documentation and photographs
8. Maintaining and updating assessments as changes are noted
9. Regular monitoring and ordering of medications
10. Ensure all Residents have a current photo with date on medication chart
11. Regular monitoring of Schedule 4 medications – report any anomalies
12. Daily check of Schedule 8 medications – 2 Registered Nurses to sign at handover am/pm.
13. Doctors visits (recording of visit, obtaining scripts, attending rounds).
14. Maintaining and analysis of Continence, Behaviour, Fluid Balance, Restraint charts, Weights, Blood Sugar levels and any other observation charts. Transferring of assessment data to strategies.
15. Recording Accident and Incident data for residents and staff
16. Regular checking and ordering of stock.

Clinical Care

17. Supervise and assist care staff to ensure an acceptable and appropriate standard of care for the residents is maintained. This includes all ADL care, maintenance of privacy and dignity, nutrition and hydration and pressure care.
18. Ensure that services such Dental Care, Auditory, Visual Aids, Physiotherapy, Diversional Therapy and Occupational Therapy are attended to when required
19. Ensure that all OH&S and Infection Control Policies are observed and maintained
20. Supervision of activities and activity staff
21. Supervision of domestic staff in their work that the standard of cleanliness is maintained

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22. Provision of a comprehensive verbal/written report to the oncoming shift including highlighting outstanding issues and clinical concerns

Communication

23. Timely and professional communication with Medical Officers ensuring that they are notified of changes in residents' clinical status including post accident or incident.
24. Timely and professional communication with relatives/ person of contact ensuring that they are notified of changes in residents' clinical status including post accident or incident.
25. Timely and professional communication with Minister of Religion, if required and or requested.

Supervision of Staff

26. The registered nurse is responsible for supervision of nursing, recreation, cleaning and dining room staff, ensuring that safe and correct work practices are followed.
27. Education of nursing staff, regarding duties and responsibilities, ensuring that Duty Lists are adhered to, and that extra duty tasks are attended to.
28. Reporting of any staff problems to the Manager, or their representative, and consulting re any problems.

Name: _____

Signature: _____

Date: _____

Return signed copy (all pages) to payroll office attached to Signed Letter of Offer and MOA.