

TOURIANDI LODGE AGED CARE

POSITION DESCRIPTION

POSITION TITLE: Registered Nurse
REPORTS TO: The Registered Nurse reports to the Manager/Care Manager
STAFF REPORTING TO THIS POSITION: Care Staff

Purpose of the Position

The Registered Nurse, is responsible for delivering direct and comprehensive nursing care to residents and their families, demonstrating and applying knowledge in all aspects of care.

The Registered Nurse applies competent clinical knowledge and skills to achieve quality resident outcomes. This includes the supervision, coordination and delegation of resident care needs to Care Staff.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Current practicing Certificate as a Registered Nurse with AHPRA
- At least 3 years Aged Care Nursing Experience
- Demonstrated experience in a team leadership role including workload management, performance management and critical and reflective thinking skills in decision making and problem solving.
- Ability to communicate with a range of people including older people, staff, volunteers and visitors, particularly in relation to care of residents.
- Good written communication skills including experience in preparing routine documentation related to care notes, analytical and critical thinking skills.
- Demonstrated commitment to continual professional and personal development.
- Demonstrated understanding of quality assurance and continuous improvement.
- Current criminal record check with no offences

Desirable:

- Current First Aid Certificate
- Post basic qualifications relevant to aged care

Conditions of Employment:

- Wage & conditions as per Touriandi Lodge Aged Care Ltd, NSWNMA and HSU NSW Enterprise Agreement 2017-2020

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KEY OBJECTIVES:

- You are a member of the Care Staff Team and through the application of nursing skills and knowledge and utilising evidence-based approaches will deliver high quality coordinated care to residents
- Ensure assigned resident care is performed in accordance with contemporary care standards and Touriandi Lodge Aged Care philosophy, policies and procedures
- Undertake effective management of the care setting including coordinating and allocating workloads according to resident's needs and staff skills and experience.
- Assist the Manager and Team Leader to ensure that all relevant legislative requirements pertaining to care delivery are complied with at all times and ensure staff awareness of those requirements.
- Contribute to the development of and promote the policies and procedures of Touriandi Lodge Aged Care.
- To record accurate documentation relating to care of the Resident and support the Aged Care Funding Instrument (ACFI) in order to initialise and evaluate categories to ensure ongoing validation.
- Assist the Manager to ensure cost effective service delivery through effective use and control of organisational resources.
- Responsible for and accountable for taking reasonable steps to ensure his/her own health and safety at work and that of the staff under the supervision of the Manager.
- Actively participate in quality activities aimed at the continuous improvement of service

PERFORMANCE MANAGEMENT & PROFESSIONAL DEVELOPMENT:

- Three months after date of commencement
- Biennial Performance Appraisal thereafter unless there are concerns that need addressing
- Annual Core Competencies
- Pursue skill and knowledge development through education and keep abreast of all changes and professional requirements in relation to the Aged Care Industry
- Attend staff meetings

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

Employee - Name

Signature

Date

Manager - Name

Signature

Date

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JOB SPECIFICATION AND KEY PERFORMANCE INDICATORS

REGISTERED NURSE

Key Objectives	Outcomes	Scope of Responsibility
1. Through the application of nursing skills and knowledge and utilising evidence based approaches will deliver quality coordinated care to residents.	<ul style="list-style-type: none">• The delivery of excellence in nursing care through the application of nursing skills and knowledge utilising evidence based approaches to deliver quality care to residents and their families.• The health and social wellbeing of residents is maintained according to established standards.• Information is provided to residents which assists them to make informed choices about their care• Documentation is completed according to care procedures.• Residents family and significant others are involved in care planning.	<ul style="list-style-type: none">• Perform comprehensive assessments of resident's history including psychosocial and physical status.• Development and review of nursing plan of care within required time frames.• Organise regular medical reviews with the residents GP's for clinic at Touriandi• Liaise with Pharmacist re changes to Residents medication• Monitor podiatry and physiotherapy needs.• Arrange other Allied Health appointments as needed• Liaise with Lifestyle coordinator to meet social needs.• Re-assess Resident care needs after hospital discharge• Liaise with Palliative Care specialists to meet end of life needs• Monitor continence management including use of aids• Monitor behavioural management issues and refer to appropriate personnel to define interventions• Maintain current Residents diagnosis list• Liaise with Catering Team in relation to dietary requirements• Liaise with Residents family and significant others

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<p>2. Ensure assigned resident care is performed in accordance with care standards and Touriandi Lodge Aged Care philosophy, policies and procedures.</p>	<ul style="list-style-type: none"> • The resident's comfort and dignity is maintained at all times including safeguarding his/her personal privacy. • Confidentiality of information is strictly observed and maintained. • Compliance with legislation and Touriandi Lodge policy and procedures is achieved. • Resident documentation is completed according to Touriandi Lodge's policies and procedures. 	<ul style="list-style-type: none"> • Supervise Care Staff who are administering medication • Liaise with Care Staff in relation to the health status of Residents • Monitor the clinical needs of the Residents • Provide clinical advice as required. • Respond to complaints as recommended by organisational procedure
<p>3. Undertake effective management of the care setting including coordinating and allocating workloads according to resident's needs and staff skills and experience.</p>	<ul style="list-style-type: none"> • The delivery of excellence in nursing care through the application of nursing skills and knowledge utilising evidence based approaches to deliver quality care to residents and their families is achieved. • Appropriate delegation of aspects of care is maintained whilst providing direct/indirect supervision. • Teamwork demonstrates flexibility and ensures continuity of care whilst maintaining standards. 	<ul style="list-style-type: none"> • Offer advice and education to care staff as required. • Mentor Care Staff in their role • Performance manage care staff by giving timely direction and leadership • Contributes to a team approach and interdisciplinary collaboration that improves resident care delivery. • Participate in assessing staff annual core competencies.

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4. Assist the Manager to ensure that all relevant legislative requirements pertaining to care delivery are complied with at all times, and ensure staff awareness of those requirements.	<ul style="list-style-type: none"> • Staff functions in accordance with common law, legislation and the code of ethics. • Staff are aware and comply with legislation & professional code of ethics and Touriandi's code of ethics. • Documentation systems are compliant with service guidelines and care procedures are continuously monitored and evaluated. 	<ul style="list-style-type: none"> • Conduct regular audits as recommended • Ensure staff practice within their own abilities and qualifications. • Practice within own abilities and qualifications and accept accountability for own nursing care and service delivery, in accordance with Touriandi's standards and policies. • Perform delegated RN duties
5. Contribute to the development of and promote the policies and procedures of Touriandi Lodge Aged Care.	<ul style="list-style-type: none"> • Resident care is provided within the guidelines of the policies and procedures of Touriandi Lodge Aged Care. • Resident care is improved through team and interdisciplinary collaboration. 	<ul style="list-style-type: none"> • Educate staff on the use of organisational procedures. • Actively participates in team meetings.
6. To record accurate documentation relating to care of the Resident and support the Aged Care Funding Instrument(ACFI) in order to initialise and evaluate categories to ensure ongoing validation in conjunction with the ACFI coordinator.	<ul style="list-style-type: none"> • Documentation relating to the Aged Care Funding Instrument(ACFI) in order to initialise and evaluate categories to ensure ongoing validation is accurate and timely. 	<ul style="list-style-type: none"> • Monitor care staff to ensure that they meet their documentation requirements in the progress notes. • Regularly check files to ensure reviews and assessments are up to date.
7. Assist the Manager to ensure cost effective service delivery through effective use and control of organisational resources.	<ul style="list-style-type: none"> • Resources are utilised effectively and efficiently within budgetary guidelines. 	<ul style="list-style-type: none"> • Monitor use of consumables including supply, consumption and suitability to resident requirements. • Implement and evaluate new product and equipment trials

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<p>8. Responsible and accountable for taking reasonable steps to ensure his/her own health and safety at work and that of the staff under the supervision of the Registered Nurse.</p>	<ul style="list-style-type: none"> • Compliance with WH&S policies and procedures is met. • Potential hazards are identified and reported. • Injured employees are encouraged to RTW by offering duties suited to their capacity. • Staff are aware of their legislative responsibilities and adhere to relevant procedures. 	<ul style="list-style-type: none"> • Participate in WH&S compulsory training programs. • Report and record near misses, accidents, incidents and observed hazards • Initiate the investigation of incidents in collaboration with the WH&S representative • Monitor staff adherence to safe work practice principles
<p>9. Actively participate in quality activities aimed at the continuous improvement of service</p>	<ul style="list-style-type: none"> • Active participation in quality activities that ensure the provision of excellent resident outcomes including compliance with accreditation standards • Residents rights are supported • Active participation in the evaluation of care through data collection. • Staff are supported to work within organisational philosophy and standards. 	<ul style="list-style-type: none"> • Participate in self - education in accordance with competency maintenance and professional development. • Participate in compulsory education programs. • Participate and support the Manager in the development of education programs for staff. • Conduct audits and reviews • Educate staff in aspects of QI • Participate in the accreditation process as directed.