



## Job & Person Specification

### Registered Nurse – Clinical Coordinator

Code	OSJD89
Classification	Eldercare Nursing Employees Enterprise Agreement
Reports to	Clinical Care Manager
Approved by (name)	General Manager Operational Services
Approved by (Signature)	
Date of Approval	

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Missions, Values and Vision of Eldercare.

Acknowledged by Employee	
Name of Employee	
Date of Acknowledgement	

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# Eldercare

## Our Purpose

*Delivering peace of mind with our care*

## Our Values

### Respect

#### **Value in Action - We protect the dignity, rights and values of individuals**

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

### Accountability

#### **Value in Action - We are all responsible for working safely and with integrity**

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

### Connection

#### **Value in Action - We develop vibrant and supportive relationships based on warmth and generosity**

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.

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## Our Diversity & White Ribbon Commitment

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

## Job Specification

### Summary of the broad purpose of the position in relation to organisation goals

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The RN - Clinical Coordinator works under limited direction of the Clinical Care Manager and Clinical Leader(s) responsible for delivering quality individualised nursing care to residents including complex care needs in particular wound and pain management.

The RN - Clinical Coordinator assists in the managing of the site effectively and efficiently in accordance with the Aged Care Act and other relevant legislation, Standards and Commonwealth guidelines. The Clinical Coordinator displays professional behaviour that is based on concern for the quality of care provided for residents, their families and cooperation with senior managers, staff, colleagues and associates.

Where position acts as 'In Charge'

- Is responsible for staff management, professionally and objectively
- Is directly responsible for the supervision of all staff within the Facility

### Reporting/Working Relationships

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- The RN - Clinical Coordinator reports directly to the Clinical Care Manager;
- The RN - Clinical Coordinator will also take direction from the Clinical Leader and the Site Operations Manager.
- The RN - Clinical Coordinator will provide leadership to the EN - Care Coordinators and Care Assistants.
- The RN - Clinical Coordinator will work as part of a multidisciplinary team including Allied Health professionals, Chaplains, and Business Support team members.

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## Special Conditions

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- Works over a 7 day fixed roster or as agreed with Management.

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## Statement of Key Outcomes and Associated Activities

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### 1. General

The RN - Clinical Coordinator provides specific advice and education in the delivery of clinical care, particularly in specialised areas such as Dementia Care, Palliative Care, Pain Management, Rehabilitation for Residents, Wound care, Continence Management, Medication Administration and Pain Management.

### 2. Professional

- Assist in achieving excellence in the delivery of clinical/care services within the residential facility
- Conducts a comprehensive and systematic nursing assessment of the resident
- Documents care issues and outcomes in a timely manner
- Provides and coordinates care that includes the assessment of residents, planning, implementation and evaluation of care
- Demonstrate skill and competence in the delivery of complex nursing care.
- Applies knowledge of the Aged Care Funding Instrument (ACFI)
- Integrate theoretical and evidence-based principles and standards into clinical practice
- Consult with the Clinical Care Manager in matters relating to clinical care as appropriate
- Provide EN - Care Coordinators and Care Assistants with guidance and advice in relation to resident care
- Work with staff to promote a culture that has a “person-centred approach” that facilitates knowledge sharing and positive attitudes to change
- Promotes and develops a collaborative approach with the interdisciplinary health care team to implement “best practice” care standards
- Work within the National Competency Standards for the Registered Nurse
- Work in accordance with all relevant Aged Care legislation and standards

### 3. Risk Management

- The RN - Clinical Coordinator has a legal obligation and responsibility to take reasonable care to protect their personal health and safety and the safety of others who may be affected by actions or omissions; this is demonstrated by following specific safe work practices relevant to the work of the RN - Clinical Coordinator:
  - Works within the framework of the facilities Risk Management Plan to ensure all clinical risks are identified and minimised and controls are in place to ensure this
  - Works within Infection Control Guidelines and assists all other staff with same

### 4. Professional Practice

- Displays and demonstrates a satisfactory knowledge base with regard to professional, legal and ethical responsibilities
- Practices in accordance with legislation and regulation affecting nursing practice and healthcare, specifically in relation to Aged Care; able to guide and inform those reporting to them in this regard

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- Adheres to all legal requirements pertaining to resident nursing care including wound management and medication management
- Displays knowledge of, and works within, the policies and procedures/work instructions of Eldercare
- Identifies unprofessional practice as it relates to confidentiality and privacy legislation and elder abuse
- Displays awareness of equal opportunity and cultural diversity
- Contributes to the application of good human resource management practices by
  - a) Complying with Eldercare's Policies and Procedures
  - b) Participating in Eldercare's Performance Management Programme and
  - c) Ensuring that Eldercare's records management policies are followed

## 5. Continuous Improvement

- Participates in the continuous improvement activities of the site
- Works with the Site Operations Manager to ensure they are fully aware of and able to promote the continuous improvement plan for the site and the roles they play in that plan
- Participates in evaluating the effectiveness of the plan and takes action to address any improvements required
- Works with the team to ensure the four Accreditation Standards are understood and staff work toward achieving compliance with all expected outcomes

## 6. Customer Service:

- Work as a role model for other staff in recognising the importance of a strong customer focus at all times
- Ensure complaints are effectively reported to the Site Operations Manager (and/or CN Manager where relevant)

## 7. Learning and Development:

- Identify personal/professional development needs and seek appropriate support
- Assist in ongoing staff education and development to ensure that all staff maintain the skills and knowledge to fulfill their role
- Contribute to the education and development of EN – Care Coordinators and Care Assistants
- Contribute to the orientation of EN – Care Coordinators and Care Assistants and other ongoing education programs
- Act as a role model to other members of the care team
- Participate in the Eldercare Learning and Development program

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## WHS Responsibilities

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All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document.
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan.
- Maintains compliance with all WHS policies and procedures by regular performance review.
- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained.
- Provides relevant WHS information and ensures appropriate training is provided.
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare.
- Ensure all non-conformances identified in internal audits are rectified.
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence.

**Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.**

## Person Specification

### Essential Minimum Requirements

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#### Personal Abilities/Aptitude/Skills

- Time management and problem solving skills
- An ability to work in a self-directed fashion
- Ability to demonstrate effective verbal and written communication
- Decision making and prioritisation
- Teaching, supervising, mentoring and supporting the care services team
- Ability to communicate to people of various ages, cultures and backgrounds
- Relevant clinical experience
- Current Registration with the Nurses Board of South Australia

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## Knowledge

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- Demonstrates knowledge of the nursing process, Continuous Improvement and Aged Care Standards
- Clinical assessment and evaluation
- Multidisciplinary therapy practices
- Disabilities, diseases and disorders affecting the elderly
- Wound management
- Pain management including treatment options
- OH&S legislation
- Evidence of relevant on-going professional development

## Qualifications

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- Broad experience as a Registered Nurse
- Experience of developing , implementing and evaluating complex nursing care including wound and pain management

## Desirable Characteristics

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### Personal Abilities/Aptitude/Skills

- Ability to communicate effectively with all levels of staff and perform effectively under pressure
- Ability to identify and analyse problems and to develop practical remedies
- Ability to perform as a positive and effective team member

### Experience

- Experience in Aged or Acute Care in a clinical role
- Knowledge and experience of the Aged Care Funding Instrument (ACFI)

### Qualifications

- Post Graduate qualifications and/or extensive experience at senior level
- Qualifications in Aged or Acute Care

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