

POSITION DESCRIPTION



Position Title:	Registered Nurse
Reports To:	Clinical Nurse/Residential Services Manager
Salary/Classification Level:	Helping Hand Aged Care Inc Health Professional Collective Workplace Agreement (CWA) 2016
Reporting To This Position:	Enrolled Nurses/Care Workers

Purpose of the Position

The Registered Nurse, in collaboration with the Clinical 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 providing leadership, coordination and delegation of resident care needs to Enrolled Nurses and Care Workers.

Your Team

Resident Care

- To deliver 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
- Ensure assigned resident care is performed in accordance with care standards and Helping Hand philosophy, policies and procedures
- Ensure resident's comfort, dignity and privacy is maintained and respected at all times
- Ensure residents are assisted with their activities of daily living whilst encouraging their independence
- Ensure residents are enabled to maintain their ability to make decisions and exercise choice as cognitively able
- Ensure relatives/representatives are involved in resident care as enabled by resident choice
- To lead and influence the delivery of care through role modelling best practice, evidence based, comprehensive contemporary assessment and care planning practices.

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- To coordinate and undertake comprehensive assessment and care planning in collaboration with the multidisciplinary team
- To coordinate and undertake ongoing evaluation of care to ensure resident's quality of life and independence is optimised
- Assist the Clinical Nurses & Residential Services Manager in ensuring that all relevant legislative requirements pertaining to care delivery are complied with at all times, and ensure staff awareness of those requirements
- Assist the Clinical Nurse & Residential Services Manager to ensure cost effective service deliver through effective use and control of organisational resources
- Undertakes effective management of the care setting including coordinating and allocating workloads according to resident's needs and staff skills and experience

Teamwork & Communication

- Develop effective working relationships by working positively within a team to achieve team goals in delivery of responsive resident care.
- Uses and promotes effective communication and interpersonal skills
- Communicate effectively both verbally and in writing to ensure the delivery of high quality care
- Ensure care staff are supervised and act as a role model to Enrolled Nurses and Care Workers
- Contribute to a positive workplace culture
- Promote, encourage and undertake on-the-job learning and development for care staff
- Liaise with other members of the multidisciplinary health care team in the provision of resident care.

Other Key Relationships

Administration & Documentation

- Through the use of organisational processes ensure timely and accurate documentation of nursing and direct care, meeting legal and legislative requirements
- Through the use of organisational processes ensure administrative requirements are initiated and completed in a professional and timely manner
- .Ensure the efficient and effective use of research and resources
- Use and apply relevant procedures and reporting documentation systems

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- To record accurate documentation relating to the Aged Care Funding Instrument (ACFI) in order to initialise and evaluate categories to ensure ongoing validation
- Ensure all hazards, incidents and accidents are reported as soon as practical using the organisational process

Technical Skills & Application.

- Prioritise and manage workloads to procedures, directions and need
- Use standard operating procedures and work practices to ensure compliance with organisation policies and procedures and any relevant regulations or standards
- Administer medications to residents, in accordance with the *Therapeutic Goods Regulations 1990* and the guidelines for medication management in residential aged care facilities
- Assess, plan and implement specific care needs of residents in consultation with the Multidisciplinary team
- Delegate to the Enrolled Nurses within the scope of practice retaining accountability for their actions
- Maintain consistency and continuity of resident care .

Personal & Professional Development

- Complies with the professions code of ethics and acts to correct any unsafe nursing practice.
- Complies with the Helping Hand's code of conduct. Acts professionally at all times when dealing with residents, their families and visitors to the facility
- Practice in accordance with all relevant legislation and clinical/professional standards/guidelines
- Maintain contemporary professional knowledge and skills through participation in professional development activities, both internally and externally. This will be evidenced through participation in HHAC's Continuing Professional Development (CPD) Program
- Actively participates in Performance Management processes, including professional development, annual performance review, professional portfolio and HHAC Nursing Competencies

Safety & Wellbeing

- Ensures that he/she takes all reasonable steps to protect his/her own safety at work and avoids adversely the health or safety of any other person at the work place in

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accordance with requirements in the Occupational Health, Safety and Welfare Act (1986)

- Become familiar with and follow Occupational Health, Safety and Welfare policies and procedures developed by Helping Hand Aged Care

Key Outcomes & Responsibilities

Continuous Quality Improvement

- Participate in and contribute to quality improvement programs and other activities to improve the quality of care and associated services
- Identifying and reporting any opportunities for improvement or any potential risks arising from the duties of this position

Selection Criteria

Essential

- / Current registration and practicing with the Australian Health Practitioner Regulation Agency (AHPRA)
- / Ability to work as a team member and to direct and develop staff including the provision of leadership
- / Demonstrated ability to make decisions, take initiative and work independently

Desirable

- / Understanding of contemporary issues and practices relating to aged care
- / Knowledge and experience of documentation and continuous improvement requirements in aged care
- / Post Graduate degree in Gerontics or related field



Customer Service ...the Helping Hand Way

We deliver our service guided by our **5 Golden Standards**

- 1** We always offer choice.
- 2** We engage.
- 3** We speak clearly, politely and respectfully.
- 4** We deliver on our promises.
- 5** We make their day!

Helping Hand's Code of Conduct

Our Code of Conduct reflects **The Helping Hand Way** and expects you to act with:

Compassion

- / Demonstrate your concern for others and do everything you can to help.
- / Recognise and consider people's feelings and circumstances.
- / Treat others with respect, courtesy, care and compassion.
- / Support and value the contribution of other team members.

Respect

- / Recognise and consider people's feelings, choices and rights.
- / Maintain the privacy and confidentiality of others at all times.
- / Conduct yourself with honesty, fairness and integrity.

Excellence

- / Undertake your work with professionalism, to a high standard and with the appropriate skill and care.
- / Take responsibility for your actions and behaviours.
- / Strive to improve the quality of services to our clients and to each other.
- / Go the extra mile in order to deliver the best outcomes.
- / Strive to create new and better ways of doing things.

Community

- / Foster connection with our clients, our teams, each other and our community.
- / Value and support difference in our community and value the contribution that difference provides to us.

Work, Health & Safety

Arrive Safe, Work Safe and Go Home Safe

- / Make sure you keep your safety and others safety top of mind. Work safe all the time!
- / If you notice someone doing something unsafe, ask them to stop or find a safer way.
- / Do the training we ask you to do....it's for your own and others safety.
- / If you notice something that is a potential risk or hazard to your safety or others safety – report it. Hazards – turn into accidents! Watch out for spills, things in the way of people, equipment that isn't working.
- / If you report it...be a part of the solution. We need your ideas, solutions and feedback.
- / If you need equipment to do your job safely – make sure you use it. It's there to keep you safe...
- / If equipment isn't working properly – tell everyone around you and then tell us so we can fix it.
- / If you are involved in an incident or are injured...tell us straight away. Your supervisor will be able to help you.

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