



JOB SPECIFICATION

<i>POSITION IDENTIFICATION:</i>	Registered Nurse
<i>REPORTS TO:</i>	Clinical Nurse/Residential Services Manager
<i>SALARY/CLASSIFICATION LEVEL:</i>	Helping Hand Aged Care Inc Health Professional Collective Workplace Agreement (CWA) 2009
<i>STAFF REPORTING TO THIS POSITION:</i>	Enrolled Nurses/Care Workers

Broad Purpose:

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.

Performance Outcomes:

1. 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.

- 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

2. 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.

3. 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
- 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

4. 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 .

5. 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

6. 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 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

7. 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

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

Desirable

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

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

Employee - Name

Signature

Date

Manager - Name

Signature

Date