

## POSITION DESCRIPTION



<b>Position Title:</b>	Clinical Nurse – Comprehensive Assessment & Documentation (CN-CAD)
<b>Reports To:</b>	Manager Residential Funding
<b>Salary/Classification Level:</b>	Registered Nurse Level 2 Helping Hand Health Professional Collective Workplace Agreement
<b>Reporting To This Position:</b>	Therapy Registered Nurse

### Purpose of the Position

The Clinical Nurse Comprehensive Assessment & Documentation (CN-CAD), in collaboration with the Residential Funding team will be responsible for the comprehensive contemporary assessment and care planning for all residents, enabling each resident's quality of life and independence to be restored and maintained at an optimum level.

The CN-CAD will apply the Aged Care Funding Instrument (ACFI) to each resident's assessments and care plans ensuring care subsidy income is maximised.

In partnership with the Consultant and Manager Residential Funding, the CN-CAD will provide leadership, education, skills development and day-to-day support of staff in all aspects of comprehensive assessment and documentation.

### Your Team

The role is one position within the Residential Funding team who work closely with the Residential Services Manager, senior clinical staff and allied health practitioners, to facilitate accurate and timely development and review of client care plans.

### Other Key Relationships

The CN-CAD may be required to work across other Helping Hand Aged Care residential care facilities in both metropolitan and country divisions as required. Hence, being able to interact with and develop relationships with staff members at other sites will assist in the performance of the role.

### Key Outcomes & Responsibilities

- / To achieve high quality standardised processes in assessment and care planning and ACFI management in collaboration with the ACFI Consultant and members of the Helping Hand Clinical Assessment and Documentation team to.

- / To undertake comprehensive contemporary assessment and care planning for all new residents and residents with significance change in health status.
- / To work with the site team and contribute as required to ongoing evaluation of care to enable resident's quality of life and independence. This includes identifying "major changes" and reappraisal.
- / To lead and influence the delivery of care through comprehensive contemporary assessment and care planning practices and role modelling evidence based best practice.
- / To collaborate with the multidisciplinary team in coordinating the resident comprehensive assessment and care planning.
- / To maximise care subsidy income and ensure appraisals packs support validation requirements through application of the Aged Care Funding Instrument (ACFI) to.
- / In collaboration with the ACFI Consultant manage the validation process professionally and with the latest information about validator's clawback focuses and latest validation trends.
- / To participate in quality activities to ensure quality of comprehensive assessment and documentation is maintained and improvement opportunities are identified and acted on.
- / To improve the knowledge and skills of staff in comprehensive assessment and documentation including support, direction and education.
- / To ensure practice meets all legislative requirements including but not limited to the Aged Care Act 1997 and Nursing and Midwifery Board of Australia.
- / To achieve performance against key performance indicators as set.

### **Personal & Professional Development**

- / To comply with the professions code of ethics and acts to correct any unsafe nursing practice.
- / To comply with the Helping Hand's code of conduct.
- / To act professionally at all times when dealing with residents, their families and visitors to the facility.
- / To practice in accordance with all relevant legislation and clinical/professional standards/guidelines.
- / To practice to the full extent of own abilities and qualifications.
- / To maintain knowledge and skills in relation to ACFI funding and validation requirements.
- / To 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
- / To actively participates in Performance Management processes, including professional development, annual performance review, professional portfolio and HHAC Nursing Competencies.

## **Safety & Wellbeing**

- / To take all reasonable steps to protect his/her own safety at work and avoid adversely affecting the health or safety of any other person at the work place in accordance with requirements under the Work, Health and Safety (Act 2012).
- / To become familiar with and follow Work, Health and Safety policies and procedures developed by Helping Hand Aged Care.

## **Selection Criteria**

### **Essential**

- / Current registration and practicing certificate with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse or Allied Health Professional.
- / Demonstrated experience in and sound knowledge of the application of comprehensive contemporary assessment and care planning.
- / Demonstrated experience in a leadership role including workload management, project 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 from all disciplines and levels, volunteers and visitors, particularly in relation to care of residents.
- / Understanding of the principles and contemporary practice relating to change management.
- / Demonstrated high understanding and experience in working within regulatory and legislative practice parameters in relation to nursing practice
- / Good written and verbal communication skills including experience in preparing reports, analysing data and providing recommendations.
- / Demonstrated commitment to continuing professional and personal development.
- / Experience in the use of contemporary computing hardware and software products

### **Desirable**

- / Understanding of the aged care sector and contemporary issues relating to the Aged Care Industry
- / Knowledge and experience of documentation and continuous improvement requirements in aged care including knowledge of the Aged Care Funding Instrument (ACFI)
- / Post basic qualifications relevant to aged care
- / Previous experience in a Clinical Nurse role



## 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.

*This position description forms part of the contract of employment.*