



POSITION DESCRIPTION

Position Title:	Registered Nurse Metro Community services
Reports To:	Clinical Nurse / Clinical Nurse Consultant
Salary/Classification Level:	Helping Hand Health Professional Collective Workplace Agreement 2016
Reporting To This Position:	Nil

Purpose of the Position

The Registered Nurse is responsible for completing consumer centred nursing assessments that reflect the needs and preferences of each client. They will work collaboratively with the client's current and potential support structure (advocates/significant others, other team members and external providers) to achieve client goals.

The position acts as a resource for advice / guidance regarding clinical nursing issues to other team members as required. This includes out of office hours support to on call

Key responsibilities include:

- / Implementing and reviewing nursing plans/wounds to meet client needs and
- / Communicating client needs, desires and intervention strategies to relevant members of the client support structure.
- / Educating and supervising staff who complete delegated nursing tasks
- / Providing care to client's

Your Team

The Registered Nurse is a member of the Metropolitan Community Services – Nursing Unit which is part of the Healthcare Services Team which is part of Metropolitan Community Services that provide a wide range of services to meet the individual needs of clients in regions of Metropolitan Adelaide

The Registered Nurse reports to the Clinical Nurse and the Clinical Nurse consultant and can seek clinical nursing guidance and support from the Clinical Nurse as required. The Registered Nurse is also expected to work closely with other members of the Metro Community Services team to achieve a consumer centred approach to meet client needs and preferences.

Other Key Relationships

The role is expected to develop and maintain external networks related to community care and support service.

Key Outcomes & Responsibilities

Nursing Services

- / Utilise goal setting and a strength-based approach to engage and support clients.
- / Deliver and implement nursing services in line with contemporary nursing practice, Commonwealth and State legislation and regulations, funding guidelines, Helping Hand policies and procedures, local work instructions and processes.
- / In collaboration with Clinical Nurse Consultant and Clinical Nurse prioritise assessment, planning, implementation, and evaluation/ review processes for clients.
- / Ensure all information collected on behalf/related to clients is documented, maintained, utilised and stored in accordance with privacy and consent legislation, Helping Hand policies and a

This position description forms part of the contract of employment.

procedure, best practice principles in clinical documentation, and accurately reflects/records the client care needs/ services delivered.

- / Utilise information collected on behalf/related to clients is disseminated to optimise client goals and minimise adverse outcomes.
- / Consultate with Clinical Nurse Consultant and/or Clinical Nurse for any complex needs guidance

Customer service

- / Use a consumer directed approach to service delivery planning and implementation.
- / Provide all clients and their advocates with the information necessary to enable them to make informed decisions in relation to their health needs and the clinical care components of their service/care plan.
- / Work collaboratively with other members of the team to develop a multi-disciplinary health and well-being approach to reablement for clients.
- / In conjunction with other team members, conduct assessments and develop care plans for clients.
- / Assist clients to maintain services within personal budgets by discussing cost implications of nursing supports with clients and client's Service Coordinator.
- / Support Clinical Nurse Consultant to establish, monitor and document processes and standards to ensure excellent clinical customer service to clients.
- / Identify and report opportunities to improve the perceptions and service experience of clients.
- / Promote a sound understanding of older people, including decision making about their identified needs, preferences and choices among mainstream services and the local community, by ensuring the provision of current and accurate information and consultation, through all promotional avenues.
- / Identify opportunities for service development and delivery innovation, growth and expansion.
- / Promote open and responsive feedback to monitor and evaluate client satisfaction via the organisation's client feedback and engagement processes.

Nursing Education

- / In collaboration with the Clinical Nurse Consultant provide support, direction, leadership and education to staff.
- / In collaboration with Clinical Nurse Consultant provide competency based, nursing task education to non-nursing staff.
- / Identify staff training, knowledge and learning gaps and assist in the development of appropriate training tools and plans

Personal Professional conduct and development

- / Engage in the development of professional and personal skills and competencies.
- / Comply with the Australian Health Practitioner Regulation Agency (AHPRA) regulations in relation to professional conduct and professional development targets for Registered Nurse
- / Maintain AHPRA registration

Helping Hand's Code of Conduct

As a Helping Hand employee you are required to:

- / Treat others with respect, courtesy and care
- / Be trustworthy and conduct yourself ethically, with integrity, honesty and fairness
- / Value and support difference
- / Ensure the privacy and confidentiality of others is maintained at all times
- / Carry out your duties with appropriate skill and care
- / Ensure that all dealings with external parties are conducted in a fair and honest manner
- / Avoid any conflict of interest and avoid showing favouritism to relatives or close friends

- / Use Helping Hand's equipment, building, information and other resources effectively and efficiently
- / Handle conflict in a professional and constructive way without discrimination
- / Abide by the policies, procedures and directives of Helping Hand

Work, Health & Safety

Arrive Safe, Work Safe and Go Home Safe.

- / Make sure you keep your safety and others safety top of mind at all times. Work safe all the time!
- / If you notice someone doing something unsafe – care enough about them to ask them to stop or find a safer way.
- / Be kind, considerate and respectful of all others – this is how they know you care!
- / 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...so use it!
- / If equipment isn't working properly – tell everyone around you (A sign is often good!) 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.

Selection Criteria

Essential

- / Current registration and practicing certificate with the Australian Health Practitioner Regulation Agency as a Registered Nurse
- / Has had a minimum of 2 years experience as a Registered Nurse
- / The ability to work both autonomously and cooperatively
- / Sound knowledge of clinical documentation and Registered Nurse accountability requirements
- / Excellent written and verbal communication skills
- / Good time management skills
- / Computer literacy in a Windows environment
- / Current Driver's Licence
- / A reliable motor vehicle
- / Willingness to obtain a police clearance & DCSI for vulnerable and elderly clients

Desirable

- / Understanding of the needs of older people who wish to remain in their own home
- / Understanding of consumer directed care
- / Previous experience in managing human, material and information resources.
- / Previous experience in an Aged Care work environment
- / Previous experience in providing competency based training specific to staff working in the community, and to provide supervision and support for these staff members as required
- / Previous Experience using the Procura system