

Position Description

There to care. Here for good.

Position Title:	Clinical Nurse – Resident Assessment and Documentation
Reports to:	Care Services Manager
Salary / Classification Level:	Registered Nurse – Level 2
Reporting to this Position:	Nil

Purpose of the Position

The Clinical Nurse, Resident Assessment & Documentation works as a member of the care delivery team to ensure that residents' health and care needs are appropriately assessed, and relevant documentation is undertaken for all residents, both on admission and when care needs change.

A person-centred approach is used to understand clinical, physical, social, and emotional care to be delivered by the multi-disciplinary team according to the resident's wishes.

This role will monitor and validate the AN-ACC funding and care minutes applicable to each resident and seek a review as the resident's health needs change.

Your Team

The Clinical Nurse, Resident Assessment and Documentation is an integral member of the clinical team, actively supporting resident care needs. While ultimately responsible to the Residential Services Manager, they will report to the Care Services Manager on a day-to-day basis.

The role develops and maintains professional relationships with the multi-disciplinary team to ensure optimum and timely resident care.

Other Key Relationships

The Clinical Nurse, Resident Assessment & Documentation is expected to:

- / Develop and maintain professional relationships with clients and their community (family, friends, others).
- / Lead by example to form professional networks with other nurses and care givers internally and externally.
- / Support the continued development and professional practice in assessment, care planning and documentation and teaching of other staff providing care.

Key Outcomes and Responsibilities

- / Working with the care team to ensure completion of comprehensive contemporary assessments and care plans within the appropriate timeframes with the goal of maximising each resident's choice, quality of life and independence.

- / Ensuring the delivery of quality, person-centred care through assessment and care planning practices and inclusion of the resident or their substitute decision-maker where appropriate.
- / Actively involve residents and, where relevant/appropriate, their substitute decisionmaker to ensure the plan of care reflects their wishes, preferences, and goals
- / Collaborate with the multi-disciplinary team regarding assessment and care planning and changes to care as a result of changes in the clinical condition or choices of the resident.
- / Facilitate evaluation of care needs and care planning for all residents including residents with a change in care needs to ensure AN-ACC funding and care minutes is reflective of agreed care required.
- / Actively participate in quality activities to ensure quality of clinical assessment and documentation is maintained and improvement opportunities are identified and acted upon.
- / Maintain effective communication with the multi-disciplinary team regarding the care planning and changes to care as a result of changes in the clinical condition of the resident.
- / Provide leadership, education, skills development, and day-to-day support of staff in all aspects of resident assessment and documentation.
- / Educate, mentor, and support team members in relation to resident assessment, care planning and documentation and the delivery of care and services that support the ANACC classification.
- / Maintain professional knowledge and skills through participation in professional development activities including those related to AN-ACC funding, clinical assessment, and care planning.
- / Participate in quality activities as directed by the Clinical Services Manager
- / Actively participate in Performance Management processes, including annual performance reviews and maintaining Nursing Competencies in line with Helping Hand protocols and obligations consistent with the maintenance of their nursing registration.
- / Take all reasonable steps to protect your own safety at work and avoid adversely affecting the health or safety of any other person at the workplace in accordance with requirements under the Work, Health, and Safety (Act 2012).
- / Adhere to Helping Hand's Code of Conduct, policies, and procedures.

Selection Criteria

Essential

- / Current Registration and Practising Certificate with Australian Health Practitioner Regulation Agency (AHPRA) as Registered Nurse.
- / Demonstrated experience in and sound knowledge of the application of clinical assessment, evaluation, and care planning practices.
- / Demonstrated experience in a leadership role including workload management and utilising a reflective approach to decision-making and problem-solving.
- / Demonstrated experience in working within regulatory and legislative compliance focused environment.
- / Ability to communicate with a diverse range of people from diverse cultural and religious backgrounds and age ranges both orally and in writing.
- / Experience in the effective utilisation of an electronic clinical documentation system with the ability to produce person centred documentation while working to defined timelines.
- / Capability to embrace a learning environment and coach, empower and support others

to succeed.

- / Sound understanding of, or willingness to learn the Aged Care Quality and Safety Standards and how they are applied throughout the partnering, assessment, and care planning process.
- / Valid NDIS Worker Screening clearance or be willing to obtain one.

Desirable

- / Post graduate nursing qualifications relevant to Aged Care.
- / Previous experience in Clinical Nurse or similar role.
- / Superior written and verbal communication skills including experience in:
 - o preparing reports;
 - o analysing data; and
 - o providing recommendations.
- / Ability/confidence to provide recommendations and suggestions in line with continuous improvement principles.

Customer Service, the Helping Hand Way

We deliver our service guided by our *Five 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 can 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.