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| **Position Title:** | Registered Nurse (RN1) - Supervisor |
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| **Reports to:** | Site Manager  Clinical Services Manager - DON for clinical practice and professional development. |
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| **Supervising:** | Assistant Supervisor and Care Staff |
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| **Liaises with:** | Other staff members and residents |
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| **Location:** | **Ron Conn**  33 Westminster Drive, Avondale Heights 3034  **Eunice Seddon**  32 Potter Street, Dandenong 3175  **Gilgunya**  23 Harding Street, Coburg 3058  **Hobart**  66 Alexandra Esplanade  Bellerive Tasmania 7018 |
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| **Classification:** | Wintringham EBA |
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| **Hours:** | Full time / Part time / Casual |

**About Wintringham**

Wintringham provides affordable and high quality housing, support, aged care and NDIS services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for older people, respecting their individuality, whilst working to achieve equality and social justice.

**Position Summary**

The objectives of the position are to:

* Provide quality services in a manner, which maintains and enhances the independence of residents and maximises their lifestyle options
* Ensure all residents are provided with a secure, friendly environment where individual choice and decision-making are encouraged
* Contribute to the ongoing development of a non-institutional model of care in line with the philosophy and objectives of Wintringham

Wintringham staff must work in partnership with residents to achieve mutually agreed outcomes. It is expected that staff will modify their approach to suit the needs of the individual and maintain a harmonious relationship with residents whenever possible.

**Responsibilities/Duties**

**Resident Care and Support**

* Admit and orientate new residents
* Develop admission care plans for new residents
* Develop an expert knowledge of residents’ health and reassess regularly through undertaking ‘Resident of the Day’ reviews
* Undertake detailed clinical assessments of residents (including medication management) seek assistance as required, and complete a detailed report of interventions and outcomes
* Provide leadership in the management of challenging behaviours
* Liaise with medical and allied health staff in collaboration with the Care Manager
* Ensure that all clinical issues are accurately conveyed to the next shift through appropriate documentation and handover
* Actively participate in weekly resident review meetings
* Develop and implement individualised clinical care plans in consultation with clinical care
* Be responsible for regular review and update of allocated care plans
* Administer Schedule 8 and PRN medication
* Provide/directly supervise complex care such as insulin administration, tracheostomy care, complex wound care, management of subcutaneous/intravenous infusions
* Implement recommendations of audits undertaken by the Clinical Care Team
* Undertake duties as directed by the Residential Site Manager.

**People and Culture**

* Ensure confidentiality is maintained at all times
* Understand and adherence to Wintringham’s Code of Conduct
* Allocate staff according to resident care requirements and staff skill mix
* Ensure appropriate staffing for the following shift
* Assist with roster development
* Orientate and support new/agency staff
* Provide mentoring and support for staff throughout each shift
* Be responsible for ensuring that all staff are working in accordance with organisational policies and procedures and resident care plans
* Assist with EN and PCA medication competency assessments
* Identify staff performance issues and undertake performance management as required in consultation with the Site Manager
* Be responsible for annual performance reviews of direct reports.

**Documentation and Reporting**

* Initiate quality improvement processes such as Incident Reports, Complaint forms and Hazard alerts
* Assess issues and implement improvements in consultation with the Site Manager
* Undertake assessments to assess eligibility for the dementia and behaviour supplement
* Ensure all mandatory reporting requirements are met
* Contribute to quality assurance processes by actively contributing to the quality improvement cycle
* Maintain appropriate documentation as required and ensure all direct reports accurately complete required documentation.

**Professional Development**

* Take responsibility for one of the following portfolio in consultation with the Clinical Services Manager - DON:
* Diabetes Management
* Catheter Care & Enteral Feeding
* Medication Management
* Hearing, Oral and Dental care
* Pain Management and Palliative Care
* Wound Management
* Infection Control
* Actively participate in the operation of the home as a senior staff member
* Demonstrate a commitment to ongoing training and professional development through attendance at in-service training and external training sessions
* Be aware of relevant legislative standards and guidelines
* Participate in the continuous improvement cycle, by proactively identifying and raising improvements through Wintringham’s quality systems
* Understanding responsibilities in relation to the role as defined in the relevant policies and procedures
* Practice open communication and proactively participate in problem solving, where issues or areas of disagreement arise
* Act for the Site Manager in their absence.

**Health & Safety Responsibilities**

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

* Take reasonable care to ensure your own safety
* Do not place others at risk by any act or omission
* Follow safe work practices and procedures
* Use and care for equipment as instructed
* Do not wilfully and recklessly interfere with safety equipment
* Report hazards and injuries
* Cooperate with the employer to meet OHS obligation under OHS Act 2004 and the Work Health and Safety Act 2012 (Tas).

**Key Selection Criteria**

**Skills/Experience:**

**Essential**

* Demonstrated ability to supervise and support staff to ensure a high standard of care is maintained
* Well-developed communication skills
* Experience in gerontology / community / palliative / mental health / alcohol and drugs or related specialty
* Experience with Microsoft Office
* A commitment to social justice
* Knowledge and understanding of issues related to OHS, including infection control, manual handling and hazard identification.

#### Desirable

* Experience in residential aged care and knowledge of Aged Care Act 1997, Accreditation Standards, documentation and accountability
* Administration skills in documentation and quality assurance programs
* Autonomous and self-directed
* Experience and knowledge of services associated with aged homelessness.

**Qualifications:**

**Essential**

* Registered Nurse Division 1

Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

## EMPLOYEE’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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