

Position Description

Registered Nurse

Position Title:	Registered Nurse
Business Unit:	Care Centre
Reports to (Title):	Care Manager/ Care Coordinator
Classification:	Registered Nurse

JOB ENVIRONMENT:

At IRT, our Lifestyle Communities provide independent living solutions that are designed to give our residents the freedom to be as active or relaxed as they like. Our Lifestyle Services aim to provide a range of social activities and outings to appeal to as many of our residents as possible. Daily activities are organised as well as one off special events.

JOB PURPOSE:

- To ensure all work is performed within a legislative and ethical framework to ensure the provision of high quality service delivery which supports the rights and interests of seniors
- To ensure programs for meeting the needs of aged people are coordinated and developed according to IRT procedures and are designed to account for individual rights, needs and preferences
- To enable residents/clients to achieve an optimum quality of life
- To constantly strive to attain improvement in all areas of work by participating in continuous improvement programs involving activities that are formalised, systematic and ongoing
- To employ the professional skills of critical thinking and ethical decision making, through reflective practice, in the performance of their role.

OUR MISSION

To create communities where seniors achieve their optimum quality of life

OUR VALUES

Integrity we are open and honest

Respect we value each individual

Trust we deliver on promises

JOB SPECIFIC RESPONSIBILITIES:

- Provide person centred care for residents/clients
- Supervise and manage care team to ensure the standard of care provided allows residents/clients the highest possible quality of life
- Monitor all residents/clients' care needs to meet resident preferences in consideration of cultural, religious or ethnic background
- Participate in case conferences and evaluate care plans as per policy
- Complete resident/client assessments on admission and as needs/care changes
- Monitor changes in care needs and document in progress notes and care plan
- Assist with the compliance of Accreditation Standards, ACFI reporting and all other legislative and organisational requirements.
- Report changes in residents/clients' condition which may lead to an increase of ACFI funding to Care Manager, including falls or any accident/incident and document appropriately
- Provide emergency treatment to residents/clients and access other professional assistance as required
- Participate in the infection control program
- Attend all compulsory/mandatory IRT staff education/in-services, meetings and, when delegated, seminars/external education programs for professional development
- Maintain a pleasant, clean and safe working environment as per policy and report any defects to supervisor immediately
- Maintain a high level of personal hygiene, cleanliness and presentation adhering to the uniform/appearance and behaviour policy as per employee handbook
- Participate in Accreditation process including preparation and site visits
- Work within the guidelines of the Accreditation standard, including Residents' Rights and Responsibilities
- Observe the confidentiality of matters relating to residents/clients, their records and organisational matters at all times
- Other duties as required by the Care Manager/Care Coordinator
- Ensure that the work is carried out in ways, which safeguard the OHS of staff, visitors and contractors
- Ensure that a system of work that is safe and without risk to health is developed, documented and followed by staff through appropriate training, supervision and monitoring
- Comply with all records management systems, procedures and relevant legislation to ensure processes are in place to capture and maintain evidence of and information about business activities and transactions in the form of records
- 'IRT is committed to becoming a sustainable organisation with this commitment being supported by the Board and Executive. IRT will undertake actions to reduce energy and water consumption, work to reduce its carbon footprint, identify improved waste management strategies, and create and foster relationships with external stakeholders including supply chain, government agencies and industry specialists. IRT will work with staff and our customers to build capacity and resilience to enable the organisation to be innovative and sustainable. All staff have a significant role to play that assists IRT to become more sustainable'.

ALL EMPLOYEE RESPONSIBILITIES:

- Actively support IRT's mission and values
- Follow IRT's Code of Conduct
- Represent IRT in a positive way at all times
- Work in line with IRT policies and procedures
- Attend relevant training and awareness courses as required
- Adhere to IRT Work Health & Safety Policies and Procedures and implement safe systems of work to ensure that tasks are carried out in ways which safeguard the health and safety of yourself, employees, visitors, contractors and others in the workplace. Supervisors are responsible for ensuring that all contractors are aware of work health and safety hazards that may exist in the work area and work in accordance with the IRT Contractor Handbook. Any unsafe activities identified must be ceased and referred to the relevant manager (LLT, LMT, GMT, GLT, ELT)
- Comply with all records management systems, procedures and relevant legislation to ensure processes are in place to capture and maintain evidence of and information about business activities and transactions in the form of records
- Maintain confidentiality around IRT business information and don't share it with other people who aren't directly involved – whether they are internal or external – via face to face, email or social media (e.g. Facebook and Twitter)
- At IRT we are working hard to become a sustainable organisation and to reduce our environmental footprint. All of our employees have a significant role to play in our campaign for a more 'Green' future.

MAJOR CHALLENGES:

- Performing work in a legal/ethical framework, and support the rights and interests of the residents/clients
- Managing varied and conflicting demands to meet agreed standards and timeframes
- Establishing and maintaining effective professional working relationships whilst maintaining a high standard of service/care
- Functioning in accordance with legislation and common law affecting nursing practice. This includes contributions to policy development and intervening when there is actual or potential compromise of a resident/client or colleague
- Demonstrating an accurate and safe knowledge base for safe gerontological nursing. This includes the Accreditation Standards for aged care facilities, funding requirements and ACFI
- Demonstrating accountability and responsibility for nursing practice by using reliable and meaningful knowledge as a basis for improving practice
- Conducting and supporting ethical nursing practice
- Recognising own abilities and level of professional competence
- Acting to enhance the professional development of self and others by providing a supportive environment
- Recognising the value of research and quality improvement processes to improve standards of care by participating in research and consultation processes which inform

policy development

- Promoting a physical and psychosocial environment which optimises health, freedom of choice and maximises safety and security for seniors
- Applying a range of communication skills that promote effective mutual understanding through the use of open, responsive, non-judgemental and facilitative communication techniques
- Effectively managing nursing care for individuals and groups of seniors by using proactive and facilitative approaches in working with the resident/client and others to meet resident/client needs
- Anticipating the need and effective use of staff and physical resources by undertaking supervisory and coordinating activities in the workplace and implementing appropriate people management processes to maximise outcomes
- Use a systematic approach to the delivery of nursing care which facilitates the participation of the senior and/or their advocate
- Collaborate with the health care team
- Demonstrate leadership by acting as a role model for others.

DECISION MAKING AUTHORITY:

The position is expected to act autonomously within broad guidelines set by the Care Manager/Care Coordinator.

The incumbent:

- Prioritises individual and team workloads and requests within agreed standards and timeframes
- Identifies emerging issues and initiates appropriate action
- Will use initiative, research, analytical, interpersonal and communication skills to achieve effective outcomes.

IRT policies and procedures will guide decisions and recommendations and influence the development of new policies and procedures. The incumbent will clarify and resolve problems using current policies, procedures and legislation. Problem resolution is the responsibility of the position incumbent, but may be escalated where the issue exceeds the delegation or scope of practice.

WORKING RELATIONSHIPS:

Internal:

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|-----------------------|-----------------------------------|
| • IRT Management | • IRT Residents |
| • IRT Employees | • IRT Volunteers/Students |
| • Allied Health staff | • Health Care/Rehabilitation Team |

External:

- Families/friends of residents
- Government Agencies
- Other External Agencies
- Contractors
- Suppliers
- Non IRT Volunteers/Students

ESSENTIAL CRITERIA:

- Current Registered Nurse (Division 1)
- Sound verbal and written communication skills, with evidence of capacity to document professionally
- Comprehensive knowledge of clinical issues of ageing, including dementia related disorders and management of challenging behaviours
- Empathy and understanding of the needs of seniors.
- Demonstrated willingness to work as part of a team

DESIRABLE CRITERIA:

- 12 months post graduate experience
- Post graduate qualification in aged care
- Further clinical qualifications desirable
- Current drivers licence.

INDUSTRIAL INSTRUMENT:

- Enterprise Agreement 2015.

CONDITIONS OF EMPLOYMENT:

- Have relevant working rights in Australia
- National Police History Check
- Pre-employment medical
- Appropriate referee checks.