**Reports to:** Clinical Team Leader/ Shift Leader

**Conditions:** JBMT Enterprise Agreement 2016

**POSITION SUMMARY/UNIQUE CONTRIBUTION**

Deliver clinical and personal care to residents to maintain and improve their quality of life.

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| **Accountability** | **Authority** | **Tasks** |
| Deliver clinical care and nursing services to residents. | * To deliver the care in accordance with policies, procedures, standards and guidelines.
* To administer resident medication
* To complete wound care
 | * Positively influence the delivery of care through role modelling evidence based best practice, comprehensive contemporary assessment and care planning practices to ensure the resident’s quality of life and independence is optimised.
* Provide consistent service delivery of care focussed on wellness and a person-centred approach.
* Contribute to care service delivery in collaboration with the multidisciplinary team including effective and timely communication
* Identify and recommend continuous quality improvement actions that demonstrate positive outcomes for residents and staff to ensure quality of care and care service delivery are maintained at an optimum level.
* Complete administrative tasks, including resident record maintenance, accident/incident reporting, data entry, timesheets and employment forms, according to prescribed procedures, accreditation standards and deadlines, and legislative requirements.
* Undertake all relevant mandatory training and participate in professional and personal development to improve personal performance and teamwork, as well as the care and wellbeing of residents
* Comply with Kalyra Communities policies and procedures.
* Commit to the achievement of Kalyra Communities Vision and practise the organisation’s Values.
* Other duties as required.
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| Supervise nursing practice of Enrolled Nurses, consistent with scope of practice. | * To supervise and support the work of enrolled nurses.
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| Liaise with resident stakeholders including, but not limited to, family members and appropriate health professionals. | * To contact and discuss resident matters with stakeholders, referring complex or multidiscipline matters to Care Manager
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| Implementation and maintenance of resident care plans for all residents in assigned unit. | * To recommend changes to the care plan in accordance with resident requirements.
* Monitor care worker practice and implementation of care plans, providing feedback to the clinical nurse or shift leader.
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| Conduct resident assessment activities. | * To gather resident information such as progress and exceptions, to develop or update documentation, referring complex matters to clinical nurse or shift leader.
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| **Accountability** | **Authority** | **Tasks** |
| Maintain a safe working environment. | * To direct all staff to engage in safe work practices
* To cease work/activity immediately if that work is in breach of safety policies and procedures
* To act as the Senior First Aid Officer and Chief Fire Warden as directed.
 | * Maintain an up to date knowledge of, and work safely in, all aspects of Fire, Emergency and Safety, Manual Handling and work health and safety and injury management issues.
* Take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.
* Comply with statutory and organisational requirements, procedures and rules to protect the health and safety of all people at the workplace including the utilisation of appropriate equipment, effective and timely reporting and ensuring you are not affected by alcohol or other drugs which are likely to endanger yourself or others
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**Shift Leader**

From time to time a Registered Nurse may be required to act as Shift Leader for the duration of the shift. The Shift Leader responsibilities are related to operational issues and decisions. When allocated a shift with Shift Leader responsibilities, the following additional accountabilities will apply:

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| **Accountability** | **Authority** | **Tasks** |
| When identified as Shift Leader:Support the Care Manager by providing operational leadership to staff on duty. | * To implement approved rosters, including break management, reallocation or replacement of staff as required, within budget.
* To allocate work to staff on duty to meet care objectives.
* To monitor performance of all staff on duty addressing issues within the shift, then reporting all matters to the Care Manager
* To determine appropriate action in relation to resident problems and exceptions i.e. fall management or clinical deterioration, within scope of practice and standard procedures.
 | * Increase the knowledge and skills of staff in evidence based practice and care service delivery by providing support, direction and education to staff teams.
* Establish and maintain communication that facilitates teamwork and multidisciplinary collaboration.
* Ensure compliance with Kalyra Communities policies and procedures.
* Commit to the achievement of Kalyra Communities Vision and act as a role model in practising the organisation’s Values
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**Essential Minimum Requirements**

1. **Educational/ Vocational Qualifications**
* Registered Nurse with the Australian Health Practitioner Regulation Agency and current practicing certificate.
* Senior First Aid Certificate
1. **Personal Abilities/ Aptitudes/ Skills**
	* Highly developed skills in resident nursing and personal care.
	* Ability to work effectively in a team environment.
	* Ability to work without close supervision and recognise times when matters require referral.
	* Well developed customer relations skills and a commitment to providing quality service and implementing continuous improvement.
	* Ability to plan work, establish priorities and service standards.
	* Ability to effectively resolve conflict situations and deal with difficult people.
	* Ability to produce clear, timely and concise documentation
	* Well developed communication skills with the ability to relate effectively to a wide range of people.
	* Ability to maintain confidentiality.
	* Sound problem solving skills
	* Commitment to ongoing professional development
2. **Experience**
	* Post enrolment nursing experience in aged care is highly desirable.
	* Experience with the Microsoft suite of applications and computer based care systems.
3. **Knowledge**
	* Possess a sound knowledge of current issues relating to the aged care industry.
	* Possess a basic understanding of the role and functions of the Commonwealth Department responsible for Aged Care and relevant legislation.
	* Understanding of and commitment to continuous quality improvement
	* Understanding of and commitment to Work Health and Safety legislation affecting practice
	* Basic knowledge of and/or willingness to develop skills in, working with records and information management in an electronic environment.
	* Understanding and commitment to follow Nursing and Midwifery Board of Australia Standards of Practice.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_