|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Clinical Nurse |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | Clinical Nurses, Registered Nurses, Enrolled Nurses, Assistant Nurse, Personal Care Workers and support staff |
| **Key Relationships:**  | **Internal:** Facility Manager, administration staff, nursing staff, allied health staff, personal care and support staff and Anglicare central support teams |
| **External:** Residents, Residents families, medical professionals and agency staff |

**Position Statement / Overall Purpose**

The overall purpose of the Clinical Nurseis to coordinate the day-to-day clinical activities of care staff to enable the provision of high quality nursing care for aged care residents.

The Clinical Nurse is also responsible for supporting the Facility Manager or Care Coordinator (if relevant to facility structure) to lead a multi-disciplinary team in the delivery of individualised quality nursing care. This role works closely with staff with responsibility for the education activities and staff for ACFI documentation.

The Clinical Nurse may also be required to act in the role of Care Coordinator/Facility Manager.

The Clinical Nurse will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Bachelor of Nursing Degree, current registration with AHPRA and evidence of practice
* Current National Police Certificate
* Ability to work a 24/7 rotating roster, including weekends and public holidays and be available on-call as required
* Post graduate qualification in a related field, e.g. Gerontology or Mental Health (preferred)

**Key Selection Criteria**

* Demonstrated experience in the coordination and clinical evaluation of aged care residents
* Working knowledge of accreditation standards and ACFI
* Ability to provide team leadership and supervision to a multi-disciplinary team to achieve excellence in delivery and management of resident care
* Excellent oral and written communication skills, including the ability to write clear and concise reports and care plans and to develop productive and cooperative relationships at all levels
* Ability to coordinate education programs for staff
* Demonstrated experience in evaluating quality care systems and improvement
* Knowledge of legislative requirements of residential aged care including the Aged Care Act and Workplace Health and Safety regulations and requirements
* High level of computer literacy (word and outlook)
* Previous experience with working with a budget and operational activity

**Key Accountabilities and Responsibilities**

1. **Accountability: Clinical Supervision**

***Provide clinical supervision to staff to ensure quality provision of care.***

**Responsibilities:**

* Provide supervision to all care staff in relation to clinical activities.
* Undertake direct care to residents.
* Act in an advisory and educational capacity in relation to all aspects of clinical resident care.
* Assess, review and mentor enrolled nurses in the area of wound care.
* Oversee the administration of medications in accordance with the resident’s care plan.
* Oversee correct protocols for infection control throughout the facility.
* Supervise transfers to hospital, including liaison with medical providers and allied health professionals.
* Participate in quarterly advisory meeting with Doctor and Pharmacist.
* Ensure quality care in line with professional and ethical nursing practice is provided to residents, and ensure Duty of Care is exercised.
* Contribute to the maintenance of a physical and psycho-social environment that promotes safety, security, and optimal health for residents to ensure quality of life and a safe, home-like and attractive environment.
* Implement current research and evidence-based practice to contribute to the development of improved standards of care.
* Actively participate in continuous quality improvement and accreditation activities.
1. **Accountability: Family Liaison**

***Partner with resident’s families to provide support and education on clinical matters.***

**Responsibilities:**

* Provide clinical consultancy support and advice on clinical matters for residents’ family members.
* Resolve queries in relation to medication costings, equipment, etc.
* Coordinate annual case conference with resident’s families, including formal review and recommendations.
* Provide support to residents’ family members for queries about care plans and residents’ well-being.
1. **Accountability: Clinical Documentation**

***Ensure all clinical documentation is completed in line with Anglicare policies, procedures and legislative requirements.***

**Responsibilities:**

* In consultation with the Facility Manager/Care Coordinator, act in an advisory capacity in relation to all aspects of clinical documentation and ACFI.
* Monitor the completion of documentation by care staff to ensure it meets the required standard, and all assessment tools are completed accurately.
* Collate all clinical documentation for the completion of ACFI.
* Contribute to the completion of ACFI documentation.
* Identify training needs in relation to documentation and ensure staff receive the necessary up skilling and follow up.
1. **Accountability: Care Planning**

***Ensure all areas of care planning are undertaken in line with Anglicare policies, procedures and legislative requirements.***

**Responsibilities:**

* Coordinate the development, maintenance, evaluation and review of care plans in consultation with the nursing team, residents and their families, nursing staff and other health care professionals as appropriate.
* Respond to changing care needs by reviewing care plans on an ongoing basis.
* Direct and supervise the implementation of care plans, and relevant documentation.
1. **Accountability: Staff Leadership and Management**

***Providing operational leadership and management to a team and inspire the creation of a positive resident focused culture.***

**Responsibilities:**

* Assist with the orientation of care staff.
* Coordinate and supervise care staff effectively and delegate tasks appropriately.
* Role model desired behaviours.
* Monitor staff performance and participate in staff reviews to identify performance issues, learning gaps, or non-compliance with policy or standards, and develop solutions to address these.
* Maintain professional efficiency among care staff and ensure resources are utilised safely and effectively.
* Act and present in a professional manner at all times when interacting with care staff, residents and relatives.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.