

JOB DESCRIPTION & SELECTION CRITERIA

Registered Nurse

Location

Bentley Park

Reporting To

Residential Care Facility Manager

Direct Reporting Staff

Enrolled Nurse

Person Centred Carers

Award / Agreement

SwanCare Group Incorporated (ANF) Nurses Enterprise Agreement 2016

Normal Hours

As per rostered hours

Position Objective

- Provides the primary function of a Registered Nurse by delivering a high standard of care.
- Undertakes resident care load.
- Monitors the Resident care of nursing personnel within their identified area of responsibility.
- Accepts responsibility for standards of nursing practice on the floor.
- Maintains and develops knowledge and skills related to gerontology.
- Maintains basic National Competency Standards for Registered Nurses and develops Knowledge and skills related to Gerontology.
- Accepts responsibility for the unit clinical supplies being within the allocated budget.

Acts in accordance with -

- NBWA Registration
- Nurses Board of WA Scope of Nursing Practice Decision Making Framework
- National Competency Standards for Registered Nurses
- Aged Care Act 1997
- SwanCare Group Clinical Governance Standards
- SwanCare Group Policies and Procedures
- Australian Council of Healthcare Standards
- Australian Nursing Federation Standards for Practice
- Worksafe Legislation
- Equal Employment Opportunities

Responsibilities

Performance Review

The following detailed description forms the basis for the Performance Review of this position.

Professional Development

- Maintains and develops professional knowledge and skills related to clinical practice generally and gerontology specifically.
- Actively participates in professional associations and nursing home committees as requested.
- Sets goals for personal and professional growth and revises them annually.
- Works with Clinical Nurses to evaluate and revise standards of care.

Appraisal & Evaluation:

- Sets and writes personal goals and objectives annually. Evaluates own performance
- Constructively appraises the clinical practice and performance of colleagues
- Actively participates on peer reviews and performance appraisals.
- Assists colleagues to write growth and learning objectives annually at time of performance appraisal.
- Conducts staff appraisal in conjunction with another Registered Nurse by due date.

Clinical Practice

- Delivers direct care of a continuously high standard.
- Utilises domains of ANMC National Competency Standards for Registered Nurses to deliver individualised care for all residents.

Steps utilised include:-

- History and full assessment
- Specialised assessment for identified areas
- Problem identification / nursing diagnosis
- Develops, implements and evaluates Care Plan (no less frequently than monthly)
- Exit Role / Discharge Planning
- Documents in Clinical Record as per the
 1. NBWA Nurses Code of Practice 2000.
 2. Management of Patient Information and Documentation Guidelines NBWA issued 1998 Reviewed April 2004.
 3. ANMC National Competency Standards for Registered Nurses January 2006.
- Communicates essential information to other Health Professionals with regard to resident care.
- Completes and co-ordinates all necessary documentation to support Aged Care Funding Documentation Tool.
- Involves resident and significant other in development of care and interventions. Ensures this involvement is recorded in Case Conference record form and Clinical Record.
- Ensures Aged Care Standards are adhered to at all times.

Assesses resident and family needs for -

- Education
- Support Services / Groups
- Counselling and provides assistance to obtain same.
- Participates in multi-disciplinary team conferences as appropriate. Ensures goals for resident management are met.
- Positively communicates with family / significant others resident progress / treatment / care on an ongoing basis.

- Supervises the implementation of the resident nursing care plan by Enrolled Nurses and Assistants in Nursing.

Clinical Management

- Co-ordinates unit when and if required (particularly when regular staff away).
- Plans, co-ordinates and facilitates section activities as team leader.
- Utilises all resources fully when determining the resident's needs.
- Ensures Manual Handling and Safety procedures are adhered to at all times. Acts as supervisor and implements remedial measures as necessary immediately.
- Provides guidance and first aid in the case of staff injury. Follows documented procedure.
- Ensures Pharmacy supplies are available for residents needs.
- Ensures area of responsibility is clean, tidy and homelike.
- Is economical with supplies with supplies and equipment. Ensures staff are not wasteful.
- Ensures equal opportunity principles are adhered to at all times,
- Participates in unit meetings to ensure collegiate approach to clinical management.
- In collaboration with the Clinical Nurse ensures written systems are in place to address the unit housekeeping issues.
- Ensures Enrolled Nurses and Assistants in Nursing work within all aspects of their Job Description.
- Nurtures Colleagues and ensures new staff are welcome.
- Encourages professional harmony within the units.

Quality Assurance / Continuous Improvement

- Gathers data for quality assurance audits developed by other health professionals.
- Ensures resident accidents and incidents forms are completed at time of occurrence and completes section specific to Registered Nurse. Implements care changes when necessary.
- Provides feedback from external education/workshop attendance to improve own and colleagues work practices and knowledge.

Occupational Health & Safety

- Accepts responsibility for own health & safety.
- Ensures staff adhere to health and safety standards.
- Ensures staff follow correct manual handling and transferring principles at all times.
- Manages staff injuries at the time of accident as per written instructions.
- Investigates all staff accidents at time of occurrence utilising the written guidelines.
- Ensures all equipment is safe and in good working order. Removes items from the unit that are in disrepair.
- Conducts safety audits when requested to do so.
- Ensures delegated work area is safe for residents, visitors and staff.

Corporate Values

- Actively promotes & develops the corporate values of the organisation;
 - Reliable
 - Enthusiastic
 - Supportive
 - Professional
 - Ethical
 - Compassionate
 - Team Focused
- Ensures that appropriate systems are in place to monitor customer satisfaction throughout all financial services delivered by the organisation.

Performs other duties as directed.

SELECTION CRITERIA

Registered Nurse

Qualifications & Experience

Essential Criteria

- Registration with APRHA.
- Valid National Police Clearance.
- Experience with the Nursing Process.
- Bachelor of Nursing.

Desirable Criteria

- Post Graduate Certificate in Gerontology.
- Experience in Gerontology.
- Knowledge and experience in Aged Care Funding Documentation Tool.
- Experience in direct care giving.
- Experience in Team Leadership.

Competency

Essential Criteria

Able to demonstrate -

- Basic Registered Nurse Competencies in keeping with the ANMC National Competency Standards for Registered Nurse.

Desirable Criteria

Able to demonstrate -

- An advanced level of skills in clinical practice.
- Competencies related to Gerontology.

Clinical Management

ESSENTIAL Criteria

Able to demonstrate -

- Effective written and verbal communication skills.
- An ability and commitment to working within a collegiate/team structure.
- Effective negotiation skills.
- An ability to problem solve.
- Clinical management and co-ordination skills in the clinical setting.
- An ability to complete documentation as per NBWA Management of Patient Information and Documentation Guidelines.
- Effective time management skills in the clinical setting.
- Resolves conflict in the clinical setting.
- The implementation of all legal requirements in the clinical setting.
- An ability to undertake Performance Appraisal for Team Members. Sets growth and learning objectives with others.
- An ability to function within the allocated budget for clinical items.
- Engages in self and peer evaluation, and contributes to evaluation of junior staff.

A knowledge of -

- Equal Opportunity Legislation.
- Aged Care Accreditation process.
- Worksafe Requirements.
- An ability to nurture colleagues.

Preferred Criteria

Able to demonstrate -

- An understanding of the principles of management.
- Planning and facilitating skills in overall clinical management within the unit.

Professional Development**ESSENTIAL Criteria**

Able to demonstrate -

- A commitment to his / her ongoing education.
- Current knowledge in areas of Gerontology.

Preferred Requirements

Demonstrates -

- An ability to conduct formal and informal teaching sessions.
- Thorough working experience knowledge of Aged Care Outcome Standards and processors in achieving Accreditation.

Prepared By

Name: *Human Resources*

Accepted and Agreed by

Signature: _____

Date: _____