



Position Description

Registered Nurse

Date: September 2022

Division: Community Services

Position title:	Registered Nurse
Classification:	Registered Nurse – as applicable under the Nurses’ (Local Government) residential Aged Care Consolidated (State) Award 2021
Reports to:	Manager McMaugh Gardens/Director of Nursing
Direct reports:	Nil
Liaison:	Internal – other Staff and Residents External – Residents Families, Medical Practitioners, Allied Health Professionals, Departments including services funded by Department of Social Services, Department of Health, Aged Care Quality Agency and NSW Government
Position purpose:	The Registered Nurse (RN) is responsible for the supervision and care of the residents of McMaugh Gardens Aged Care Facility and, during the absence of the Manager, will be responsible for the supervision and direction of staff at the facility.

1. Organisational Commitment

Employees are required to work in a manner that is consistent with legislative requirements and the Uralla Shire Council mission, values and customer service.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Values:	Unity	We succeed as a team with integrity and accountability Indicators: no dishonesty; mistakes are identified and corrected.
	Safety	Keeping our people and community safe Indicators: Hazard reporting is high; incident occurrence is low.
	Commitment to Service	We use resources efficiently in an equitable manner Indicators: Council service is fair, tailored and within resources.

Council service principles:	Respect	<i>All people are equal</i>
	Accountability	<i>In the interest of the community</i>
	Honesty	<i>We act on facts</i>
	Efficiency	<i>Value-for-money use of resources</i>
	Equity	<i>We are genuinely fair</i>
	Communication	<i>We are clear and concise</i>

Accordingly all employees are to demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

2. Responsibilities, Competencies and Accountabilities

Core Responsibilities

1. Resident Care

- Provide a caring and homelike environment for the residents and promote the dignity of every resident whilst supporting them in the tasks of daily living required.
- Contribute to compiling a comprehensive history from residents and/or families to identify care needs by participating in admission and ongoing assessment.
- Assist with the development, implementation and evaluation of residents' care plans in consultation with residents, families and other members of the care team.
- Assist with the relevant Resident Classification process and liaise with relevant assessors to ensure funding maximisation is achieved.
- Complete and maintain appropriate nursing documentation to ensure that care plans remain current, relevant and optimise each resident's health and wellbeing.
- Monitor the health of residents in accordance with relevant standards and practices.
- Interacts effectively with doctors, residents and relatives, and allied health professionals to ensure cohesion of care for residents.

2. Staff Interaction and Development

- Identify own learning needs, discuss those needs with the Service manager and participate in programmes to meet identified needs.
- Participate in general staff development programmes and initiatives.
- Assist as required in the orientation of new staff.
- Provide leadership, support and supervision to staff.

3. General Employment

- Maintain a safe and clean working environment.
- Assist in meeting and maintaining accreditation and outcome requirements for the facility.
- Work practices are safe and in accordance with relevant legislation and the safety policies of McMaugh Gardens Aged Care Facility.
- Document and report all incidents involving residents, staff under supervision or self.

Key Tasks

As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

Performance Measures

As per those set out in the annual performance assessment. Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

Delegation of Authority

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to ensure adherence to such objectives and budgets.

3 Terms and Conditions of Employment

Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to ones professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Ensure that personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, protocols and (as required) actively document and revise procedures to ensure they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

Perform as a Team Member

- Productively and cooperatively contribute to the outcomes of work teams.

- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

Customer Service Responsibilities

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

Work Health and Safety Responsibilities

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

EEO and Anti-discrimination Responsibilities

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

4 Selection Criteria

Required qualifications and licences

Registration with the Nursing Board and hold a current practicing certificate

Hold and retain a Class C Drivers licence.

Essential Criteria

One year post graduate experience in provision of quality aged care in a senior clinical role.

Knowledge and experience or qualification in Gerontic Nursing.

Proven management skills including demonstrated team leadership in a clinical setting

A working knowledge of the roles and responsibilities set out in the Workplace Health and Safety Act, Infection Control and the principles of the EEO Act.

Sound knowledge and understanding of the Commonwealth Funding System in relation to ACFI.

Demonstrated knowledge and understanding of the Standards of Aged Care, Legislations and regulations and ACFI.

Strong working knowledge of continuous improvement and familiarity with Personal Care and Resident Lifestyle requirements in the Aged Care Standards.

Demonstrated excellent interpersonal, verbal and written communication skills with the ability to persuade, co-opt and negotiate.

Proven ability to undertake duties with the highest level of ethics and integrity, including the ability to keep information confidential.

Covid 19 vaccination (or valid exemption due to medical contraindication).

Desirable Criteria

Post graduate nursing or other relevant clinical qualifications.

5. Acknowledgment

I have received and read the position description as detailed above.

Job Occupant:

Date:

Name:

Supervisor:

Date:

Name:

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

Please note- Position Descriptions are regularly reviewed to ensure they are current may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.