



Echuca Community for the Aged
LEADERS IN AGED CARE

Wharparilla Lodge Position Description

Position Title:	Registered Nurse
Classification:	Registered Nurse Grade
Responsible To:	Director of Care Services / Residential Care Manager & RN Supervisor
Salary and Conditions:	In accordance with the Nurses (Victorian Health Services) Award and ANF & HSU Enterprise Agreement 2009.

FACILITY PROFILE

Echuca Community for the Aged is a not for profit organisation which operates:

- A 92 bed Ageing in Place Hostel- **Wharparilla Lodge**
- **Illoura** Village, which consists of 31 independent living units
- **Cunningham Downs** that contains 79 independent living units, and
- **Brolga Apartments**- 14 assisted accommodation units.
- **Wharparilla Home Care**- Home/Community Care Program

Echuca Community for the Aged is a smoke free workplace.

OUR MISSION

- To provide quality care for the benefit of the aged people in our community.

OUR VALUES

- To ensure our care is appropriate to the individuals circumstances;
- To provide seamless support services, respect the individual and value every day life activities;
- To encourage ageing in place;
- To respect and encourage family life;
- To ensure safety and security;
- To emphasize a sense of community;
- To provide accommodation appropriate to the dignity of the aged.

POSITION SUMMARY

The Registered Nurse practices according to own level of experience and employs a problem solving approach to assess each resident needs so care can be planned and implemented accordingly.



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KEY SELECTION CRITERIA

Essential knowledge, skills and aptitudes.

- Registered Nurse currently registered with the Nursing & Midwifery Board of Australia and AHPRA.
- Demonstrated ability to effectively manage a clinical workload commensurate with experience.
- Excellent communication and interpersonal skills.
- Commitment to the process of accreditation and quality improvement.
- An awareness of the relevant care funding principles.
- Computer literacy, with knowledge of current software.

OTHER SELECTION CRITERIA

Desirable knowledge, skills and aptitudes.

- Demonstrated interest in leading a clinical team.
- Current Drivers' Licence.

Key Result Area: CLINICAL CARE

Provide high quality resident care in partnership with residents and their significant others, and other members of the multi disciplinary team.

Major Action	Performance Indicator
Assume responsibility for direct nursing care in accordance with the model of care of the unit.	<ul style="list-style-type: none">• Responsibility assumed.
Practice in accordance with the relevant standards prescribed by the Australian Nursing and Midwifery Council and Echuca Community for the Aged policies and procedures.	<ul style="list-style-type: none">• Practices in accordance with all relevant standards and policies.
Assess the clinical, non-clinical and social needs, including identification of "at risk" residents and document in the appropriate medical record.	<ul style="list-style-type: none">• Evidence of appropriate assessment and documentation.
Incorporating principles of ethical decision making and using evidence based practice, formulate, implement and evaluate resident care plans.	<ul style="list-style-type: none">• Care plans demonstrate appropriate decision making and practice.
Incorporating principles of ethical decision making and using evidence based practice, formulate, implement and evaluate resident care plans.	<ul style="list-style-type: none">• Care plans demonstrate appropriate decision making and practice.
Recognise changes in the resident's condition, take necessary action and document variation in the plan of care.	<ul style="list-style-type: none">• Care plan demonstrates changes observed and actions taken.
Recognise and report adverse events and incidents to Nursing Supervisor or delegate.	<ul style="list-style-type: none">• Adverse events and incidents are documented and reported.



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Key Result Area: CUSTOMER SERVICE / RESIDENT SAFETY & COMFORT

Major Action	Performance Indicator
Facilitate and maintain effective communication with residents, carers, relatives, visiting medical officers / health professionals, auxiliaries and staff.	<ul style="list-style-type: none">Feedback indicates communication is appropriate and effective at all levels.
Identifies and reports to manager ways to improve service delivery to customers.	<ul style="list-style-type: none">Customer service actively promoted with unit.
Liaise with catering, cleaning, laundry and maintenance services personnel as part of day-to-day care.	<ul style="list-style-type: none">Feedback indicates communication with environmental services is appropriate and effective.
Ensure resident care is of high standard and promotes safety, comfort, dignity, privacy and choice.	<ul style="list-style-type: none">Resident care, safety and comfort maintained at a high standard.
Plan, implement and evaluate care to meet needs of individual residents.	<ul style="list-style-type: none">Planned, implemented and evaluated care is effective and specific to individual need.
Promote a high standard of coordinated care through the use of the nursing process.	<ul style="list-style-type: none">Coordinated care achieved.

Key Result Area: DOCUMENTATION AND SHIFT ADMINISTRATION

Ensure efficient use and management of Unit resources on a shift-by-shift basis.

Major Action	Performance Indicator
Ensure the optimal use of all resources within the unit to provide resident centered care.	<ul style="list-style-type: none">Use of resources is efficient and effective.
Contribute to the maintenance of adequate stock and pharmacy supplies.	<ul style="list-style-type: none">Adequate stocks and supplies maintained.
Check equipment required each shift and report faulty equipment	<ul style="list-style-type: none">Equipment is checked and reported.
Adhere to relevant documentation systems and ensure high standard of completed documentation.	<ul style="list-style-type: none">Standard of documentation is appropriate and in line with relevant legislative and legal requirements.Documentation requirements met.
Utilise information technology effectively to support role.	<ul style="list-style-type: none">Information Technology use is effective and efficient.
Act up as Nursing Supervisor by completion of first year.	<ul style="list-style-type: none">Position of Nursing Supervisor accepted.Responsibilities as Nursing Supervisor are met.

Key Result Area: IMPROVING PERFORMANCE

Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.

Major Action	Performance Indicator
Actively contribute to improving performance.	<ul style="list-style-type: none">CQI documents indicate involvement in CQI activities.

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Implement Accreditation Standards and other relevant Standards within the Unit.	<ul style="list-style-type: none"> • Accreditation Standards and other relevant Standards met on a daily basis. • Awareness and understanding of relevant Standards and accreditation processes demonstrated.
Maintain knowledge of the relationship between quality improvement, risk management and incident forms, and ensure all incidents, near misses, hazards, etc. are reported.	<ul style="list-style-type: none"> • Incident forms, near misses, hazards etc. are promptly and fully reported. • Demonstrates knowledge.
Contributes to the implementation and evaluation of quality systems.	<ul style="list-style-type: none"> • CQI forms indicate involvement within process.

Key Result Area: REGULATORY COMPLIANCE

Ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.

Major Action	Performance Indicator
Comply with the nursing professional code of ethics and conduct.	<ul style="list-style-type: none"> • Requirements of the Nursing Code of Ethics and Code of Conduct met.
Demonstrate professional practice in accordance with Australian Nursing & Midwifery Council (ANMC) Competency Standards for the Registered Nurse.	<ul style="list-style-type: none"> • ANMC competency standards consistently met in daily practice.
Completion of applicable annual mandatory training requirements: <ul style="list-style-type: none"> ➤ Bullying & Harassment ➤ Elder Abuse ➤ No Lift ➤ Fire & Evacuation ➤ Infection Control 	<ul style="list-style-type: none"> • Annual compliance achieved and documented • Demonstrates knowledge in work performance.
Implement the standards of health and safety and comply with OH&S legislative employee requirements.	<ul style="list-style-type: none"> • Health and Safety of self and others maintained. • Compliance with employee OH&S requirements achieved.
Report workplace injuries to Nurse Supervisor. Work effectively with staff on return-to-work programs.	<ul style="list-style-type: none"> • Workplace injuries reported and documented. • Work undertaken with staff returning to work is effective.
Comply with relevant legislative Acts, eg OH&S Act 2004, Drugs, Poisons & Controlled Substances Act 1981. Report concerns / breaches to Nurse Supervisor	<ul style="list-style-type: none"> • Compliance with relevant legislation achieved. • Concerns / breaches reported promptly.
Acts to maintain infection control standards. Undertakes Infection Control activities.	<ul style="list-style-type: none"> • Infection Control standards maintained. • Infection Control activities are achieved.
Comply with employee relation legislation and ECA's Code of Conduct requirements. Report concerns / breaches to Nurse Supervisor.	<ul style="list-style-type: none"> • Employee relation legislation and ECA's Code of Conduct requirements maintained. • Concerns / breaches reported promptly.

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Key Result Area: TEAM WORK

Function as a senior care team member consistent with the policies and procedures of the Health Service.

Major Action	Performance Indicator
Achieve teamwork through effective collaboration and communication processes. Recognise roles of, and collaborate with team members in the wider health care team.	<ul style="list-style-type: none"> • Team objectives achieved. • Team member roles and responsibilities recognized. • Feedback indicates collaboration and communication with all team members is open and effective. • Participate in resident care conferences.
Complete delegated work tasks effectively and appropriately. Recognise and seek assistance from appropriate staff members when tasks fall outside of ability.	<ul style="list-style-type: none"> • Delegate tasks achieved in accordance with guidelines and procedures. • Function within ability and scope of practice achieved. • Appropriate assistance sought.
Supervise junior staff to ensure quality care outcomes.	<ul style="list-style-type: none"> • Supervision provided is effective. • Quality care achieved.
Supports the development of junior staff.	<ul style="list-style-type: none"> • Informal coaching / mentoring undertaken as required. • Constructive feedback to learners provided. • Effective contribution to the competency assessment of learners achieved.
Contributes to teams through committee membership or supporting colleagues fulfilling committee membership.	<ul style="list-style-type: none"> • Contributes are constructive and effective.

Key Result Area: SPECIALIST KNOWLEDGE

Ensure provision of contemporary care services that meet the individual needs of residents.

Major Action	Performance Indicator
Ensure clinical care meets the individual social, spiritual, cultural and physical needs of aged residents.	<ul style="list-style-type: none"> • Care provided is appropriate to the needs of residents.
Completes assessment, planning, implementation and evaluation to maximize individual care for each resident.	<ul style="list-style-type: none"> • Resident care individualized.
Promote and respect the rights of all residents / relatives..	<ul style="list-style-type: none"> • Appropriate promotion and respect of resident rights achieved.

Key Result Area: PROFESSIONAL / PERSONAL DEVELOPMENT

Commit to ongoing education and personal development.

Major Action	Performance Indicator
Identify own learning and development needs, actively pursue and participate in relevant educational programs	<ul style="list-style-type: none"> • Participation in learning and development activities is self directed and relevant to needs.



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and personal development activities.	<ul style="list-style-type: none">• Appropriate ideas / strategies gained from education implemented.• Active participation in annual appraisal achieved.
Maintain current professional knowledge and skills relevant to the position.	<ul style="list-style-type: none">• Current clinical knowledge demonstrated.• Affiliation with relevant professional bodies achieved.

EMPLOYEE OBLIGATIONS

The employee is required to maintain strict confidentiality with reference to all matters pertaining to residents and staff within Echuca Community for the Aged. Failure to observe this requirement may be regarded as misconduct warranting termination.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by ECA.

The employee is required to participate in the Continuous Improvement Program to encourage excellence of care and cost containment within ECA.

Echuca Community for the Aged name badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to administration on termination of employment.

The employee is required to adhere to ECA's Code of Conduct.

PERFORMANCE APPRAISAL

A self appraisal of professional work performance will be completed prior to the first six months of service. Issues with performance will be documented on a staff performance discussion record with the Nursing Supervisor/RCM or DOCS. Yearly meets will be held with the RCM to discuss educational requirements.

Employee's Name:

Employee's Signature:

Date:

Manager's Signature:

Position Title:

Date: