

POSITION DESCRIPTION & PERSON SPECIFICATION

Registered Nurse

Position Title:	Registered Nurse
Reporting to:	Clinical Care Coordinator
Classification:	As per contract
Hours of Work:	As per contract

POSITION DESCRIPTION

1. Key Selection Criteria

- 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.
 - Demonstrated interest in leading a clinical team.
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2. Key Duties and Responsibilities

- 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
 - Provide high quality resident care in partnership with residents and their significant others, and other members of the multi disciplinary team.
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3. Statement of Key Performance Indicators

1. CLINICAL CARE

Performance Indicators

- Assume responsibility for direct nursing care in accordance with the model of care of the unit.
- Practice in accordance with the relevant standards prescribed by the Australian Nursing and Midwifery Council and Echuca Community for the Aged policies and procedures.
- Assess the clinical, non-clinical and social needs, including identification of “at risk” residents and document in the appropriate medical record.
- Incorporating principles of ethical decision making and using evidence based practice, formulate, implement and evaluate resident care plans.

- Recognise changes in the resident's condition, take necessary action and document variation in the plan of care.
- Recognise and report adverse events and incidents to Nursing Supervisor/CCC/DOCS

2. CUSTOMER SERVICE/RESIDENT SAFETY & COMFORT

Performance Indicators

- Facilitate and maintain effective communication with residents, carers, relatives, visiting medical officers / health professionals, auxiliaries and staff.
- Identifies and reports to manager ways to improve service delivery to customers.
- Liaise with catering, cleaning, laundry and maintenance services personnel as part of day-to-day care.
- Ensure resident care is of high standard and promotes safety, comfort, dignity, privacy and choice.
- Plan, implement and evaluate care to meet needs of individual residents.
- Promote a high standard of coordinated care through the use of the nursing process.

3. DOCUMENTATION AND SHIFT ADMINISTRATION

Performance Indicators

- Ensure the optimal use of all resources within the unit to provide resident care.
- Contribute to the maintenance of adequate stock and pharmacy supplies.
- Check equipment required each shift and report faulty equipment.
- Adhere to relevant documentation systems and ensure high standard of completed documentation.
- Utilise information technology effectively to support role.

4. IMPROVING PERFORMANCE

Performance Indicators

- Actively contribute to improving performance.
- Implement Accreditation Standards and other relevant Standards within the Unit.
- Maintain knowledge of the relationship between quality improvement, risk management and incident forms, and ensure all incidents, near misses, hazards, etc. are reported.
- Contributes to the implementation and evaluation of quality systems.

5. REGULATORY COMPLIANCE

Performance Indicators

- Comply with the nursing professional code of ethics and conduct.
- Demonstrate professional practice in accordance with Australian Nursing & Midwifery Council (ANMC) Competency Standards for the Registered Nurse.
- Completion of applicable annual mandatory training requirements:
 - Bullying & Harassment
 - Elder Abuse
 - Manual handling
 - Fire & Evacuation

- Infection Control
- Safe Medication Use
- Implement the standards of health and safety and comply with OH&S legislative employee requirements.
- Report workplace injuries to Nurse Supervisor. Work effectively with staff on return-to-work programs.
- Comply with relevant legislative Acts, eg OH&S Act 2004, Drugs, Poisons & Controlled Substances Act 1981. Report concerns / breaches to Nurse Supervisor.
- Acts to maintain infection control standards. Undertakes Infection Control activities.
- Comply with employee relation legislation and ECA's Code of Conduct requirements. Report concerns / breaches to Nurse Supervisor.

6. TEAMWORK

Performance Indicators

- Achieve teamwork through effective collaboration and communication processes. Recognise roles of, and collaborate with team members in the wider health care team.
- Complete delegated work tasks effectively and appropriately. Recognise and seek assistance from appropriate staff members when tasks fall outside of ability.
- Supports the development of junior staff.

7. SPECIALIST KNOWLEDGE

Performance Indicators

- Ensure clinical care meets the individual social, spiritual, cultural and physical needs of aged residents.
- Completes assessment, planning, implementation and evaluation to maximize individual care for each resident.
- Promote and respect the rights of all residents / relatives.

8. PROFESSIONAL/PERSONAL DEVELOPMENT

Performance Indicators

- Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.
- Maintain current professional knowledge and skills relevant to the position

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.

4. Performance Standards & Review

An initial Performance Review is undertaken with the Clinical Care Coordinator six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the Key Performance Indicators, the policies of the organisation and the rules and procedures practised in this facility.

<p><i>Employee's Name:</i></p> <p><i>Employee's Signature:</i></p> <p><i>Date:</i></p>
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<p><i>Manager's Signature:</i></p> <p><i>Position Title:</i></p> <p><i>Date:</i></p>
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