

POSITION STATEMENT

POSITION TITLE:	Registered Nurse
REPORTS TO:	Director of Care
AWARD/AGREEMENT:	Boneham Aged Care Services Inc Nursing Employees (Aged Care) & ANMF-SA Enterprise Agreement 2019
CLASSIFICATION:	Contract

POSITION STATEMENT

The Registered Nurse is responsible to the Director of Care for the oversight and delivery resident care and related responsibilities including supervision and support of staff in the residential aged care environment.

KEY OUTCOMES AND RESPONSIBILITIES

The following outcomes will inform KPIs, assessable as part of performance assessment.

- The RN assesses, plans, implements, and evaluates care for residents in consultation with them, their representative/s and in alignment with Aged Care Quality Standards and related legislation.
- Maintains an awareness of mandated reporting requirements including Serious Incident Response Scheme (SIRS) reporting.
- Ensure comprehensive documentation is maintained in relation to resident care and reporting.
- Works within their scope of practice as determined in the ANMC competencies and in accordance with relevant legislation.
- Establishes and maintains collaborative professional relationships within the care team, and in consultation with other health professionals, to deliver quality support to residents.
- Maintains effective communication with residents, representatives, staff, and other stakeholders to identify, address and rectify any issues arising that may impact on the physical, or psychological safety of residents or staff.
- Be aware of the organisation's Work, Health and Safety policies and procedures and operate in accordance with them, including identifying and reporting any hazards and incidents.
- Ensure comprehensive documentation is maintained in relation to all Work Health and Safety practices including, but not limited to, hazard and incident reporting.
- Demonstrate a commitment to maintaining confidentiality in the workplace.
- Maintain an awareness of opportunities for continuous improvement.
- Maintain annual continuous professional development (CPD) hours.
- Attend annual compulsory study days and undertake all mandatory online training.
- Management of staff whilst on shift to support best practice.

QUALIFICATIONS

- Registration with AHPRA.
- Gerontic Nursing qualification and/or experience
- Palliative Care qualification and/or experience

MANDATORY REQUIREMENTS

NDIS Clearance satisfying requirement of the Aged Care Act 1997.

In accordance with the Aged Care Act 1997 the person occupying this position must not be:

- Someone who has been convicted of an indictable offence
- Someone who is an insolvent under administration
- Someone who is of unsound mind.

OTHER REQUIREMENTS

Work Health & Safety Responsibilities

- All staff have a legal obligation to ensure that they comply with Work Health and Safety regulations and the organisational policies, procedures and standards.
- Promote effective work health and safety practices from all staff.
- Monitor compliance with Work Health and Safety legislation.

Equal Employment Opportunity Principles

- Promote and implement policies and procedures in relation to EEO and the prevention of bullying, harassment and intimidation.
- Demonstrate a comprehensive understanding of the Aged Care Code of Conduct and Aged Care Quality Standards.

Consumer Rights

- Demonstrating knowledge and commitment to resident's rights and responsibilities with regard to health care provision.

Confidentiality

- Demonstrating an understanding of confidentiality and privacy policies and legislation.

Disability Discrimination

- Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act.

PERFORMANCE MANAGEMENT

New Employees:

Orientation will be the first step in the performance management process. Reviews will be undertaken during the six-month probationary period to check progress and development and that the Staff induction checklist (01.11) is completed.

All Employees:

- Participate in an annual performance appraisal and/or review.
- Meet the key performance indicators as agreed with the Director of Care on an annual basis.
- Act in accordance with professional, legislative and organisational standards, policies and procedures.

- Seek out professional development and ongoing educational opportunities in order to maintain a high level of professional skill and job satisfaction.
- Attend all sessions at the compulsory study days on an annual basis and complete all required online training and any associated practical competencies.
- Comply with the Boneham Aged Care employee code of conduct at all times.
- Attend staff meetings as required.

SUMMARY OF DUTIES

Including but not limited to

- Support residents and their representatives to address and resolve, any concerns or complaints in a timely manner, using CompliSpace to record initial feedback
- Assess residents to ensure that all care needs are identified, initiated, evaluated and correctly recorded in resident care plans.
- Undertake medication administration in accordance with Boneham policy and '10 rights of medication administration' and relevant legislation.
- Initiate and action incident and hazard reporting as required and maintain relevant documentation.
- Initiate and action SIRS reporting as required and maintain relevant documentation.
- Liaise with medical and allied health team to assess and support best clinical outcomes for residents and maintain relevant documentation.
- Supervise and support ENs and PCAs to ensure care delivery is best practice and aligns with Boneham policy and individual care plans.
- Maintain and promote optimal standards of infection control and supervise and support staff to maintain best practice.
- Respond to resident call bells and alarms in accordance with Boneham policy.
- Fulfill 'on-call' requirements as needed.
- Other duties as directed by the DOC or CN.
- Maintain awareness of Boneham policy and procedures.

Compliance and Continuous improvement

- Facilitate, comply with, and monitor implementation of Aged Care Quality Standards to ensure ongoing compliance and accreditation status.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted, or modified, as necessary in consultation. Position statements and employee performance will be reviewed regularly.

I, _____ have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Registered Nurse (employee):

Director of Care:

Signed:.....

Signed:.....

Date:.....

Date:.....