

AMINYA VILLAGE HOSTEL
JOB DESCRIPTION

Title: Registered Nurse
Award/Classification: ANF Enterprise Agreement 2015

1. Objectives of Position

In accordance with the vision, mission and values of Aminya, the Registered Nurse is responsible for providing a quality nursing service that meets the needs of residents. The Registered Nurse is responsible for providing leadership and front line supervision to Enrolled Nurses and Personal Care Assistants including the allocation of duties.

2. Reporting/Working Relationships

Registered Nurses are responsible to the Clinical Nurse.

3. Key Responsibilities

Provide direct resident care and nursing services harmonious with recognized nursing practice and procedure by:

- Carrying out a comprehensive and accurate nursing assessment of individuals or groups
- formulating a plan of care with the primary aim of providing optimal quality of life for the individual or group
- coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards
- liaising with other members of the health care team, to identify resident care needs, plan interventions and review outcomes of care
- maintaining accurate and legally appropriate documentation of nursing services

Accept accountability and responsibility of nursing services provided by:

- practicing within own abilities and qualifications
- complying with policies and procedures
- maintaining contemporary professional knowledge and skills in clinical competency through participation in self development activities/programs

In collaboration with the Care Manager effectively manage staff and volunteers involved in services that support resident daily living requirements by:

- being a positive role model to Enrolled Nurses and Personal Care Assistants
- providing direction and supervision to staff and volunteers
- assisting with the orientation of new staff and facilitating their ongoing acquisition of knowledge
- assisting staff to identify individual learning needs and facilitating opportunities for staff development
- providing training and development opportunities to staff to improve job skills and effectiveness
- supervising work experience students on placement at the facility

Provide support and assistance to maintain high standard services for residents by:

- active involvement in the identification and implementation of continuous improvement initiatives
- reviewing and assessing current methodologies, identifying and implementing strategies for Better Practice service provision
- actively participating in and contributing to organizational meetings/consultations

Ensure professional and articulate communication by

- positively interacting with staff and volunteers, members of the health team, residents and their representatives
- ensuring that the management team is suitably informed of any relevant issues
- ensuring the Care Manager is informed of any falls, resident hospital transfers or incidents including advice of reportable incidents and assaults within designated timeframes

Other duties as directed by the DOC or Clinical Nurse, commensurate with classification and training

In the absence of the Care Manager and Clinical Nurse be responsible for continuing service provision at the facility and respond to any emergencies

4. Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Aminya Quality and Safety Committee policies and procedures
- Participating in Aminya quality management systems and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Aminya Occupational Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work (as directed by the RTW Coordinator)
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Aminya Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting incidents and hazards in the workplace

5. Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Aminya Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any 'Confidential Information' that becomes known through the course of employment with Aminya is kept confidential including information relating to Aminya's:
 - business or operational interest
 - methodology and affairs
 - financial information and
 - anything else that is notified as being confidential

Essential Criteria

- Current registration with AHPRA (Australian Health Practitioner Regulation Agency)
- An understanding of the ageing process
- A comprehensive clinical knowledge, particularly to age related health issues
- Understanding of and commitment to continuous quality improvements
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to prioritise and manage workloads according to residents needs
- Ability to work as a member of a multi-disciplinary team
- Ability to establish and maintain professional and appropriate relationships with residents and/or families/representatives
- Demonstrated commitment to maintaining confidentiality
- Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Demonstrated leadership skills
- Demonstrated analytical and conceptual skills
- Demonstrated use of initiative
- Demonstrated ability to seek out and effectively utilize new knowledge as it is related to nursing practice
- Commitment to ongoing professional development
- Adaptability and commitment to change management
- Current Senior First Aid Certificate
- Ability to act as site Senior First Aid Officer and Chief Fire Warden
- Basic computer skills

Desirable Criteria

- Relevant post graduate qualification
- Experience in the nursing care of the elderly
- Good working knowledge of ACFI (Aged Care Funding Instrument)
- Experience using computerised clinical documentation systems

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Job Descriptions and staff performance will be reviewed regularly.

Employee Signature: / /2018

Employer Signature: / /2018

Witness Signature: / /2018