|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mid Murray Homes for the Aged Inc  POSITION DESCRIPTION | | | | | |
| Position Details | | | | No. | 1 |
| **Position Title:** | | Registered Nurse | Employment Status: Continuing/Temporary/Casual |  | |
| **Division:** | | Mid Murray Homes for the Aged | FTE: Full-time/Part-time |  | |
| Business Unit: | | Aminya Residential Aged Care Services | Award /Level or Grade Mid Murray Homes for the Aged Incorporated Nursing Staff & ANMF Enterprise Agreement 2015 | Aminya EA 2018 | |
| Reports To: | | Clinical Nurse | **Date Last Reviewed:** | 12 March 2020 | |
| Direct Reports: | | Nil | | | |
| Relationships Internal: | | This position is required to have effective relationships and communications with all staff and residents. | | | |
| Relationships External: | | The position interacts and communicates with all stakeholders in the aged care sector and broader service sector including physical and mental health, training and education. This includes liaison with community networks with a range of external agencies, service providers, business authorities and all cultures including homeless and vulnerable sectors of the community. | | | |
| Aminya Values | | | | | |
| **Vision**    **Mission**    **Philosophy** | Our vision is to be recognised as an organisation which promotes a positive and innovative environment for our resident’s by ensuring the delivery of high quality care services through consultation and quality management  Our mission is to promote and enhance the quality of life of the residents entrusted to our care. The following statements support our commitment to our mission:   * Our residents are treated with dignity and respect * Our residents feel safe and secure in their home * Our residents religious and cultural identity is respected and nurtured * Our residents sexual expression, sexual orientation and intimate preferences are respected and supported * Our residents receive an appropriate standard of care to meet their individual needs without encroaching on their right to maintain their independence * Our residents are supported to conduct activities that carry an element of risk through consultation and risk mitigation strategies * Our residents’ privacy and confidentiality is upheld * Our residents are always treated as individuals; and acknowledged as the experts in their own care.   It is our belief that the residents of Aminya should continue to live a fulfilling and purposeful life by maintaining their relationships, preferences and individuality.  It is our hope that each and every resident will consider Aminya to be their home. | | | | |
| Primary Purpose of Position [relate to Aminya’s Strategic Plan and long-term objectives] | | | | | |
| The Registered Nurse in accordance with the vision, mission and values of Aminya 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. The aim is to also facilitate national aged care service reform and improve service cooperation and coordination within Aminya Aged Care community.  The Registered Nurse reports directly to the Clinical Nurse and works with and in conjunction with the Aminya nursing and ancillary staff, which has an interface with other aged care services providers. Maintaining a business network that supports the work of organisations striving to assist frail older people and their carers living in the community.  The key focus is to assist all the staff with providing aged care services within Aminya and to identify innovative and responsive projects, underpinned by a philosophy of wellness and enablement and to maximize independence. This will facilitate collaborative and support aged care service stakeholders and contribute to sector support and development in the delivery of high quality entry level care services for clients. | | | | | |
| Process and Service Responsibilities | | | | | |
| * Aged Care Sector and Community Stakeholder Support | | | | | |

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Criterion** | **Description** |
| **Essential Qualifications**  **Desirable Qualifications** | * Current registration with AHPRA (Australian Health Practitioner Regulation Agency) * Relevant post graduate qualification * Current Senior First Aid Certificate |
| **Experience and Understanding** | * Empathy with the aged * Experience in the nursing care of the elderly * An understanding of the ageing process * A comprehensive clinical knowledge, particularly to age related health issues * Commitment to the promotion of a culture of continuous improvement * Broad experience in staff interaction and staff teamwork to achieve desired outcomes * Experience using computerised clinical documentation systems * Drug administration and application * Supportive patient/resident interaction in ageing facilities |
| **Knowledge** | * Understanding of how employee interaction impacts with aged care issues. * Knowledge of current nursing practices in line with current training. * Quality Improvement Principles. * Current knowledge of aged care sector reforms. * Department of Health and Ageing Accreditation Standards. * Risk Management and Manual Handling Principles. * Staff performance management principles and guidelines. * Good working knowledge of ACFI (Aged Care Funding Instrument). |
| **Skills and Attributes** | * Understanding of and commitment to continuous quality improvement. * Ability to communicate effectively with a broad range of people in both oral and written forms in a range of settings. * Ability to prioritise and manage workloads according to resident 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 and the use of initiative. * Demonstrated ability to seek out and effectively utilize new knowledge as it relates to nursing practices. * Commitment to ongoing professional development. * Possess flexibility, adaptability and versatility of approach to handle changing work requirements and the ability to support others in an environment of change. * Ability to demonstrate empathy with the needs of stakeholder groups. * Ability to approach aged care issues from a flexible and creative framework and to implement and evaluate the key tasks of this project. * Ability to liaise with staff and all other stake holders on a day to day basis. * Ability to work and negotiate as part of and as a team member. * Ability to handle stressful situations. * Ability to act as a site Senior First Aid Officer and Chief Fire Warden * Interpersonal skills which foster the co-operation and support of others and which emphasises and encourage a customer focus. * Good computer and information technology (IT) skills. * Ability to manage time efficiently and effectively. |
| **Relevant Legislation** | * Equal Opportunity Act 1984 * Return to Work Act 2014 * Aged Care Act 1999 * Aged Care (LLLB) Act 2013 * Other relevant legislation pertaining to the role |
| **Specific Job requirements** | 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; * Maintain 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 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 the 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 service standards 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 communications 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 with designated time frames.   Other duties as directed by the Care Manager, 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 |
| **Authorisations and Delegations** | Authorisations and delegations are in accordance with the appropriate Acts,  Regulations, Aminya Guidelines and the Aminya's Register of Authorisations and Delegations. |

**KEY RESULT AREAS**

|  |  |
| --- | --- |
| **Key Result Areas** | **Key Responsibilities** [activities that achieve each KRA] |
|
| Support Aminya to provide and achieve superior aged care service levels | * Broker, coordinate and/or deliver best practice nursing care in line with current standards. * Actively participate in achieving nursing care standards to ensure ongoing certification/accreditation. * In conjunction with the HR Manager, ensure the development and maintenance of Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the employee’s and residents’ health and safety and the health and safety of others, i.e. visitors. |

**ORGANISATIONAL RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| **Key Result Areas** | | **Responsibilities** [activities that achieve each KRA] |
|
| **General conditions of employment** | * Aminya is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its work place * Aminya provides a smoke free environment. Smoking within Aminya’s premises is prohibited. * Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions | |
| **Policies and procedures** | The role is performed in accordance with Aminya’s Policies and Procedures and the Code of Conduct for Employees. | |
| **Work health and safety** | Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:   * Carry out their roles and responsibilities as identified in the Aminya’s WH&S and Injury Management policies and procedures; * Participating in Aminya quality management systems and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis; * Comply with the requirements of the RTW Act 2014; * Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management; * Undertake training provided to protect the Employee’s health and safety whilst at work; * Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee’s health and safety and the health and safety of others; * Have a sound understanding of human resource principles with regards to training and development, equal opportunity and WH&S and associated policies; * Participating in mandatory Health and Safety training sessions; * Identifying and reporting incidents and hazards in the workplace. | |
| **Privacy and Confidentiality** | * Applying the principles of privacy and confidentiality to all work practices. * Adhering to Aminya’s 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: * Business or operational interest; * Methodology and affairs; * Financial information; * Anything else that is notified as being confidential. | |
| **Records management responsibilities** | Employees have an obligation to meet the requirements of the State Records Act, to comply with Aminya’s Records Management Policy, Procedures and Standards and to properly use Aminya's Records Management Systems | |

|  |  |
| --- | --- |
| **SIGNATURE:** | |
| **Employee:** |  |
| **Business Manager:**  Or authorised delegate |  |
| **Date:** |  |