**Title:** Registered Nurse

**Department:**  Nursing

**Salary:**  As per the Navorina Nursing Home NSWNMA and HSU NSW Enterprise Agreement 2017 - 2020

**Responsible to**: CEO/DON

**Direct Reports:** EEN’s, AIN’s and CSE’s

**ACCOUNTABLE FOR**:

 The provision of leadership and high quality nursing services which facilitates contemporary care through effective resources management, and the promotion of a culture of continuous quality improvement and a commitment to excellence.

The Registered Nurse will liaise closely with the CCM and CEO in relation to the provision a range of holistic care services to residents in a manner which:

* is consistent with the Aged Care Standards
* is in accordance with the values, policies and procedures of Navorina Nursing Home
* is consistent with The Residents’ Charter of Rights and Responsibilities
* is consistent with the Employee Code of Behavior
* strives to maximise Residents’ health and well-being
* is in accordance with national privacy principles
* reflects current knowledge and best practice in delivery of holistic aged services
* fosters best practice and effective performance by staff in an environment which encourages learning, development and respect
* ensures a safe working and living environment
* is cost effective in operation and the delivery of services
* strives to improve the quality outcomes of services provided to residents
* demonstrates excellence in customer service at all times

# KEY ACCOUNTABILITIES

## Residents

1. Contributes to clinical care programs within the home.
2. Ensure the delivery of services meets Legislative requirements and any policy and administrative guidelines as set by the commonwealth.
3. Understand and uphold the Charter of Resident’s Rights and Responsibilities.
4. Demonstrate an empathetic approach and positive attitude to residents.
5. Ensure residents have access to timely information/advocacy so that they understand their rights and responsibilities.
6. Consult with residents/representatives to ensure the delivery of resident focused care. Involve residents/representatives in decisions about their care and document.
7. Oversee day to day clinical operations. This includes checking the clinical roster and ensuring appropriate allocations each shift i.e. delegation of care duties.
8. Ensure handovers provide effective and timely communication of care issues e.g. falls.
9. Assume accountability for assessing, planning, implementing and evaluating care to accreditation and professional nursing standards.
10. Undertake specialised nursing assessments e.g. Cornell, Pain, Diabetic management
11. Monitor and manage complex care/needs of high care residents.
12. As part of ROD process – evaluate care and document. This includes timely referral to other health providers e.g. G.P., physiotherapist, dietician, podiatrist, speech pathologist, APATT.
13. Timely follow up of clinical issues and identification of clinical risk e.g. falls, wounds, infections, agitation, violence, absconders, pain, and adverse change in resident condition.
14. Ensure specialised nursing care (SNC) is provided e.g. monitoring of BGLs, complex pain and complex wound management.
15. Management of the safe administration of medication and monitoring of complex medication management.
16. Respect residents’ right to refuse care and treatment, document in progress notes and update care plans as may be required.
17. Timely reporting of clinical issues to General Practitioner/Clinical Care Manager/CEO and relevant multidisciplinary team member.
18. Coordinate General Practitioner Visits; ensure care changes are documented, communicated and implemented.
19. Monitor pathology and provide timely reports to medical officer e.g. INR, Epilim levels, LFTs, FBE, Hb1Ac, etc.
20. Facilitate effective handover/communication processes between shifts.
21. Monitor and manage any high risk resident behavior e.g. smoking and alcohol.
22. Monitor and evaluate the quality of care in partnership with resident/family/advocate.
23. Update and sign off High care resident’s care plans at least 3 monthly or as care needs change.
24. Communicate with catering department to ensure residents dietary needs and preferences are met e.g. appropriate food and textures.
25. Supervise meal services; monitor resident intake and any deterioration in swallowing or ability to feed and take corrective action as may be required.
26. Monitor clinical supplies and usage e.g. dressings.
27. Advice to Clinical Care Manager regarding clinical resource needs e.g. adjust roster as ACFI claiming patterns fluctuate.
28. Be a positive role model and promote excellence in resident focus. For example, respectful communications, maintain resident privacy, dignity and confidentiality.

## Human Resource Management/Clinical Leadership

1. Undertake on-call responsibilities as required and rostered
2. Contribute to the **clinical care** program including coordination of enrolled nurses and assistants in nursing.
3. Ensure Navorina Nursing Home human resource policies and procedures are adhered to and maintained to allow consistent and transparent practices occur within the service.
4. Provide clinical leadership and supervision to care staff.
5. Facilitate effective teamwork between care staff.
6. Ensure clinical competency of care staff; provide direction as may be required and report any skill gaps and actions taken or plans to remedy to manager.
7. Referral of performance problem situations to the CCM.
8. Delegate to staff activities commensurate with their abilities and scope of practice.
9. Supervise aspects of treatment and care delegated to ENs and AINs.
10. Ensure an open communication process and staff consultation by attending regular management and general staff meetings.
11. Provides leadership and acts as a positive role model and resource for all facility staff members.
12. Analyse resident care needs on a daily basis and ensure the care roster is responsive to changing resident care needs i.e. employ core clinical staff and adjust according to resident dependency
13. In the absence of the CEO and CCM, ensures appropriate rostering staff numbers and skill mix across the facility.
14. Assist the CEO/CCM in the employment and management of care staff; recruit, select, orientate, supervise and manage care staff in accordance with employment laws/ Navorina Nursing Home policies.
15. Contribute to a harmonious workplace that recognises the role of other team members in the delivery of a quality service.

## Continuous Improvement /ACFI/Accreditation

1. Ensure compliance with Navorina Nursing Home policies and procedures.
2. Ensure that clinical documentation is updated each shift.
3. Contribute to the clinical component of the CI plan; review and regularly evaluate.
4. Monitor care trends and constantly evaluate the quality of service delivery; act upon identified areas for improvement.
5. Encourage initiative from care staff. Provide them with positive feedback on their ideas and achievements.
6. Actively participate in quality improvement initiatives and audits designed to evaluate the quality of care and services. Conduct audits as directed by the CEO/CCM.
7. Actively participates in the Accreditation process.
8. Participate in the ACFI validation process as required from time to time.
9. Maintain knowledge and skills relevant to the position and as an Care Coordinator e.g. attain minimum 20 hours continuing professional development each year in relevant areas e.g. CPR, infection control, complex healthcare, mandatory reporting.
10. Develop specialist knowledge e.g. complex wound management.
11. Participate in ongoing personal/professional improvement e.g. clinical care topics.
12. Practice in accordance with RN competencies.

## Occupational Health and Safety

1. Adhere to Occupational Health and Safety regulations, policies and procedures.
2. Undertake all duties in a manner with due regard for the wellbeing and safety of self, colleagues and residents.
3. Ensure the implementation of the “No lift” policy; provide guidance to staff. Report any non-compliance to the CCM.
4. Follow up and investigate care staff incidents and ensure a risk management approach to prevent any further incidents.
5. Act as primary First Aid Officer when on duty.
6. Monitor the workplace for evidence of bullying and act in accordance with policies and procedures.
7. Demonstrate an understanding of own role and responsibility in the event of fire and/or other emergency including the ability to evacuate self and residents as appropriate.
8. Monitor the safety of equipment and ensure equipment is maintained and used in a safe manner in line with manufacturers’ instructions and organisational guidelines, and reports any breakdown or requirements to CCM or delegate.
9. Report immediately all accidents / incidents in accordance with organisational guidelines.
10. Comply with infection control requirements e.g. washing hands before and after attending residents, following standard precautions, complying with food safety regulations.
11. Participate in training and education sessions regarding occupational health and safety.

## Professional Responsibilities

1. Maintain professional and ethical practice in line with legislative requirements, Australian Health Practitioner Regulation Agency (AHPRA) requirements and the Code of Conduct with accountability for own service delivery and clinical practice.
2. Maintain abreast of current practice and trends in the provision of aged care services as well as other areas such as occupational health and safety and infection control.
3. Recognise the need for and actively participate in continuing education and development designed to maintain competencies.
4. Where care delivery issues are unclear or beyond own abilities and qualifications, seek assistance and clarification.
5. Comply with all Privacy Legislation requirements and Navorina Nursing Home confidentiality policy when communicating any and all information pertaining to residents, staff and the operations of Navorina Nursing Home.
6. Undertake minimum mandatory educational requirements including –
	* Fire and Emergency procedures
	* Elder Abuse
	* Infection Control
	* Manual Handling

# KEY SELECTION CRITERIA

## Mandatory

* Registered Nurse current AHPRA Registration and current Police Check.
* Experience in aged care, preferably in residential and / or community setting.
* A strong commitment to excellence and quality in the provision of aged care related services with a sound working knowledge of quality principles and accreditation.
* Sound practical working knowledge of the ACFI and its application.
* Highly developed leadership skills and the ability to act as a positive role model for staff.
* Strong planning, time management and organisational skills with the ability to prioritise accordingly.
* Excellent people management and interpersonal skills to ensure the achievement of quality outcomes.
* Well-developed communication, problem solving and conflict resolution skills.

## Desired

* Tertiary qualifications in gerontology or a related discipline
* Post graduate qualifications in a related Nursing discipline.
* Middle to senior management experience in an aged or health care setting
* Computer literacy
* Previous experience in the application of quality assurance and or continuous improvement systems.
* Relevant post graduate studies/professional development e.g. continence management, dementia care, WH&S training.

# KEY PERFORMANCE MEASURES

## Residents

1. Positive resident feedback/resident outcomes.
2. Evidence of timely care consultation with residents/representatives e.g. Signed consultations on care plan as per schedule.
3. Resident/representative satisfaction with care & outcomes e.g. comments, complaints, survey.
4. Timely action and resolution of complaints, includes reporting of serious complaints to CEO within 24 hours and actions to address.
5. Evidence of the identification/reporting of clinical risk and the prioritisation of clinical care.
6. Evidence of effective monitoring and management of clinical issues/changing healthcare needs, accidents and incidents e.g. falls/ aggression, unintended weight loss/gain.
7. Evidence of appropriate clinical care e.g. Care plan evaluations and progress notes, current assessment and care planning documentation.
8. All high care residents have care plans signed off at least monthly/as care needs change. All complex health care is signed off by RN.
9. Complete and accurate original ACFI records.
10. Current, accurate handover sheet; review daily, formal review weekly.
11. All residents have terminal wishes/advanced directives completed.
12. Monthly resident of the day documentation; signed and with relevant follow up.
13. Evidence of timely referral to medical officer, transfer to hospital.
14. Evidence of management of residents with Specialised nursing care needs
15. Contribution to quality care practice e.g. preventative falls management, incident and accident management and monitoring, contribution via a portfolio role/sharing of clinical knowledge.
16. Effective liaison with lifestyle staff/care interface with lifestyle program.

## Human Resource Management/Clinical Leadership

1. Evidence of effective clinical leadership (e.g. achievement of team goals, workplace harmony).
2. Effective delegation and monitoring of care staff.
3. Evidence of clinical supervision and teaching (e.g. input at handover, coaching sessions).
4. Timely reporting of staffing issues to the CCM.
5. New care staff receive orientation and checklists signed off.
6. Accurate and timely completion of staff incident form including any first aid/follow up actions.
7. Accurate and timely hazard alert reports and corrective actions.

## Continuous Improvement/ACFI/Accreditation

1. Evidence of appropriate/timely follow up/improvements.
2. Achievement of clinical audits conducted to schedule/evidence of timely corrective actions taken.
3. Commitment to continuous improvement across Standard 2
4. Participation in CI activities and sharing of knowledge.
5. Encouragement of care staff ideas and implementation into practice.
6. Satisfactory training attendance record and staff development records (minimum 20 hours of CPD per annum).

## Occupational Health & Safety

1. Able to demonstrate competency in fire and emergency procedures.
2. Ensure staff are able to demonstrate competency in manual handling.
3. Able to demonstrate competency in CPR.
4. Contribution to workplace safety; minimise workplace injuries and the accurate reporting of staff accidents and incidents.

# SALARY AND CONDITIONS:

* Commensurate with qualifications and experience of candidate.
* Navorina Nursing Homes’ Enterprise Bargaining Agreement.

## Performance appraisal

The Registered Nurses’ performance shall be evaluated by the CCM and CEO at the conclusion of 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

Navorina Nursing Home policy is that concerns over skill and performance of employees are addressed, wherever possible, through a performance appraisal, which is not related to the Disciplinary Procedure.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all-inclusive.

# Registered Nurse Physical Requirements

Navorina Nursing Home could require staff to work a variety of shifts across a twenty-four hour period. Due to the geographic layout and nature of work employees will be required to undertake a diversity of tasks, which may require various forms of mobility.

## Physical Requirements of the Position

The following requirements will be needed to carry out the essential elements of the position as outlined in the position description.

The frequency descriptions relate to the following time frames: Continuous = 75% to 100% of the work day

Frequent = 25% to 75% of the work day Infrequent = 0% to 25% of the work day

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| --- | --- | --- |
| **PHYSICAL DEMAND** | **FREQUENCY** | **COMMENTS** |
| Standing and WalkingSitting ClimbingBalancingLifting and carryingPushing and PullingBending and CrouchingKneeling | ContinuousInfrequent InfrequentContinuousFrequentFrequentInfrequentInfrequent | Standing and walking are major components of the position. They are required for the delivery of care to residents and movement around the facility. It will require the ability to fully use both legs on a variety of surfaces.Sitting is required when carrying out documentation or administration requirements.Climbing is required when ascending or descending stairs or ladders. It will require the ability to utilise both legs and feet and/or hands and arms. Body agility is required.Balancing is required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out resident care and job requirements.Lifting and carrying is required in assisting and transferring of residents and in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. It will require the ability to fully use both arms and hands.Pushing and pulling are required to draw, drag, push or tug objects around the facility including but not limited to wheelchairs, meal and linen trolleys, and also in the delivery of care to residents.Bending at waist level in the delivery of resident care, and whilst carrying out job requirements in the facility. Ability to crouch to floor level when required.Kneeling can be required in the delivery of resident care. |

|  |  |  |
| --- | --- | --- |
| **PHYSICAL DEMAND** | **FREQUENCY** | **COMMENTS** |
| Reaching and stretchingTwistingGrasping/ Finger MovementHandling and FeelingTalkingHearingVisionSmellingRepetitive Motions | FrequentInfrequentFrequentContinuousContinuousContinuousContinuousContinuous Frequent | Reaching and Stretching is required in the delivery of resident care and in carrying out administration duties, and in the movement of objects in the facility.Twisting may be required in the delivery of resident care and in the movement of objects in the facility. The ability to reach in all directions and to twist at the waist is required.Grasping and finger movement (pinching, picking, and typing) is required to holding onto objects and in the delivery of care to residents in the facility. It will require the ability to do repetitive motions with hands, wrists and fingers.Handling and feeling are required in the delivery of resident care, finger dexterity and hand–eye coordination are required, along with full hand and wrist movement, also the ability to perceive attributes of objects or residents by touching with skin, particularly that of the fingertips.Required for the delivery of resident care and job requirements. An excellent understanding of the English language is required in the delivery of care to residents and when dealing with allied health professionals and other facility staff. Also the ability to communicate effectively.Required for the delivery of resident care and job requirements. Ability to maintain hearing acuity, with correction, if required, and the ability to hear and understand whispered conversations at a distance of up to 1 metre. Ability to interpret what is being heard.Required for the delivery of resident care and job requirements. Ability to maintain 20/40 vision using correction, if required. Ability to see and recognise objects and read documents. Ability to discriminate between colours and to determine depth perception.Required for the delivery of resident care and job requirements. Ability to distinguish odours and identify hazards.Repetitive motions of the wrists, hands or fingers may be required when carrying out administration duties such as, but not limited to typing, and in some resident cares. |

# AVAILABLE ASSISTANCE

The following assistance will be available to aid in meeting the physical requirements, however assistance is not limited to this list.

* + Orientation program on commencement
	+ Ongoing education and training, including full instruction on any new equipment purchased
	+ Policies, Procedures and Guidelines for duties
	+ Legislative Requirements for duties
	+ Maintenance system to ensure the duties are preformed within the Policies, Procedures and Guidelines
	+ Equipment to be maintained in a safe and functional manner
	+ Equipment
		- Electronic high and low beds
		- Lifting Equipment
		- Wheelchairs
		- Commode Chairs
		- Slide Sheets
		- Ergonomic Chairs
		- Safety equipment e.g.; gloves
	+ Pre purchase trials and evaluation of equipment to ensure optimal purchase of goods and supplies
	+ Tracking Systems
	+ Assistance from other staff
	+ Effective Committees where staff can participate
	+ Large work areas to assist with maneuverability of residents

# AUTHORISATION

Authorised by: Skye Parks Business Manager

Date: 01.02.2021

# EMPLOYEE POSITION DECLARATION

I ……………………………………………………….…… have chosen to accept the offer of employment at (Please write your full name)

Navorina Nursing Home

In accepting this offer I have read and understand the Position Description and Physical Requirements and agree that I have the physical ability to fulfil this position and accept my role in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I have read each page and confirmation of understanding the position and physical requirements.

I understand that this is separate to the Employment Contract that I will sign, outlining the Employment Details.

…………………………………………………….. ………………………………………

Signature Date