
Navorina Nursing Home is committed to the provision of high quality residential care for ageing members of the community. Navorina Nursing Home achieves its mission by attracting and retaining the best staff.

Responsible to: Clinical Care Manager

Responsible for: The implementation of clinical care to professional standards.

ACCOUNTABLE FOR:

The Enrolled Nurse will liaise closely with all staff in relation to the provision of services and with the Clinical Care Manager or delegate in relation to providing a range of holistic, contemporary nursing and care services to residents in a manner which:

- Is in accordance with the mission, vision, 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 Conduct
 - strives to maximise Residents' health and well-being
 - reflects current knowledge and best practice in delivery of holistic residential aged services
 - fosters best practice and effective performance by staff in an environment which encourages learning and development
 - ensures a safe working and living environment
 - is cost effective in operation and delivery of services
 - strives to improve the quality outcomes of services provided to residents
 - demonstrates excellence in customer service at all times
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KEY ACCOUNTABILITIES

Residents

1. Ensure the delivery of services meets Legislative requirements and any policy and administrative guidelines as set by the commonwealth.
2. Review allocation, resident needs and prioritise work tasks for each shift.
3. Oversee and complete resident of the day (ROD) duties and follow up of urgent clinical issues.
4. Assist residents to meet daily living needs including nourishment, hydration, mobility, personal hygiene, treatments, activities and other support within the care plan and as the facilities policies and procedures, in a manner that encourages the independence of residents.

5. Provide support and assistance to maintain a clean comfortable, safe, secure and homelike environment for the residents, in the upkeep of personal clothing, and in the preparation and consumption of food and beverages.
6. Respond to situations of risk or potential risk to the residents.
7. Support the rights, interests and needs of the residents, whilst respecting the resident's right to freedom of choice, privacy and dignity.
8. Carry out work activities according to organisational procedures and the care plan.
9. Ensure residents' established routines, preferences and customs are encouraged and facilitated where possible.
10. Ensure care plans are developed, implemented and evaluated in consultation with residents/representatives.
11. Ensure resident assessments, care plans and progress notes are accurately completed to meet accreditation and funding requirements. Ensure that ACFI documentation is completed on time to maximise income.
12. Report any changes in resident's conditions, uncharacteristic or inappropriate behaviour, and take appropriate action as required.
13. Document and report concerns regarding service delivery to the Clinical Care Manager or delegate.
14. Consult with the Registered Nurse and other members of the health care team as may be required e.g. physiotherapist, dietician, doctor, podiatrist, speech pathologist.
15. Report immediately to the Clinical Care Manager any situation of suspected elder abuse or a missing resident according to Navorina Nursing Home policy and procedure.
16. Follows the directions of the Clinical Care Manager or delegate in the undertaking of any specialised nursing care requirements.
17. Demonstrates excellence in customer service at all times.

MEDICATION MANAGEMENT

18. Ensure accurate resident medication administration in line with established policies and procedures and legislative requirements.
19. Administration of medication only on the written instruction of a medical practitioner, dentist, nurse practitioner or optometrist.
20. Administration of medication via an approved route only.
21. Exercise competent decision making skills in recognition of situations where further advice may be necessary prior to administration.
22. Exercise professional judgement to withhold medication at a time it is due, and contacting the authorised prescriber to seek verification.
23. Ensure that medications which require preparation are prepared according to manufacturer's instructions.
24. Accurately observe, record and report all relevant aspects of medication therapy.
25. Monitor residents' vital signs and related observations and report any changes in health status to the Registered Nurse
26. Seek authority form the Registered Nurse for the administration of PRN (as required) medication.
27. Maintain contemporary knowledge and skills in relation to pharmacology, pharmacokinetics and health management.
28. Supervise Personal Care Workers in relevant medication administration/according to Navorina Nursing Homes policies and procedures.

TEAMWORK

29. Assist the RN in the supervision of care staff; this includes orientation and providing day to day supervision as relevant to EN scope of practice.
30. Provide clinical support for AIN staff; this may be in the form of demonstrating correct technique for care procedures or coaching AIN staff.
31. Act as a resource to care staff e.g. through the development of a portfolio role such as continence management or area of special interest.
32. Assist other team members with their resident allocations as may be required.
33. Actively contribute to the establishment and maintenance of constructive relationships within the team.
34. Communicate in a clear, concise and accurate manner, whilst respecting the opinions and suggestions of others.
35. Regularly attend and participate in staff meetings and ensure meeting minutes, memorandums and information for staff are read and acted upon.
36. Contribute to a harmonious workplace and carry out duties in a cooperative and respectful manner that recognises the role of other team members in the delivery of a quality service.

CONTINUOUS IMPROVEMENT /ACFI

37. Ensure compliance with Navorina Nursing Home policies and procedures.
38. Appraise and constantly evaluate the standard of clinical services delivered e.g. through audits and quality activities. Identify areas for continuous improvement (CI) and document ideas via the completion of an improvement form.
39. Review and monitor customer feedback; ensure improvement forms are completed (on behalf of residents where required) and followed up.
40. Assist the RN in reporting, monitoring and follow up of medication incidents to ensure resident safety. Ensure documentation is complete e.g. medication incident form and progress notes are completed.
41. Report and monitor and follow up all staff and resident incidents and accidents to ensure safety and identify ways to minimise/eliminate risks. Ensure staff and resident incident and accident forms are completed.
42. Actively participate in quality improvement initiatives and audits designed to evaluate the quality of care and services.
43. Conduct continuous improvement audits as directed by the Clinical Care Manager or delegate.
44. Demonstrate knowledge of the ACFI and requirement to document day-to-day needs of residents as this relates to the position.

WORK HEALTH AND SAFETY

45. Adhere to Work Health and Safety regulations, policies and procedures.
46. Undertake all duties in a manner with due regard for the wellbeing and safety of self, colleagues and residents.
47. 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.
48. 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 Maintenance staff or delegate.
49. Report immediately all accidents / incidents in accordance with organisational guidelines.
50. Comply with infection control requirements e.g. washing hands before and after attending residents, following standard precautions, complying with food safety regulations.
51. Participate in training and education sessions regarding work, health and safety.

PROFESSIONAL RESPONSIBILITIES

52. Work within the scope of practice and professional boundaries.
53. Recognise the need for and actively participate in continuing education and development.
54. Undertake minimum mandatory educational requirements including –
 - Fire and Emergency procedures
 - Elder Abuse
 - Infection Control
 - Manual Handling
55. Where care delivery issues are unclear or beyond own abilities and qualifications, seek assistance and clarification from a Registered Nurse.
56. Regularly review and critique own work performance and participate in Navorina Nursing Home performance appraisal.
57. Comply with the roster. Provide adequate notification of requests for leave.
58. 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.

KEY SELECTION CRITERIA**Essential:**

- Current Registration as an Enrolled Nurse as per Australian Health Practitioner Regulation Agency (APHRA) and Current Police Check
- Successful completion of the APHRA accredited medication administration course delivered by a Nursing and Midwifery Board of Australia approved registered training organisation.
- Endorsement of registration medication administration by Enrolled Nurses by APHRA.
- Demonstrated knowledge and nursing experience in the provision of aged care.
- Demonstrated strong commitment to excellence and quality in the provision of aged care services.
- Well-developed communication and problem solving skills.
- Practical understanding of the ACFI and its application.
- Ability to provide clinical documentation to meet accreditation and funding requirements.
- Demonstrated ability to comply with accreditation/compliance as appropriate to level.
- Demonstrated ability to document concisely and effectively in resident notes and care plan.
- Demonstrated ability to organise and manage own routine and workload.
- Demonstrated ability to solve problems and contribute to continuous improvement.
- Commitment to, and willingness to participate in, continuing training and education related to area of employment.
- Ability to work effectively, respectfully and collegially in team environment.
- Highly developed interpersonal skills and ability to work with residents of differing backgrounds whilst maintaining role and professional boundaries.
- Proven ability to work both independently and to participate as an effective team member.
- Computer proficiency
- Commitment to ongoing training and learning.

DESIRED

- Demonstrated leadership qualities.
- 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. Timely resolution of resident complaints; especially as these relate to care.
3. Evidence of empathy for the needs of residents and ability to provide flexible care in accordance with residents needs and preferences.
4. Consistent achievement of resident care allocation on each shift.
5. Consistency and accuracy of clinical documentation
6. Accuracy of documentation to support and maximise ACFI claims.
7. Contribution to resident safety; improvement in resident accident and incident trends.
8. Contribution to clinical care; improvement in clinical indicator trends e.g. reduction in skin tears, falls.
9. Contribution to accreditation; compliance with accreditation Standards 2 and 3 as relevant to role.
10. Competent professional practice.

MEDICATION MANAGEMENT

11. Safe administration of medications including the accurate and timely reporting of any medication errors.

TEAMWORK

12. Positive feedback from colleagues as internal customers.
13. Evidence of day to day teamwork e.g. helping with other resident allocations.
14. Evidence of clinical leadership/contribution via portfolio role e.g. continence.
15. Contribution to staff orientation; completion of orientation checklist.

CONTINUOUS IMPROVEMENT/ACFI

16. Compliance with legal responsibilities including policies and procedures at all times.
17. Meet outcomes of aged care standards as relevant to the position in particular Standards 2 (Health and Personal Care) and Standard 3 (Resident Lifestyle).
18. Evidence of continuous improvement in clinical care.
19. Accurate completion of improvement forms that reflect problem solving ability.
20. Contribution to the CI plan; achievement of clinical care goals.
21. Demonstration of own self-development/improvement through participation in professional development activities. Demonstration of 20 hours CPD as a minimum.

WORK HEALTH & SAFETY

22. Able to demonstrate competency in fire and emergency procedures.
 23. Able to demonstrate competency in manual handling.
 24. Able to demonstrate competency in relevant clinical areas e.g. medication management, hand-washing.
 25. Able to demonstrate competency in CPR.
 26. Contribution to workplace safety; minimise workplace injuries and the accurate reporting of staff accidents and incidents.
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SALARY AND CONDITIONS:

- Commensurate with qualifications and experience of candidate.
 - Navorina Nursing Homes EBA.
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PERFORMANCE APPRAISAL

The incumbent's performance shall be evaluated by the Clinical Care Manager or CEO at six months service, 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 any 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.

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

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..... Signature

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Date