



POSITION DESCRIPTION

Position Title: Registered Nurse

Job Purpose:

To provide high-level nursing service to residents ensuring that all care provided reflects current best practice and is resident-focused.

The role requires strong relationships to be maintained with residents and their families and friends, care staff, leisure and lifestyle coordinator, external health, and allied health professionals.

The position reports to the DON.

Organisational Values:

Staff are expected to work with the values in mind at all times

PEOPLE	Integrity, respect and humility
RESIDENTS	Empathy, care, respect, acknowledgement, cultural awareness and diversity
PERFORMANCE	Diligent, effective caring, quality
TEAMWORK	Purposeful, integrated, focused, united
CARE	Compassionate, inclusive, proactive, effective
COMMUNITY	To be judged in a positive light and relevant to the community

Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

Key Duties:

1. Delivery of Care

- The provision of quality nursing care to Edgarley Assisted Living residents following recognised practices, working within own competency base and organisational policies and procedures under the direction of the Director of Nursing or her delegate.
- Liaise with allied health workers and staff members, families, friends and volunteers.
- Follow all verbal and written instructions from the DON or her delegate.
- Report any complaints or concerns as they arise to the Director of Nursing or her delegate.
- Complete documentation per legislation and EAL policies and procedures.

- Support and assist in the provision of a safe, clean and comfortable environment.
- Ensure the maintenance of accurate records of resident's condition, care and wellbeing needs and treatment (i.e., bowel and continence charts).
- Maintain documentation and relevant records following ACFI and Accreditation Standards.
- Ensure that the quality and Aged Care Standards of Edgarley Assisted Living is consistent with Government Outcome Standards, including the maintenance of records and information systems and the completion of all returns, including claims for subsidies.
- Assess and attend to any complex health care needs of the residents.
- Interact with all parties such as residents and their families, all employees, volunteers and visitors in a courteous, respectful and polite manner.
- Take residents to outside appointments as required.
- To ensure nursing/medical attention is timely and effective.
- Manage and administer medications as per the Medical Officers instructions Drug & Medication sourced, stored, distributed, and appropriate records kept in line with legislation.
- Meet resident physiological needs through effective hygiene, infection prevention and control, behavioural management, continence management, and wound management.
- Exercise responsibility for the wellbeing of the residents, respecting their need for privacy and confidentiality, encouraging participation of residents in meaningful activities and ensuring that residents receive medical care and attention as appropriate.
- Actively participate in and network with relevant community and professional organisations to represent the interests of Edgarley Assisted Living.

2. Supervision

- Supervising, managing and monitoring the standard of care delivered to the residents, ensuring that the care is individualised and person-centred.
- Taking responsibility for specific portfolio's and quality assurance activities as directed by the DON.
- Encourage staff education, promote self-learning and credited courses.
- Direct and supervise all nursing care is carried out in a timely and effective manner, within nursing guidelines.
- Ensure that staff are encouraging residents to self-care within assessed limits.
- Promote and maintain staff/volunteer/student relationships in pursuance of the achievement of organisational objectives.
- Monitor staff/volunteer's performance and its consistency with policy, procedure and resident rights.

3. Staff Development

- Set an ongoing example to staff regarding a high standard of professional conduct care.
- Participate in internally and externally conducted training and provide access to ongoing education for hostel staff and volunteers.
- Maintain current membership of relevant professional associations.
- Participate in annual performance review based on performance, position description and the attainment of agreed key performance indicators.
- Provide appraisals for staff as per organisational policy and procedure.
- Be an active participant and contributor in all education programs as designed by EAL or as directed by the DON.
- Participate in the orientation program for new employees as directed.

4. Continuous Improvement

- Promote and monitor quality management activities and ensure compliance with accreditation and other relevant standards.
- Be familiar with the compulsory reporting guidelines.
- Comply with the policies and procedures of EAL.
- Be familiar with the Standards as per the Aged Care Act 1997.
- Support appropriate assessment and participation of staff, residents, families and other stakeholders in quality improvement processes.
- Advice and support the Director of Nursing on quality issues as appropriate.

5. Occupational Health & Safety

- Promote and ensure a healthy environment where there is a commitment to Occupational, Health & Safety and the improvement of safe work practices.
- Ensure the use of safe resident handling techniques and a commitment to using such techniques.
- Direct management in purchasing the correct equipment for appropriate needs, to maintain OH&S lifting machines etc.
- Review incidents and revise policy, practices and instruction as appropriate for future prevention.

6. Infection Control

- To be aware of appropriate infection control procedures in accordance with the policies and procedures outlined in the Infection control manual of Edgarley Assisted Living

7. Team Work

- Demonstrate strong leadership through team effective behaviours.
- Work hands-on as part of a team in a multi-skilled environment.
- Work with staff in the assessment, admission and transfer of residents.

Performance Review

Consistent with Edgarley Assisted Living policies, the Registered Nurse's performance will be subject to ongoing annual formal review. This review will be tied to the Key Performance Indicators set at the beginning of the current financial year. Indicators as follows:

- Positive outcomes to resident's health and wellbeing are obvious and documented.
- Records are regularly evaluated for each resident and their response to the care given.
- Ongoing participation in the Accreditation process and reviews.
- Adverse health reactions identified and notified to the Department of Human Medical Officer and Glenelg Shire Environmental Health Officer.
- Key driver in Continuous Improvement strategies, supporting their implementation and evaluation. Delivery of innovative practices.
- Demonstration of practices affirming that each resident is regarded and valued as an individual.
- Participates in selecting and recruiting staff/volunteers and demonstrate involvement in the effective performance appraisal program.
- Effective management of Medication.
- Develop multi-skilled staff to maximum potential.
- Decisions reflect effective goal setting consultative approach and respect for confidentiality.
- Demonstrate a commitment to training and staff appraisal and development.
- Attends relevant forums and relays information back to colleagues and board of management.
- Demonstrate an understanding of safe resident handling techniques and the application of those techniques on residents and staff.
- Demonstrate an understanding and commitment to OH&S policies and procedures and their implementation and further development.
- Demonstrate a sound understanding and application of appropriate infection control procedures and practice following the policies and procedures as outlined in the Infection Control Manual of Edgarley Assisted Living.
- Demonstrate clinical and practical hands-on leadership and the ability to make satisfactory relationships with colleagues.
- Demonstrate cohesive team work and staff/volunteer multi-skilled to potential.

Mandatory Qualifications and Experience:

- Bachelor of Nursing.
- Current AHPRA registration (without conditions).
- Maintain current Police Check.
- Maintain current First Aid and CPR certificates.

- Computer literacy.
- A genuine interest in and care for the elderly and people with disabilities and their rights.
- Strong leadership ability and team-building skills in achieving best practices by utilising continuous improvement and best practices principals.
- Ability to provide advice and leadership to a diverse range of employees.
- Ability to work well under pressure.
- Active, hands-on team member approach to work and challenges.
- Self-motivated with highly effective written/verbal communication skills.
- Common sense approach to problem-solving.
- Good time management and organisational skills.
- A strong but supportive approach to working with staff/volunteers.
- Patience and approachability in all dealings with residents, relatives and visitors.

Desirable Qualifications and Experience

- Sound knowledge of Aged Care Standards, Industry trends and Aged Care Funding Instrument.
- Tertiary Qualifications in a health-related field.
- Previous experience in aged care.

Key Performance Indicators

Key Result Areas	Key Activities	Standard Measures
Edgarley Values	<ul style="list-style-type: none"> • Demonstrate and uphold the values of Edgarley Assisted Living • Ensure that the values of Edgarley Assisted Living are incorporated into daily practices in relation to all activities. 	<ul style="list-style-type: none"> • Be compassionate and provide support to customers and staff. • Consistently shows respect, empathy, cultural awareness and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Is accountable for a high standard of care. • Communicates and operates openly and honestly as an effective team member.
Customer Services	<ul style="list-style-type: none"> • Promote a consumer-focused approach in all activities and behaviours • Ensure that consumers are aware of their rights and responsibilities and are provided with information about their treatment and care • Involve the consumer in their care • Include consumer preferences in the care plan • Ensure consumer confidentiality is maintained at all times • Ensures that information is provided in a language and manner that meets the individual's needs 	<ul style="list-style-type: none"> • Care plans are consumer-centred • Consumers are aware of their rights and responsibilities • Care reflects consumer preferences • Consumers feel that they are the focus of care • Communication is respectful
Teamwork	<ul style="list-style-type: none"> • Practice according to the professional code of conduct for Registered Nurse • Demonstrates a positive attitude to the agreed role and responsibilities of the position • Understands and demonstrates behaviours that reflect the Mission, Vision and Core Values of Edgarley Assisted Living 	<ul style="list-style-type: none"> • Contributes actively to the team. • Support and respect team members, communicating effectively and demonstrates commitment to the team. • Reports are completed accurately and timely. • Staff report satisfaction with levels of reporting. • Contributes to a fair and equitable roster system • Communication is effective to meet the needs of staff, residents and visitors.
Leadership	<ul style="list-style-type: none"> • To provide clinical leadership to care staff, including proficient support, documentation, guidance and training 	<ul style="list-style-type: none"> • Provide advice, information and guidance to other team members within the scope of practice

	<p>on the clinical requirements of residents.</p> <ul style="list-style-type: none"> To perform clinical tasks soundly within Edgarley’s policy and procedures, meeting best practice and the eight aged care standards. Communicate effectively with the residents and their family and/or representatives in an open and supportive manner. 	<ul style="list-style-type: none"> Trial and implement innovative approaches to care provision Identify areas for clinical research and recognise its value in contributing to the delivery of nursing care Supervise ENs and PCWs in the delivery of care where required and ensure delegated duties are within individuals scope of practice Resolve issues within responsibilities of the role and works collaboratively with the DON and other senior management
Safety	<ul style="list-style-type: none"> Complete incident reports. Elect and support health and safety representatives. Contribute to risk assessments. Participate in training and meetings regarding safety. 	<ul style="list-style-type: none"> Reports hazards, near misses and injuries immediately. Use of personal protective equipment. Comply with risk management policies and procedures and instruction. Attend all safety meetings and training sessions.
Education and Personal Development	<ul style="list-style-type: none"> Willingness to continue to improve your skills and standards. Maintain industry requirements for your scope of practice Willingness to suggest further education to be provided at EAL. 	<ul style="list-style-type: none"> Successfully pass all competency tests and assignments Full (100%) attendance at all compulsory educational sessions Minimum of 20 hours of educational development appropriate to the scope of practice every year (January to December)
Quality and Continuous Improvement	<ul style="list-style-type: none"> Participates and pro-actively contributes to the review of procedures, which aim towards best practice Assist with the resolution of complaints Liaises with relevant community agencies to promote optimal consumer health Commitment to Quality & Continuous Improvement Compliance with Aged Care Accreditation Standards Compliance with EAL policies and procedures 	<ul style="list-style-type: none"> Assistance in preparation of the facilities Accreditation application if required Adherence to EAL policies and procedures Active participation in identifying and solving problems relating to areas of responsibility High consumer satisfaction levels
OH&S and Infection Prevention & Control	<ul style="list-style-type: none"> Strictly follow all OHS and infection control policies, procedures and processes Promote best practice OHS and infection control in their 	<ul style="list-style-type: none"> Report hazards, near misses and injuries immediately Uses personal protective equipment Comply with risk management policies and procedures

	<p>daily tasks</p> <ul style="list-style-type: none"> • Ensure there is a safe and hazard-free workplace • Implement all necessary controls if and when required • Participate in training and meetings regarding OHS and Infection Control 	<p>and instruction</p> <ul style="list-style-type: none"> • Attend all safety meetings and training sessions • No Workcover claims through inappropriate practices • No accidents/incidents due to poor work practices or mishandling chemicals or equipment
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Agreement: I have read, understood and agreed to comply with this job description and key result areas.

Name: _____

Signature: _____ **Date:** ____/____/____

Note: please, enter your initials on each page of this document.