

JDF – Registered Nurse

POSITION

POSITION TITLE:	Registered Nurse
CLASSIFICATION/DIVISION:	Clinical
POSITION LEVEL:	<i>As Negotiated</i>
REPORTS TO:	<i>Care Manager</i>
LAST UPDATED:	<i>1 September 2020</i>

ROLE PURPOSE

To provide RN clinical care services to the residents within the facility in accordance with clinical practice standards and the mission, vision and values of Narrogin Cottage Homes (NCH).

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Operations (Key operational duties, including following to code of conduct and locations of work/travel).

1. To always operate within their scope of practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
2. Perform nursing practice in accordance with the policies and procedures of Narrogin Cottage Homes, ANMC Standards, ANMC Code of Ethics and Professional Conduct and Common Law affecting nursing practice.
3. To ensure at all times that all services provided to residents within the facility are carried out in a manner that supports their health, wellbeing and safety.
4. To direct other staff in the completion of their day-to-day duties within the policies and procedures of Narrogin Cottage Homes.
5. Ensures compliance of self and staff with all regulations and internal performance standards pertaining to NCH policies and procedures in all areas of the residential care facility.
6. Maintain accurate clinical documentation and patient information systems ensuring the data is accurate and complete utilising the 'iCare' software system used by the facility.
7. Provides support to the Care Manager in assessing residents care needs and contributes/evaluates Care Plans to ensure high quality care is maintained
8. Observes residents' responses to their care, and reports findings in progress notes and if appropriate, facilitates with Care Manager to implement changes.
9. Recognise and uphold the rights of all residents' accessing Narrogin Cottage Homes services and advocates on their behalf. This advocacy to include cultural sensitivity, religious freedom and sexual expression.
10. Applying the principles of privacy and confidentiality to all activities carried out within NCH as per its relative legislation and the policies of the organisation.
11. Identify problems and use problem solving process in the areas of clinical care, OH&S and other areas of service provision.

12. Contributes to performance management and performance appraisals of other staff and self within the facility.
13. Comply with and utilise contemporary Human Resource management principles including Equal Employment opportunity and anti-discrimination.
14. Contribute to the maintenance of good staff morale.
15. Ensure responsibility for the safety of self and others in the course of your daily duties, including assessment, reporting and actioning any issue that would appear to create a health and safety risk within the facility.
16. Assists, identifies and implements quality initiatives in line with the continuous improvement program of the organisation.
17. To act in a professional manner at all times.
18. Use NCH resources and equipment economically and safely.
19. To maintain and contribute to an environment of continuous improvement.
20. Other responsibilities as delegated from time to time by the Care Manager.

KEY PERFORMANCE INDICATORS

Operations (measurable criteria)

1. Acts within their scope of practice as a Registered Nurse.
2. Performs nursing practice in accordance with the policies and procedures of Narrogin Cottage Homes, ANMC Standards, ANMC Code of Ethics and Professional Conduct and Common Law affecting nursing practice.
3. To ensure at all times that all services provided to residents within the facility are carried out in a manner that supports their health, wellbeing and safety.
4. Communicate effectively and accurately and document and maintain clinical documentation and patient information systems ensuring the data is accurate and complete utilising the 'iCare' software system used by the facility.
5. Exhibit flexibility, creditability, commitment, enthusiasm and caring to staff, clients and the organisation.
6. Display excellent interpersonal and communication skills across all ages and social groups including verbal and written.
7. Liaise regularly with clinical team and management.
8. Ensure behaviour of self and staff is appropriate and free of harassment, discrimination or victimisation towards any other person.
9. Maintains awareness of current and new legislation to ensure the organisation complies with all statutory and regulatory obligations including infection control, sterilisation, hazardous materials and safe handling, records management, OH & S and accreditation guidelines.

Business relationships and personal development (measurable criteria)

1. Effectively directs other staff in the completion of their day-to-day duties.
2. Ensures compliance of self and staff with all regulations and internal performance standards pertaining to NCH policies and procedures in all areas of the residential care facility.
3. Demonstrated commitment to professional development, including personal performance, quality improvement, clinical practice, mandatory training as provided by the facility, OH & S, infection

control and providing or facilitating appropriate training and ongoing support to other staff within the organisation.

SKILLS/SELECTION CRITERIA

Relevant Qualifications (*Degree, Certificate, Licences*)

1. Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Current 'C' Class Drivers' License

Essential Skills (*verbal and written communication, industry or general experience, interpersonal skill, ability to work autonomously/in a team, etc.*)

1. Knowledge of relevant legislation, ANMC Standards, ANMC Code of Ethics and Professional Conduct and Common Law.
2. Possess personal values of empathy with the aged, integrity, justice, respect, compassion and excellence to elderly people particularly those with dementia.
3. Demonstrated experience in:-
 - Quality communication skills (verbal, written)
 - Current clinical practice/clinical assessments
 - Effective Time management
 - Computer literacy eg. iCare, Microsoft Office
4. The preferred candidate may be requested to undertake and pass a medical examination for fitness for work.
5. The successful applicant will be required to undergo and must satisfy relevant security and employment checks (eg. National Police Clearance).

Desirable Skills

1. Specialist training or exposure to Dementia or Geriatric care
2. Experience in a clinical specialty (e.g. wound care, palliative care, etc).
3. Comprehensive knowledge and understanding of the Accreditation Standards.
4. Participation in the development of policies and procedures.
5. Working knowledge of ACFI documentation.
6. Previous experience with 'iCare' software.
7. Ability to analyse and utilise clinical data in service development and quality improvement initiatives.
8. Effective staff management
9. Previous experience within an Aged Care environment.

A non-smoking policy is effective in Narrogin Cottage Homes' buildings, offices and motor vehicles.

POSITION DIMENSIONS

Internal Relationships (*Direct report, manager, team members, other internal divisions etc.*)

1. Care Manager
2. CEO

3. Co-workers

External Relationships (*Customers, clients, business partners, suppliers, service providers, etc.*)

1. Medical Professionals
2. Residents
3. Resident families/Visitors
4. Suppliers

ACKNOWLEDGEMENT

Name of Employee			
Signature		Date	
Name of Employer Representative			
Signature		Date	

Works within the mission, vision and values of the organisation.

- Mission: To provide affordable, appropriate housing and residential aged care services to the seniors in our community.
Vision: To be the premier rural residential aged care facility and laterate community housing provider for seniors in WA.
Values: We believe in and respect:
- The individual worth and dignity of all people.
 - The right of all people to live in comfort and security.