

POSITION SPECIFICATION AND DESCRIPTION
REGISTERED NURSE

RESPONSIBLE TO:	Deputy Director of Care Services (DDOCS)
ROLE PURPOSE:	To provide holistic care to residents, including care for their physical and mental wellbeing and safety. To provide clinical leadership and case management to the residents in our care, while ensuring respect for resident's rights at all times
AWARD:	St Andrews Village Ballina Collective Agreement 2008
UNIFORM:	In accordance with internal policies and workplace health & safety.
QUALIFICATIONS:	<ul style="list-style-type: none"> ▪ Registered Nurse (new graduates will be considered for this position)
ESSENTIAL CRITERIA:	<ul style="list-style-type: none"> ▪ A commitment to St Andrews mission and values ▪ Available to work all shifts (day, evening and night)
DESIRABLE:	<ul style="list-style-type: none"> ▪ Knowledge of the Aged Care Act 1997 and the Aged Care Funding Instrument (ACFI) ▪ Understanding of and/or experience in the Aged Care Accreditation Standards ▪ High level of written and oral communication skills ▪ Proven ability to both lead and work as part of a team, preferably in a team leader role ▪ Computer literacy ▪ Completed or committed to completing the Certificate IV Workplace Training and Assessment course

ST ANDREWS VISION:

St Andrews Village Ballina strives to be a learning organisation that responds to the dynamic environment of aged care through responsible governance and a commitment to quality care.

ST ANDREWS MISSION:

St Andrews identifies and responds to the evolving care needs of the ageing individual.

ST ANDREWS VALUES:

St Andrews holds the highest respect for its residents, clients and each other, within a framework of compassion and teamwork, trusting in each other to deliver the highest possible level of service.

KEY RESPONSIBILITIES		
Key Performance Area	Expected Outcomes	Key Performance Indicators
Resident care	<ul style="list-style-type: none"> ▪ Ensure clinical practice is in line with current legislative and professional guidelines and St Andrews policy guidelines ▪ Assess, plan, implement and evaluate resident's care & social needs 	<ul style="list-style-type: none"> ▪ Practice within the clinical policies of St Andrews ▪ Develop, evaluate and current care plans in consultation with each resident and/or their representative

	<ul style="list-style-type: none"> ▪ Provide and maintain efficient and effective care planning and supporting documentation ▪ Medication management in line with legislative requirements & St Andrews Policy ▪ Assess, plan, implement and evaluate programmes to improve resident care in consultation with residents &/or their representative ▪ Implement the delivery of quality clinical services that meets individual client needs ▪ Identify actual and potential health problems collaboratively through accurate interpretation of data ▪ Liaise with relevant health care professionals as appropriate ▪ Provide direction and change implementation support in the delivery of resident care to Enrolled Nurses, Care Service Employees and trainees ▪ Attend to family issues and conflict situations raised by family members 	<ul style="list-style-type: none"> ▪ individual Education records ▪ Direct coordination and leadership in Case Conferencing conducted as per St Andrews policy for residents under your supervision ▪ Timely and effective assessment and evaluation of all resident care needs ▪ Care Planning that involves regular consultation and evaluation of all resident care needs ▪ Monitoring and management in liaison with Deputy Director of Care of medication incidents ▪ Evidence of resident participation in programs ▪ Evidence of achievement of care goals and outcomes ▪ Clinical leadership demonstrated through directing & supervising a group of staff in care delivery
<p>Documentation</p>	<ul style="list-style-type: none"> ▪ Provide regular care related reports ▪ Provide other reports to Deputy Director of Care or Director of Care ▪ Accurate documentation with confidentiality maintained. ▪ Attend to the monitoring of stock control for relevant items ▪ Facilitation of/participation in Case Conferences ▪ Accurate ACFI documentation 	<ul style="list-style-type: none"> ▪ Documentation is established and maintained according to organisational guidelines and procedures ▪ Actively pursuing St Andrews communication policy at a facility level ▪ Validation reviews ▪ Evidence of assessment, identification and monitoring of residents care needs ▪ Accurately completed resident assessment forms whether completed by the RN or staff working under supervision ▪ Accurate and timely care plans that are evaluated within policy guidelines ▪ Changes in any changes to resident health status are documented in the resident file in a timely manner ▪ Critical incidents are reported to the DDOCS/ DOCS

<p>Work within the mission and philosophy of the organisation</p>	<ul style="list-style-type: none"> ▪ Work within the stated mission statement, philosophy and objectives of St Andrews Village Ballina Ltd. ▪ Promote and articulate the role and function of St Andrews Village Ballina Ltd with residents, relatives, other health workers and the wider community. ▪ Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights. ▪ Work according to St Andrews Village Ballina Ltd policy, protocols and procedures. ▪ Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards. 	<ul style="list-style-type: none"> ▪ Exception reports are actioned ▪ Work is completed in accordance with St Andrews mission, philosophy and objectives, and all relevant policies, procedures and guidelines are adhered to. ▪ The incumbent demonstrates a commitment to continuous quality improvement.
<p>Staff Performance & Development</p>	<ul style="list-style-type: none"> ▪ Supervise staff to ensure the highest standard of resident care in line with St Andrews Mission and Values and policy & procedure ▪ Coaching and mentoring techniques are used to assist in education programmes ▪ Mutual sharing of knowledge and experience is facilitated with other staff members ▪ Provide support and leadership to ensure optimum performance by staff ▪ Participate in the annual performance management review of care staff ▪ Supervise volunteers ▪ Direct and supervise staff in the development, implementation and evaluation of care plans ▪ Participate in the orientation, training and development of staff ▪ Foster a team approach to ensure optimal care outcomes for residents ▪ Conduct workplace assessments on staff under your supervision ▪ Supervise trainees and students 	<ul style="list-style-type: none"> ▪ Standards of practice are congruent with the Gerontological Nursing Competencies ▪ Participation in staff education activities ▪ Staff Performance management reviews ▪ Resident care plans and assessments with evidence of staff input ▪ Staff morale

	<ul style="list-style-type: none"> ▪ Involvement in counselling and disciplinary issues relating to care staff as appropriate ▪ Actively work as a change agent through change transition periods 	
Professional Development	<ul style="list-style-type: none"> ▪ Maintain awareness of current professional developments in Aged Care by attending relevant education programs and reading current literature and research ▪ Maintain an affiliation with relevant professional bodies ▪ Undertake effective and professional growth, which ensures that knowledge and skills are maintained at a level consistent with the Australian Nursing Council Incorporated (ANCI) National Competency Standards for the Registered Nurse ▪ Attend training, seminars and workshops as appropriate and/or as directed by the Director of Care and/ or the Deputy Director of Care 	<ul style="list-style-type: none"> ▪ Current Registration provided yearly. ▪ Education records ▪ CNE points obtained ▪ Evidence of reading and professional development ▪ Attend seminars, workshops and training as appropriate and/or as directed by the immediate supervisor ▪ Attend mandatory training as required ▪ Seek to further develop knowledge and skills ▪ Be involved in the facility training by sharing information ▪ Responsible for maintaining own personal education records in liaison with the facility educator
Continuous Improvement	<ul style="list-style-type: none"> ▪ Participate in an integrated approach to care service delivery ▪ Actively participate in the facilities processes for continuous improvement ▪ Provide input into the facility Business Plan ▪ Participate in preparation for facility accreditation 	<ul style="list-style-type: none"> ▪ Level of customer satisfaction with service delivery meets St Andrews benchmarks ▪ Favourable Quality Agency contacts ▪ Systems and processes work effectively to achieve targets ▪ You will have the opportunity to contribute to the ongoing development and improvement of policy and practice ▪ Participation in the audit programs ▪ You will be given the opportunity for improving work practices
Workplace Health & Safety	<ul style="list-style-type: none"> ▪ Compliance with WHS Legislation and St Andrews Policies and Procedures ▪ Participate, promote and raise awareness of WHS and accident prevention for all stakeholders ▪ Supervise and support all injured employees and their rehabilitation (Return to Work) 	<ul style="list-style-type: none"> ▪ Monitor WHS, legislation, and education requirements ▪ Staff survey findings ▪ Evidence of participation in education ▪ Accident & incident statistics ▪ Moving On Audit results ▪ Infection Control Statistics

	<ul style="list-style-type: none"> ▪ Timely and accurate completion of the initial accident/Injury form as per St Andrews policy ▪ Timely and accurate reporting to DOCS and or DDOCS ▪ Implement programs that support a rehabilitation and preventive measures for the elderly ▪ Conduct self as a role model for WHS areas ▪ Ensure all staff are treated equally and fairly 	<ul style="list-style-type: none"> ▪ Manual Handling Statistics ▪ Compliance with the Work Health and Safety Act ▪ Environment free of bullying and harassment ▪ Compliance with Equal Employment Opportunity legislation ▪ Compliance with St Andrews and local facility policies and procedures ▪ Individual training records
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KEY COMMUNICATIONS	
Individual/Team - internal	Purpose and Frequency
Quality Committee, WHS Committee, MAC Committee	<ul style="list-style-type: none"> ▪ Monitor and plan high quality holistic aged care service delivery ▪ Meet regularly ▪ Share information and build the team ▪ Support a team approach to problem solving and decision making ▪ Ensure team objectives are met
Resident and staff forums/committees	<ul style="list-style-type: none"> ▪ Provide advice and support in relation to aged care services as required ▪ Liaise closely with families and carers, staff and external providers
Team/Organisation - external	Purpose and Frequency
Professional organisations and Government Departments	<ul style="list-style-type: none"> ▪ Professional Development opportunities utilised ▪ Build mutually beneficial partnerships ▪ Achieve common objectives
Other Aged Care Agencies, Health Professionals, Churches & local community groups	<ul style="list-style-type: none"> ▪ Build Professional Association relationships for mutual benefit ▪ Identify and scope projects identified to grow St Andrews ▪ Achieve common objectives