**Staff Position Description**

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| **Instruction for Managers** |  | **Instruction for Staff** |
| 1. Give a copy of Position Description with letter of offer.2. Copy signed Position Description for the Staff Member.3. Update the Staff File Manager.4. Place the signed copy on the staff file. |  | 1. Read the Position Description carefully.2. Ask if you need any information clarified.3. Keep a copy for you to use at work.4. This may change with the Business. 5. Keep the Manager informed if changes occur. |

**Position Title: Registered Nurse**

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| **Award Classification** | Registered Nurse as per The Finley Regional Care NSWNMA and HSU NSW Enterprise Agreement 2017 - 2020 |
| **Remuneration** | As per EA salary structure |
| **Reporting to** | Director of Clinical Services |
| **Liaises with internally** | Finley Regional Care StaffResidents and Clients (Consumers)Medical Professionals |
| **Liaises with externally** | Family Members / AdvocatesService ProvidersConsultantsGeneral Public |
| **Purpose of the Position** |

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| In accordance with the vision, mission and values of Finley Regional Care, the Registered Nurse is responsible for the provision of planned and individual care of all Consumers and assumes supervisory responsibilities and a leadership role in order to ensure the delivery of the highest standard of safe and skilled nursing care. |

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| **Essential Criteria** | * Current registration with Australian Health Professionals Regulation Agency and the Nursing and Midwifery Board of Australia
* Gerontic Nursing Qualifications or equivalent
* At least 3-5 year RN experience.
* Memberships of relevant professional organisations
* Aged Care nursing experience including dementia and disability nursing care
* Superior knowledge of aged care documentation requirements
* High level understanding of Workplace Health & Safety issues or risks
* Demonstrated skills and experience in planning, implementing and evaluating high quality nursing care
* Demonstrated experience and knowledge in working under the relevant Aged Care legislative requirements
* Demonstrated skills and knowledge of the Aged Care Funding Instrument
* An understanding of the Aged Care Accreditation Agency process for Aged Care Facilities
* An understanding of budget processes
* High level written and oral communication skills
* Current Federal Police check
* Current driver’s licence
* Strong interpersonal skills
* Strong computer skills
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| **Behaviours Required** | 1 Teamwork2 Customer focus3 Solutions driven4 Innovative5 Honesty and Integrity |
| **Key Performance Indicators****Key Performance Indicators** | Consumers’ Rights and Responsibilities | * Provide care and services to all consumers that is 100% consistent with the Charter of Aged Care Rights
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| Finley Regional Care Vision and Mission Statements | * Provide care and services that is 100% aligned to the Vision and Mission Statements of Finley Regional Care
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| Care and Domestic Services Delivery | * Oversee and be responsible for the development, evaluation and implementation individualised care plans for 100% of consumers.
* Ensure the completion of reviews and updates of all care plans daily
* Ensure that all consumer’s medication is administered utilising medication compliance aids with 100% accuracy.
* Ensure a full and up to date hand over is provided to oncoming staff at the end of each and every shift.
* Deliver services adhering to all of the organisations policies and procedures 100% of the time
* Recognise report and respond appropriately to changes in the health of consumers in compliance with all policies and procedures 100% of the time.
* Complete the Duty / Task list as per the cluster requirements for your shift, by the required times 100% of the time.
* Provide supervision and leadership to the Enrolled Nurses, Team Leaders, Care Services Employees and Assistances as required.
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| Accreditation | * Support Aged Care Standards and Accreditation Agency processes as required 100% of the time
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| Quality | * Adhere to accreditation standards 100% of the time.
* Actively be involved in assisting and implementing accreditation standards and improvements 100% of the time
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| Communication | * Develop and maintain professional relationships with consumers, their families and visitors, contractors, other health professionals and internal staff ensuring 100% satisfaction in services is maintained
* Attend and actively participate in 100% of team activities and meetings.
* Ensure all documentation and/or verbal communication provided is 100% accurate and delivered with set deadlines and presented in a professional manner and meets all clinical, legal and funding requirements
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| Leadership | * Monitor and report on all work practices to ensure that the health, welfare and safety of the staff and consumers are maintained.
* Provide direction and supervision to all care staff.
* Monitor and adjust shift related staffing requirements according to rostering practice and changes in workload in the absence of the Director of Clinical Services.
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| Continuous Improvement | * Ensure 100% of required qualifications, registrations and accreditations are maintained and updated.
* Provide accurate and timely feedback in regard to suggestions and / or complaints for improvement to the Director of Clinical Services within 24 hours of receiving such information.
* Attend 100% of the organisations mandatory training programs.
* Completion of the Moving on Audits as required 100% of the time in the time frame given.
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| **Key Performance Indicators** | Professionalism | * Ensure all consumers and family personal information is kept 100% confidential.
* Maintain clear lines of communication with colleagues, other health professionals, contractors and consumers 100% of the time.
* Comply100% with the organisations uniform and conduct policies.
* Comply with the Nursing Professions Code of Ethics and legislation affective practice 100% of the time.
* Contribute to the professional development of other care staff.
* Ensure the accurate, appropriate and up to date orientation of all new staff.
* Maintain an up to date knowledge of all relevant legislative requirements relevant to nursing practices.
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| Administration | * Ensure that the medical records systems are kept up to date and in accordance with the relevant legislation 100% of the time.
* Monitor the process for accurate documentation for funding relating to consumers.
* Ensure the effective use of resources for staff 100% of the time.
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|  | Workplace Health & Safety | Contribute to and maintain the positive safe workplace by:* Maintain competencies in regard to emergency situations 100%
* Attend 100% of WH&S in-service lectures
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| **Tasks and Responsibilities** | For the Workplace | * Adhere to human resources policies including anti discrimination, harassment and victimisation policies.
* Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment.
* Display a positive attitude and be an active member of the team.
* Treat others with respect.
* Follow direction provided by senior members of the team, where authorised.
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| **Tasks and Responsibilities** | For the Job | * 100% compliance with all organisational policies and procedures.
* Have autonomy to work at own pace as required per task.
* Multi-task.
* Monitor and manage resident care plans.
* Have a strong consumer focus and relationship management skills.
* Complete all documentation within required timeframes and in a professional manner.
* Practice nursing within the limits of professional knowledge and expertise under the direction of the Director of Clinical Services.
* Provide strong leadership and management to all Enrolled Nurses, Team Leaders and Care Service Staff.
* Monitor and management the performance of these staff.
* Ensure clear communication to consumers, significant others, family and other staff in regard to individualised care for each consumer.
* Perform annual performance appraisals and set goals for relevant staff.
* Accurately and appropriately identify areas of improvement, training and up skilling in regard to relevant staff.
* Ability to assist and provide feedback in regard to the development of budgets, processes, procedures and policies within the organisation.
* Consult with Director of Clinical Services to maintain clear lines of communication and direct regarding all areas of care.
* Adhere to all quality control procedures.
* Ensure all relevant staff fulfill the duty of care to the consumers in the course of everyday practice.
* Ensure consumers and co-workers rights are observed at all times.
* Other tasks and duties as directed by the Director of Clinical Services.
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I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Finley Regional Care.

I agree that I will provide care and services to all consumers that is 100% consistent with the Charter of Aged Care Rights.

I also agree that I will provide care and services that is 100% aligned to the Vision and Mission Statements of Finley Regional Care.

Name Date

Signature: