

## POSITION DESCRIPTION

<b>Position:</b>	Registered Nurse
<b>Department:</b>	Nursing
<b>Responsible To:</b>	Clinical Services Manager
<b>Location:</b>	The Residency
<b>Classification:</b>	ANMF EA classification based on years of experience and qualifications
<b>Approval Date:</b>	December 2021

### Position Summary

Provide quality nursing care to residents, ensuring that care and services are provided to promote optimum independence and support decisions made by our Residents.

Promote a safe environment for our residents, while supporting care Workers to provide the best quality care and services possible.

### Reporting / Working Relationships

1. Reports to the Clinical Services Manager.
2. Enrolled Nurse Reports to this role.
3. Partners with Care, Hospitality, Lifestyle, Administration and Maintenance Workers.
4. Communicates with and is directed by the Clinical Nurse.
5. Communicates with and is directed by Allied Health Workers.

### Key Performance Indicators

1. Clinical assessments completed as directed and plans developed accordingly.
2. Nursing interventions including ACFI directives are implemented and reviewed.
3. Effective oversight of the EN's and Care workforce in the implementation of care plans, including medication management.
4. Completion of allocated performance appraisals in the designated timeframes.
5. Liaise effectively with external stakeholders including families, and medical professionals, assessed through clinical notes review.

### Responsibilities

1. Partner with residents when undertaking assessment and planning of care and services, identifying risk, needs, goals, preferences including advance care planning and end of life wishes.

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2. Communicate to all individuals associated with the care of the resident, any changes or outcomes that may affect the resident. Initiate updates to Care Plans as required.
3. Implement End of Life wishes in a timely manner.
4. Action, monitor and document care and services provided to residents using standard systems and policies for the management of concerns and incidents, ensuring actions, outcomes and documentation is adequate and other responsibilities as defined in organisational policies and procedures. Refer to Policy 1.04 Incident Management and the flowchart for the investigation of an incident and 'in-depth' review process. Refer 1.06 Feedback Management Policy.
5. Ensure that residents are getting safe and effective personal and clinical care that is best practice, tailored to meet the resident's needs and that optimises their health and wellbeing.
6. Identify and respond to the deterioration and change of a resident, ensuring needs, goals and preferences are respected at all times.
7. Identify and implement timely and appropriate referrals to other organisations, allied health professionals and providers of other care and services as required.
8. Manage and monitor infection-related risks by implementing standard based precautions to prevent and control infection.
9. Implement practices to promote the appropriate use of antibiotics to reduce the risk of increasing resistance to antibiotics.
10. Responsible for coordination of shift for effective flow of care and completion of nursing tasks, including rostering changes as required.
11. Works to assist in the maintenance of staffing levels, rosters and is in charge of the facility when the General Manager is not on site.
12. Maintain in optimum condition and use efficiently the organisation's equipment, resources, supplies and facilities that support the delivery of programs.
13. Engage in Worker education, job planning, appraisals and feedback, team meetings and other activities that contribute to workforce and business development goals.

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14. Participate in quality improvement initiatives to improve outcomes for Care Recipients by promoting Care Recipient and family feedback, while engaging in research and development of projects as directed.
15. You may be expected to undertake other duties as are within your level of competence and training.
16. All Workers of Barossa Village are responsible at all times for their own actions and are expected to be familiar with, and to practice within the scope of their role.
17. All Workers are expected to be healthy, fit, and capable to perform their role proficiently at all times.
18. It is the responsibility of everyone at Barossa Village to role model safe work behaviours. This includes but is not limited to; adhering to policies and procedures, ensuring that adequate training has been completed before commencing a task, and identifying, controlling and reporting any incidents / hazards that are observed.

### **Essential Behaviour criteria**

The following competencies outline behavioural requirements:

#### **Adaptability & Flexibility:**

Successfully adjusts to and works effectively with changing situations, and a variety of individuals or groups; understands and appreciates different and opposing perspectives on an issue; maintains effectiveness in uncertain or ambiguous situations.

Functional level:

- Adjusts approach to suit team / functional priorities.
- Does not lose sight of intended team/functional outcomes when circumstances shift.
- Encourages team to respect different points of view.
- Assists team members to understand and adapt to change.
- Manages a degree of ambiguity in the team / function.

#### **Customer Service Focus:**

Focuses efforts on discovering and meeting the Care Recipient's needs; responds to Care Recipient's needs in a manner that adds value and generates

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satisfaction; actively listens and follows through on commitments to Care Recipients; maintains a long-term focus on retaining Care Recipients.

Functional level:

- Ensures team / function makes attempts to add value to the Care Recipient.
- Coaches team / function to seek ways to enhance customer satisfaction and loyalty.
- Coaches team / function to align needs to available products, services and / or solutions
- Takes actions that reinforce the Care Recipient orientation of the team / function
- Monitors Care Recipient Concerns
- Monitors Care Recipient satisfaction

### **Coaching:**

Works with others in a collaborative relationship to facilitate development; raises awareness and creates accountability; seeks commitment to action.

Functional level:

- Adopts the role of coach.
- Consistently identifies opportunities for coaching.
- Knows when and how to use coaching methodologies.
- Acknowledges individual differences and leverages strengths.
- Establishes the agenda of the coachee before one's own.
- Assesses the reality of the coachee to raise self-awareness.
- Facilitates the coachee to explore options and take ownership.
- Reads verbal and nonverbal cues to gain commitment to action.
- Role models ethical behaviours in all coaching interactions.

### **Detail & Quality Focus:**

Proactively checks work to ensure accuracy; adopts a thorough and methodical approach to work; consistently maintains high standards for self and others.

Functional level:

- Keeps clear, detailed records of own and teams' activities.
- Ensures team / function adheres to quality / procedural standards.
- Ensures detailed tracking systems are in place to maintain quality and order within function.
- Role models behaviour desired in others.
- Communicates expected work standards to team members.

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### **Leading & Motivating:**

Inspires others to perform in accordance with clear expectations and goals; provides direction, feedback and development to individuals and teams; consistently enables others to achieve their potential.

Functional level:

- Sets performance goals and expectations and ensure staff perform in accordance to these.
- Holds individuals accountable.
- Mobilises individuals and / or team to work toward a shared purpose.
- Adheres to performance management principles.
- Identifies team members' strengths and areas for development.
- Fosters the long-term learning and development of team members.
- Understands both individual and team motivators.
- Uses strategies to boost morale and productivity (e.g., team-building activities, informal recognition and cross-training).
- Helps team members understand and adapt to change.

**As Workers of Barossa Village we also expect professionalism and excellence in our respective fields.**

### **Essential Criteria**

1. Registration with APHRA and current practising certificate.
2. Police Clearance no older than 12 months at appointment.
3. Understanding of the Charter of Aged Care Rights and Aged Care Standards.
4. Participate in the Annual Mandatory Immunisation program.

### **Desirable Criteria**

1. Post graduate certificate/s in area/s of clinical care of older people.
2. Aged care experience.

### **Skills and Personal Attributes**

1. An ability to work well with others.
2. An ability to think on your feet and improvise.
3. Excellent time management skills.
4. A commitment to high standards of customer service.



**Barossa Village**  
*people at our heart*

# POSITION DESCRIPTION

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Manager's Name

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Manager's Signature

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Date

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Employee's Name

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Employee's Signature

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Date