



# Position Description

Version:

<b>Position Title:</b>	Registered Nurse		
<b>Reports To:</b>	Home Manager		
<b>Date of Preparation:</b>	21 November 2021	<b>Date Updated:</b>	

## Primary Purpose

To ensure:

- The home, staff and associated services provide optimal aged care and quality services to residents and maintain a high level of satisfaction.
- Compliance throughout the home with Aged Care Quality Standards, legislative/statutory requirements and regulations.

## Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person, regardless of their religion, race, gender, cultural background or choices.

## Accountabilities and Key Result Areas

### ***People and Culture:***

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
- Allocations for personal care staff.
- Provide supervision and direction to staff.
- Effectively delegates tasks and responsibilities to appropriate skilled and qualified staff
- Participates in the development and implementation of orientation and induction programs and ongoing training and development for personal care staff.
- Reports recommendations and commendations to the Home Manager for performance management purposes.

***Excellence in Service Delivery:***

- Maintains current, accurate and comprehensive knowledge of relevant Acts, regulations, legislation, codes of practice, and industry and Australian standards and guidelines that affect care in residential aged care, and incorporating them into all aspects of practice.

These include:

- Carrying out comprehensive and accurate nursing assessments of residents.
- Formulating, implementing and evaluating care plans with personal care staff ensuring the objectives are met and measured.
- Overseeing and facilitating the delivery of care as per the individual resident needs and preferences.
- Consults and communicates internally and externally to incorporate 'best practice' into resident care on an ongoing basis.
- Coordinates the collection, recording and analysis of data related to resident care.
- Facilitate effective resolutions when problems occur including conflict management.
- Facilitates the prompt and effective resolution of Continuous Improvement Reports and incident reports related to resident care and staff.
- Maintain accurate and legally appropriate documentation of nursing services.
- In the absence of the Home Manager or CCC, be responsible for continuing service provision at the Home and respond to any emergencies.
- Assist with personal care duties as required.

***Excellence in Service Development:***

- Contribute to continuous improvement activities at the Home
- Prompt, effective resolution and recurrence prevention strategies for Continuous Improvement Reports and incident/accident reports related to clinical care.
- Ensures the following minimum standards are met in relation to the care program:
  - Standards and Guidelines for Residential Aged Care Services; and Occupational Health and Safety legislation.
- Facilitates the implementation of care policies and procedures, which includes the education of home personnel.
- Consistently following these policies and procedures.
- Reports to the Home Manager any incident of significance that impacts or compromises resident care.
- Reports to the Staff meetings and Quality Forum at least monthly on the progress of care, including the results of data analysis and contemporary practice.
- Reporting of incidents under the compulsory reporting legislation as per Japara policy and procedure.

***Wise Stewardship***

- Provides components of orientation and induction for home care personnel.
- Provides ongoing training of nursing and care staff as required and requested

***WH&S Responsibilities***

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

Key Relationships	
Internal:	<ul style="list-style-type: none"> <li>• Home Manager</li> <li>• Registered Nurses</li> <li>• Endorsed Enrolled Nurses</li> <li>• Care Staff</li> <li>• Quality Manager</li> <li>• ACFI Team</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Friends and families of residents</li> <li>• Allied Health Professionals</li> <li>• Medical Practitioners</li> <li>• Pharmacist</li> </ul>
Position Impact	
Direct Reports:	
Budget:	<a href="#">Click here to enter text.</a>
Selection Criteria	
<ul style="list-style-type: none"> <li>• Ability to meet and perform to the inherent requirements of the role</li> <li>• Current National Police Check with no disclosable outcomes</li> <li>• Annual Flu Vaccination</li> <li>• COVID-19 Vaccination</li> <li>• Registrations / certifications as required for the role AHPRA</li> <li>• Ability to build rapport and maintain solid working relationships with identified key relationships</li> <li>• Ability to use initiative as well as work as an effective team member</li> <li>• An effective listener with the ability to communicate at all levels both orally and in writing with excellent presentation skills</li> <li>• Clear thinker with lateral problem solving skills and an ability to convert complex ideas into simple, understandable and workable actions to ensure positive outcomes</li> <li>• Able to multitask, prioritise, delegate and manage the delegation process to ensure appropriate quality outcomes within expected or non-negotiable timeframes</li> <li>• Project coordination skills and experience in successfully implementing projects</li> <li>• Sound computer literacy skills and operational knowledge of a computerised systems</li> <li>• Current National Police Check with no disclosable outcomes</li> <li>• Annual Flu Vaccination</li> <li>• COVID-19 Vaccination</li> <li>• Current Australian Driver's licence</li> <li>• Registrations / certifications as required for the role</li> </ul>	
Approvals	
Job Holder's signature:	Date:
Manager's signature:	Date: