

Relieving Registered Nurse

Award/Agreement	Resthaven Incorporated – Nursing Employees – ANF (Aged Care) Enterprise Agreement
Responsible to	Manager Residential Services
Summary of role	<p>In accordance with the vision, mission and values of Resthaven, the Relieving Registered Nurse is responsible for providing a quality nursing service that meets the needs of residents.</p> <p>The Relieving Registered Nurse is responsible for being the site Senior First Aid Officer and Chief Fire Warden when designated by the Manager Residential Services.</p>
Reporting lines	<p>The Relieving Registered Nurse is an integral member of a multi-disciplinary health team which is the responsibility of the Manager Residential Care Services.</p> <p>Relieving Registered Nurses are responsible to the Care Coordinator who has supervisory responsibility for this position. Duties may also be allocated to the Relieving Registered Nurse by the Clinical Nurse.</p> <p>The Relieving Registered Nurse is responsible for providing leadership and first line supervision to Enrolled Nurses and Personal Care Assistants including the allocation of duties.</p> <p>As the Relieving Registered Nurse, you will be required to work between all Residential sites, as required.</p>

Key Responsibilities and Duties

- Work Collaboratively with the Care Coordinator and Clinical Nurse to provide quality nursing services to residents in accordance with Resthaven policies and procedures, ANMC Standards, ANMC Code of Ethics and Professional Conduct and common law affecting nursing practice
- Provide direct resident care and nursing services congruent with recognised nursing practice and procedure by:
 - carrying out a comprehensive and accurate nursing assessment of individuals and groups
 - formulating a plan of care with the primary aim of providing optimal quality of life for the individual and/or group
 - coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards
 - Undertaking treatment and procedures including but not limited to medication management, wound management, nutrition and hydration management and pressure area care as required.
 - Engaging with health providers to arrange specialist referrals and follow up and arranging appointments.
 - Assistance with engaging specialised therapy services including speech therapist, dietician, occupational therapy, and physiotherapist.
 - Monitoring and assistance with behaviour management, continence management, pain management
 - Assessing residents clinical care needs including collecting of clinical data such as vital signs and weight

Key Responsibilities and Duties (continued)

- Assessment, investigation and monitoring of incident reports and required follow up actions
- liaising with other members of the health team, to identify resident care needs, plan interventions and review outcomes of care
- maintaining accurate and legally appropriate documentation of nursing services

- Accept accountability and responsibility of nursing services provided by:
 - practicing within own abilities and qualifications
 - complying with policies and procedures
 - ensuring the consistent application of Resthaven's policy framework by self and others
 - maintaining contemporary professional knowledge and skills in clinical competency through participation in self development activities/programs

- In collaboration with the Manager Residential Care Services and the Care Coordinator, effectively manage staff and volunteers involved in services that support resident daily living requirements by:
 - being a positive role model to Enrolled Nurses and Personal Care Assistants
 - providing direction and supervision to staff and volunteers
 - assisting with the orientation of new staff and facilitating their ongoing acquisition of knowledge
 - assisting staff to identify individual learning needs and facilitating opportunities for staff development
 - providing training and development opportunities for staff to improve job skills and effectiveness
 - supervising work experience students on placement at the facility
 - inducting Agency staff, as required

- Provide support and assistance to maintain high standard services for residents by:
 - active involvement in the identification and implementation of continuous improvement initiatives
 - reviewing and assessing current methodologies, identifying and implementing strategies for Better Practice service provision
 - actively participating in and contributing to organisational meetings/consultations

- Ensure professional and articulate communication by:
 - positively interacting with staff and volunteers, members of the health team, residents and their representatives
 - ensuring that the management team is suitably informed of any relevant issues
 - ensuring that the Manager Residential Care Services is informed of any resident incidents including advice of reportable incidents and assaults within designated timeframes

Key Responsibilities and Duties (continued)

- If performing the role of Infection Prevention and Control (IPC) Lead for the residential site:
 - Complete and maintain currency with all IPC Lead training requirements demonstrating successful completion of recognised education and/or training.
 - Assist with providing IPC advice and guidance to the staff in relation to prevention of infection including the management of infectious outbreaks consistent with Resthaven's Prevention and Control of Infection policy, procedures and outbreak plans.
 - Assist with training and compliance of staff with safe and effective donning and doffing of personal protective equipment (PPE) and infection prevention and control practices as required to support day to day operations of the site.
 - Contribute to the infection prevention and control program by participating in process auditing, practice reviews and development of training programs where required.
- In the absence of the Manager, Care Coordinator and Clinical Nurse be responsible for continuing service provision at the facility and respond to any emergencies
- Assist with staff awareness and adherence with any new infection prevention and control procedure or outbreak management plan updates / revision / or newly identified risk.

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Manager Residential Services, commensurate with classification and training

ESSENTIAL CRITERIA

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
- An understanding of the ageing process
- A comprehensive clinical knowledge, particularly to age related health issues
- Understanding of and commitment to continuous quality improvements
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to prioritise and manage workloads according to residents needs
- Ability to work as a member of a multi-disciplinary team
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Demonstrated commitment to maintaining confidentiality
- Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Demonstrated leadership skills
- Demonstrated analytical and conceptual skills
- Demonstrated use of initiative
- Demonstrated ability to seek out and effectively utilise new knowledge as it relates to nursing practices
- Commitment to ongoing professional development
- Adaptability and commitment to change management
- Ability to act as site Senior First Aid Officer and Chief Fire Warden
- Basic computer skills

If performing role of IPC Lead:

- Completion or enrolment in (with planned completion) of a recognised Infection and Prevention course as is required by the Aged Care Quality and Safety Commission / Australian Government Department of Health / South Australian Department of Health

DESIRABLE CRITERIA

- Relevant post graduate qualification
- Experience in the nursing care and services provided to older people
- Understanding of government aged care funding arrangements
- Basic Life Support accreditation

Acknowledged _____ Date _____
Executive Manager Residential Services

Acknowledged _____ Date _____
Employee