

Employee Position Description – Registered Nurse

Key Position Information		
Job Title Registered Nurse	Position Reports To Facility Manager	
Division Operations: Residential Aged Care	Location Hannah & Daryl Cohen Family Building	
Incumbent	Job Description <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	Date Updated 07/12/2021

Primary Purpose of Job

To work in conjunction with the Clinical Care Coordinator to ensure the provision of skilled, individualised nursing and personal care services. A Registered Nurse is required to provide and coordinate residential care, supervise staff, allocate and delegate duties, and coordinates the delivery of resident’s care according to contemporary practice and documented policies, procedures and standards to ensure best practice resident care, resident wellbeing, and respect for resident rights.

Key Result Area (KRA)	Key Accountabilities and Responsibilities <i>Accountable = “The buck stops here” Responsible = “The doer”</i>
Jewish Care Values	<ul style="list-style-type: none"> Acts consistently in accordance with Jewish Care values, challenge practices inconsistent with these values and uses values as a basis for managing relationships and decision making.
Nursing Care	<ul style="list-style-type: none"> Ensure high standards of care in accordance with Jewish Care policy and procedures, as well as accreditation standards. Ensure all duties are carried out in accordance with established policies and assist in the maintenance of a high standard of care. Assist residents with the functions of daily living in accordance with individual needs for nourishment, personal hygiene, comfort, stimulation, rest and exercise, emotional comfort and support, and safe mobility and transfers. Ensure that consultation takes place with every resident on a shift-by-shift basis. Contribute to admission and assessment requirements. Contribute to care planning with residents and families to identify care needs. Use and regularly evaluate care plans to meet changing needs of residents. Respond to altered health status in residents by informing manager, families, and doctors as appropriate. Maintain comfortable, clean and safe environment for residents. Observe and follow infection control program. In accordance with standards, policies and procedures, administer medication to residents and assume responsibility for correct ordering, storage and documentation procedures in relation to medications. Maintain a high standard of documentation, in accordance with Jewish Care documentation requirements, which accurately reflects care delivery and needs, ensures validity for funding purposes, and accurately reflects resident health. Work as the member of a team and assist in the observation, planning, implementation and evaluation of resident care. Show initiative and take a leadership role in providing resident care. Be familiar with any changes in resident care procedures, to taken an active role in nursing care planning and review. Assist the resident to adapt to their new environment. Uphold resident’s right to dignity, privacy and confidentiality. Recognise resident emergency situations, seeking the necessary assistance and

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	<ul style="list-style-type: none"> commencing appropriate care. • Have an understanding and contribute to accreditation standards and the Aged Care Funding Instrument (ACFI). • Work closely with Lifestyle staff for resident participation in activities. • Participate in meetings. • Seek guidance in matters of resident’s care the Clinical Care Coordinator or Facility Manager as required. • Recognise and understand the cultural, spiritual and emotional needs of residents and their families. • Respect the Jewish religious practices and beliefs of the residents and their families. • Establish and maintain professional communication with residents, families and the community. • Establish and maintain effective relationships with residents, families and colleagues. • Attend meetings as required. • Other duties as requested by the Clinical Care Coordinator or Facility Manager.
Staff Management	<ul style="list-style-type: none"> • Ensure responsible staff supervision to meet care requirements, including management of staff absenteeism. • Participate in the performance management of staff, as required. • Work as a member of the nursing team and assist in the assessment, planning, implementation and evaluation of nursing care. • Provides effective leadership to Enrolled Nurses and Personal Care Assistants to ensure optimal delivery of resident care and compliance with standards, policies and procedures. • Ensures effective and timely communication with the Clinical Care Coordinator regarding progress of the team during each shift and issues that have arisen. • Undertake performance appraisals of Enrolled Nurses and Personal Care Assistants in accordance with to organisational policy, as requested. • Provide effective education to Personal Care Assistants and Enrolled Nurses on best practice aged care.
Professional Development	<ul style="list-style-type: none"> • Take responsibility for self-development by actively gaining knowledge relevant to contemporary research and practice. • Review of current literature, attending study days, and membership of professional organisations.
Incident & Hazard Management	<ul style="list-style-type: none"> • Maintain current knowledge and ability to coordinate emergency situations. • Report any incidences, faulty equipment, environment hazards, etc. to Facility Manager and complete required documentation.
Policy, compliance & ethical standards	<ul style="list-style-type: none"> • Contribution to the implementation and monitoring of internal policies, guidelines, procedures and processes which provide an effective, consistent and timely delivery of care services to JCV. • Assist in monitoring and ensuring organisational legislative compliance in relation to workplace practices. • Lead by example in the development of efficient, effective and responsible resident-focussed care functions.
Your Say	<ul style="list-style-type: none"> • To actively participate in Jewish Care’s internal process for the provision of feedback via completing Your Say forms for compliments, complaints, incidents, hazards, and other; and to actively encourage external stakeholders to participate and complete their feedback.

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Key Performance Indicators

- Reports any issues of concern to the Clinical Care Coordinator or in their absence, the Facility Manager.
- Evidence that residents nursing procedures have been attended as required by the resident’s condition.
- Evidence that residents health issues have been treated in a timely and efficient manner. All health issues followed up immediately and all care documented.
- Evidence in resident’s records of accurate nursing assessment and care planning that reflect contemporary nursing practice. Resident’s records clearly show exceptions to care plans and evaluation of care plans in partnership with residents or their representatives.
- Customer feedback mechanisms which demonstrate informed residents and staff with high levels of satisfaction of service provided.
- Attaining and exceeding compliance with accreditation outcomes particularly in relation to health and personal care and resident lifestyle.
- Optimum resident care in accordance with duties lists and resident’s care plans.
- Professional conduct.
- Time management.
- Customer service.
- Compliance with accreditation standards and all relevant legislation.
- Work towards annual training objectives following appraisal to ensure skills and knowledge to fulfil role
- Development of effective relationships with key stakeholders.
- Compliance with Jewish Care values, policies and procedures.

Corporate Accountabilities and Responsibilities

Team Member	<ul style="list-style-type: none"> • Perform work safely and complete tasks on time, on budget, and in accordance with expectations • Concentrate and collaborate • Question, debate review with leader and peers • Initiate performance reviews with manager • Develop career goals and initiate career conversations with next up manager
OH&S	<ul style="list-style-type: none"> • Be pro-active in caring for the health and safety of all people within our work environment • Ensure all appropriate actions are taken to implement JCV OH&S policies, procedures, training, and legislative requirements • Demonstrate initiative in implementing actions that facilitate the continuous improvement of OH&S within JCV

Key Relationships

Internal	<ul style="list-style-type: none"> • Facility Manager • Clinical Care Coordinator • Enrolled Nurses • All Jewish Care Victoria staff • Contractors
External	<ul style="list-style-type: none"> • Jewish Care clients, residents and their families • Allied health services

Values

Commitment to Jewish Care values and philosophy, and capacity to engage with the broader community in demonstrating these values:

Respect	Through client services and program excellence, we treat everyone with consideration and decency and will always act for the good of society.
Community	Working together to strengthen our community, to build and support the capacity and resilience of individuals and families.
Inclusion	We embrace diversity and work together for a just and equitable society.

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Social Responsibility	Behaving ethically with sensitivity and acting in the best interests of all.
Role Required Capabilities	
Skills (the technical skills to do the job at a high level of accomplishment)	Essential: <ul style="list-style-type: none"> • Good customer service skills • Demonstrated ability to provide contemporary aged care • Demonstrated leadership qualities • Demonstrated initiative and self-motivation • Ability and skills to guide staff and support the families of our residents • Excellent communication, problem solving, interpersonal and team membership skills • Computer literacy Desirable: <ul style="list-style-type: none"> • Proven proficiency in the use and application of computer programs including LeeCare, RiskMan, and Microsoft Outlook
Knowledge & Qualifications (the specific qualifications required and knowledge fields are ideally required of the incumbent)	Essential: <ul style="list-style-type: none"> • Qualification of Registered Nurse • Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) • Strong working knowledge of legislation and policies relevant to aged care and the workplace. Desirable: <ul style="list-style-type: none"> • Sound knowledge of ACFI and Aged Care Accreditation Standards
Experience (the scope of work experiences the incumbent ideally should have gained - including environment, timeframe and context)	Desirable: <ul style="list-style-type: none"> • Experience working in an aged care environment

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<p>Wisdom (the sensitive tasks that require good judgement)</p>	<ul style="list-style-type: none"> • Demonstrate an understanding of culturally diverse environments • Sound understanding of the diversity of issues experienced by older people and people with a disability, including the special needs relevant to older people in the Jewish Community • Adaptability and flexibility – especially given the journey of significant change that is ahead of us • Gets involved – shows interest and support for organisational initiatives – rolls up sleeves if a crisis looms • Willingness to have and express an opinion – thinks and acts positively – offers solutions that lead to improvements – generates ideas – is passionate • Cooperation when working with others – shares credit with the team – values people on the team – actively listens • Keeps up to date (technology, trends) and is aware of the operating environment drivers – understands what is happening in the world and how that may be affecting the organisation • Is responsible for own growth – takes the initiative – takes the opportunity to be exposed to new people and ideas – reads widely – seeks feedback – takes on challenges that will spur growth • Has an impact – is reliable – sees things through – takes the initiative to start something - does what others won't do • Is impeccable in presentation - flawless in language and dress - is truthful and honest – takes pride in self and work
<p>Valuing (the type of work someone undertaking this role would need to value)</p>	<ul style="list-style-type: none"> • All Jewish Care employees will incorporate the Active Service (ASM) model approach of care to all clients/residents to continually encourage them to be more independent at home, in residential care and in the community, enhancing their quality of life • Demonstrates and upholds the Jewish Care Values, Vision and Mission at all times • Understanding of (or willingness to learn) the specific requirements of the needs of a Jewish Not-for-Profit organisation
<p>Pre-Requisites</p>	<ul style="list-style-type: none"> • Australian Police Check • International Police Check where relevant • Working with Children Check if required • Commitment to providing professional and safe services to all residents and clients, including children and young people • Commitment to creating an environment that ensures our clients are safe and free of abuse, neglect, violence and preventable injury • Unrestricted right to work in Australia (Visa evidence required)

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Employee Acknowledgement

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

**A signed copy of the position description must be returned to:
People & Culture at 619 St Kilda Road, Melbourne VIC 3004 or HR@jewishcare.org.au**



Jewish Care proudly celebrates and warmly welcomes the rich diversity of our community and strives to be inclusive for all, including the LGBTI+ community.



Jewish Care acknowledges Aboriginal and Torres Strait Islanders as the Traditional Custodians of the land on which we live and work. Our services and supports are provided on the lands of the Wurundjeri and Boonwurrung people, and we deeply respect and honour their ongoing cultural and spiritual connection to land, waters.



Jewish Care is an accredited Safeguarding Children organisation. The welfare and safety of all children and young people is a priority.