

Position Description

POSITION DETAILS	
POSITION TITLE	Registered Nurse (Grade 5)
FUNCTIONAL UNIT	Residential Services
NOMINATED SUPERVISOR	Residential Services Manager
RELEVANT EBA / AWARD	Catholic Homes (Victoria) – Residential Services Enterprise Agreement 2013 - 2017
CLASSIFICATION LEVEL	Registered Nurse Grade 5
DATE OF REVIEW	January 2016

VILLA MARIA CATHOLIC HOMES

Villa Maria Catholic Homes is a leading not-for-profit organisation providing quality holistic services and life enhancing opportunities for older people, children and adults with a disability, their families and carers.

Formed through the merger of Villa Maria and Catholic Homes in 2015, the organisation is one of Victoria's largest not-for-profit providers of disability, education, accommodation and senior services supporting 6,500 people across the state and southern New South Wales.

An agency of the Catholic Archdiocese of Melbourne, every day of the year about 2,000 staff and 500-plus volunteers respond to the unique needs of people and families we support with openness, innovation, creativity and flexibility.

OUR VALUES

- **Respect:** We recognise and respect the dignity and uniqueness of each person.
- **Compassion:** We truly care and are always open to the needs of others.
- **Integrity:** We are honest and transparent in all our dealings and accountable for all our actions.
- **Collaboration and partnerships:** We empower people, realise potential and maximise the outcomes from our work.
- **Inclusion:** We are welcoming, inclusive and responsive in our hospitality and services.
- **Stewardship:** We value the resources for which we are responsible, and commit to their effective and efficient use, to achieve our Mission.

POSITION PURPOSE

- The Registered Nurse Grade 5 is responsible for the coordination and provision of high standards of care to residents and their families while promoting a person centred approach to care.

POSITION RESPONSIBILITIES

Provision and co-ordination of care

- Demonstrate and apply up-to-date knowledge of the ageing process and relevant diseases. This includes demonstrating an interest in maintaining this knowledge e.g. through active involvement in aged care special interest groups;
- Conduct comprehensive and systematic nursing assessments for all residents to collect data about the physical, socio-cultural and mental health of the resident;
- Determine health needs, identify health outcomes and document care plans for residents in consultation with residents, family members and health care teams;

Position Description

- Provide comprehensive, safe and effective nursing care in accordance with documented care plans, to achieve identified health outcomes for residents;
- Respond effectively to unexpected or rapidly changing situations;
- Delegate aspects of care to others according to their competence and scope of practice;
- Evaluate progress towards expected health outcomes in consultation with residents, their families and health care teams;
- Ensure that assessment, planning, implementation and evaluation of individual care maximises choice and quality of life for each resident;
- Liaise with residents' family members and collect information on issues which impact the resident's emotional or physical health;
- Demonstrate awareness and commitment to the holistic needs of residents;

Leadership

- Orientate and support new nursing and care staff to their role, the physical environment and equipment, including occupational health and safety requirements;
- Lead and manage teams by identifying clear team goals and providing clear direction to enhance staff's understanding of their duties and responsibilities;
- Provide effective and timely direction and supervision to ensure that delegated care is provided safely and accurately;
- Oversee the staff management processes, including performance management and ongoing feedback (in conjunction with the Residential Services Manager);
- Work as part of a team to ensure achievement of team goals and the efficient delivery of lifestyle services;
- Develop and facilitate effective teams through leadership, role-modelling, meeting structures and clear participative communication processes;
- Undertake role of Registered Nurse in-charge on a PM, night, weekend or public holiday shift, in the absence of the Care Manager or Residential Services Manager;

Quality, Continuous Improvement and Risk

- Actively participate in the operation of the organisation's quality system particularly in relation to the implementation of Aged Care Accreditation Standards to enhance resident choice and quality of living; occupational health and safety and compliance matters as they relate to all residential services;
- Actively support and promote a culture of continuous improvement. Facilitate an environment where staff can be innovative by identifying and implementing innovative and creative practises;
- Ensure that all documentation is updated and completed to meet legal requirements (including clinical, incident, hazard reporting);
- Demonstrate awareness of risks associated with providing care in aged care and ability to implement documented requirements and preferences of residents;
- Actively manage compliance by all staff with Villa Maria Catholic Homes' policies, procedures and documentation requirements;
- Manage complaints in accordance with Villa Maria Catholic Homes' policies and procedures to achieve resolution;
- Monitor workplace injuries and claims management including the establishment, implementation and evaluation of return to work programs in consultation with the Return to Work Coordinator;

Professional Practice

- Comply with statutory regulations, relevant legislative requirements and common law in relation to nursing in aged care including, but not limited to, Occupational Health and Safety (i.e. infection and safety standards), Aged Care Act, resident classification and funding tools, Charter of Residents' Rights and Responsibilities, Equal Opportunity Act, Privacy Act;
- Fulfil duty of care in accordance with recognised standards of practice;
- Recognise and respond appropriately to unsafe or unprofessional practice;
- Practice in accordance with VMCH and nursing professions' code of ethics and conduct;
- Demonstrate compliance to all organisational and professional practice policies and procedures, mandatory training, auditing and competency assessment programs;
- Practise in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups;
- Advocates for individuals/groups and their rights within organisational and management structures;
- Understand and perform within own scope of practice and as required by the Residential Services Manager consistent with the broad emphasis of the position;
- Demonstrate knowledge, skills and attitudes to provide safe and effective nursing care;

- Recognise differences in accountability and responsibility between registered nurses, enrolled nurses and care workers;
- Develop effective relationships with the local community, health professionals, residents and their representatives;
- Promote and develop effective communication skills with management through attending relevant site and organisational meetings;
- Be responsive, prompt and courteous when interacting with residents, families and colleagues and responding to the needs of residents and their families;
- Actively work to promote the organisation and colleagues in a positive manner at all times, both internally and externally;
- Maintain knowledge and skills relevant to the position through participation in staff development programs. This includes attending mandatory training (i.e. Organisational Orientation, Food Safety and OH&S);

KEY SELECTION CRITERIA

Essential

1. Registered Nurse and current registration with the Australian Health Practitioner Registration Agency (AHPRA).
2. An understanding and ability to ensure compliance with residential Aged Care Standards, ACFI requirements, Occupational Health and Safety, food safety and other professional legislative requirements which affect the provision of care and services to residents;
3. Demonstrated awareness of the organisation's vision, mission and values;
4. Demonstrated ability to form appropriate supportive relationships with residents, representatives and the wider community, promote harmonious relationships between all stakeholders, and to provide appropriate feedback and direction as required;
5. Demonstrated commitment to cultural diversity, equal employment opportunity and workplace health and safety appropriate to the level of the appointment;
6. Demonstrated ability to lead, support and supervise staff and to promote a team approach in the workplace;
7. Demonstrated ability to be self-motivated and to promote a positive work environment;
8. Demonstrated capacity to role model VMCH values;
9. Well-developed prioritisation and organisational skills with the ability to meet deadlines;
10. Demonstrated pro-active approach and the ability to work without supervision as well as the ability to work as part of a team;
11. Demonstrated ability to operate with discretion and to maintain complete confidentiality;
12. Excellent verbal and written communication and interpersonal skills, patience, common sense and a strong ethos of client service;
13. Demonstrated experience in the efficient management of resources and complex projects, including the ability to meet timelines;
14. Satisfactory completion of a National Police Records Check.

Desirable

1. A current Victorian driver's licence;
2. Working knowledge of Health Care/Aged Care information management systems, Microsoft Office applications, email and the internet;
3. Further education relevant to residential aged care.