

Position Description **Form no: 5.0.4**

POSITION	REGISTERED NURSE DIVISION 1	PD No: RAC 2.2
PURPOSE	The Registered Nurse is responsible for the overall standards and provision of nursing care/care and service provided to residents each shift	
KEY SELECTION CRITERIA	<p>Mandatory Qualifications:</p> <ol style="list-style-type: none"> 1. RN Division 1 with current registration with the Australian Health Practitioner Regulation Authority <p>Essential:</p> <ol style="list-style-type: none"> 1. Annual CPR competency <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in a supervisory role 2. Experience in aged care 3. Knowledge of the Aged Care Funding Instrument and Accreditation Standards for Aged Care 4. Further education in aged care 	
COMPETENCIES	Refer to the Position Description expected Knowledge and Skills Competencies	
CONDITIONS OF EMPLOYMENT	According to the Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2012 – 2016 and Contract of Employment	
PHYSICAL STANDARDS (approximate)	<ul style="list-style-type: none"> • Walk / Stand 40% of the time. • Push trolleys including a medication trolley up to 30% of the time. • Sit for documentation up to 30 - 40% • Bend, squat up to 10% of the time. • Lift and move residents using mechanical devices and chairs with wheels 5 - 10% of the time 	
RESPONSIBLE TO	Nurse Unit Manager	
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinates professional care practice including; assessment, care planning, the delivery of resident care according to individual care plans and documented policies and procedures, and the review/evaluation of the effectiveness of interventions, in partnership with residents/representatives • Safe administration of medication, including the appropriate delegation to and supervision of nurses and PCAs administering medication • Plan, allocate and delegate duties to staff according to their experience, competence and scope of practice • Assists with staff performance management • Contributes to the efficient and effective management of human, material and fiscal resources according to the budget 	
REPORTING REQUIREMENTS	Reports any issues of concern to the Nurse Unit Manager / Supervisor	
PERFORMANCE APPRAISAL	6 monthly, then annually by Nurse Unit Manager / Supervisor or, as requested by employer or employee.	

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Key Result Area (KRA)	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	<ul style="list-style-type: none"> • Demonstrates a high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual, and respectful language and manner toward customers, visitors and to each other. • Information related to a resident or staff member is at NO TIME discussed with anyone other than the relevant staff member providing service. • Demonstrates a flexible, and enthusiastic attitude toward undertaking a variety of tasks with a team approach. 	<ul style="list-style-type: none"> • Incident Reporting System • Management Meetings
QUALITY & RISK MANAGEMENT VHIMS	<ul style="list-style-type: none"> • Provides competent service in accordance with the organisation’s documented policies and procedures and legislative requirements relevant to role. • Participates in the risk management program and contributes to a clean, safe work environment to ensure health and safety of clients/residents/visitors, other staff/volunteers and self. • Actively utilises the VHIMS Victorian Hospitals Incident Management System in place at Indigo North Health Inc. • Reports immediately any equipment or situation which has the potential to be a health and safety issue. • Participates in problem solving processes to resolve health and safety issues. • Actively participates and contributes to Quality Activities which promote quality improvement to service provided, such as meetings, working parties, ongoing education, review of procedures, evaluation of new products and equipment. 	<ul style="list-style-type: none"> • Incident Reporting Process • Internal Assessment System • Coaching by Manager • Performance Review • Organisational Quality and Risk Management Plan • Meeting Minutes
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Maintains own knowledge and skills through completing related skills and knowledge competency assessments, participation in in-service, and continuing education, including; emergency procedures training, reading notice boards regularly, newsletters and memos as distributed. • Membership of relevant professional group/s, association/s and or network group (recommendation only). • Annual training objectives completed following appraisal to ensure skills and knowledge development to fulfil role. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Attendance Records • Coaching by Manager

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Key Result Area (KRA)	Performance Criteria	Monitoring Process/es
PROFESSIONAL CARE PRACTICE	<ul style="list-style-type: none"> • Coordinates professional care practice of assessment and care plan implementation on a shift by shift basis. • Documents individual care plans based on assessment information and conducts monthly evaluation of care plans in partnership with residents/representatives and other relevant health care team members. • Appropriate and timely follow up of exceptions to residents' care plans. • Safe administration of medication according to documented policies and procedures and legislative requirements. • Appropriate delegation and supervision of nurses and PCAs administering medication according to documented policy and procedure and legislative requirements. 	<ul style="list-style-type: none"> • Internal Assessment System • Coaching by manager • ACFI Validation Visits • Incident Reporting System
RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Assists to maintain staffing levels according to the staffing requirements on a shift by shift basis. • Assists with or completes the ordering of supplies for resident care according to resident needs, procedures and the budget. • Assists with staff performance management including, coaching and 3 month and annual staff appraisals. • Coaches and supports staff to complete allocated and delegated tasks on a shift by shift basis. 	<ul style="list-style-type: none"> • Coaching by Manager • Staff Satisfaction Survey • Incident Reporting System
COMPLEX NURSING	<ul style="list-style-type: none"> • Provides complex nursing procedures according to contemporary practice and policies and procedures such as: complex care planning, complex pain management, complex wound management, insertion of tubes, dialysis. 	<ul style="list-style-type: none"> • Coaching by NUM • Internal Assessment System

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SKILLS AND TRAINING ANALYSIS	Name:				
SKILL	Date:	Date:	Date:	Date:	Date:
1. Provides customer focussed care/service to residents and their family by being courteous, honest, fair, respectful, understanding and promoting independence					
2. Provides leadership to nursing/care staff to achieve goals related to resident care					
3. Assists staff performance management: appraisal, delegation, coaching					
4. Rosters to meet work load requirements and industrial obligations					
5. Manages conflict and discipline according to procedures					
6. Utilises data analysis techniques to inform decisions					
7. Facilitates problem solving activities relevant to role					
8. Communicates with peers, residents and others					
9. Customer complaints management					
10. Able to use the telephone for incoming, transfer and outgoing calls					
11. Facilitate team work					
12. Conducts effective meetings					
13. Participates in continuous improvement activities related to resident care					
14. Able to complete tasks within acceptable time frames					
15. Works in a safe manner according to OH&S policy and procedure					
16. Performs manual handling according to documented procedures / guidelines					
17. Practices standard precautions					
18. Safe chemical handling					
19. Meets legal documentation requirements					
20. Record management related to residents notes					
21. Effective stock control according to procedures and budget					
22. Computer literacy using Microsoft word and excel					
23. Conducts resident assessment, care planning, implementation and evaluation of residents' care plans to meet individual and ACFI requirements					
24. Accurately records and follows up exceptions to the care plan					
25. Demonstrates safe medication administration					
26. Appropriately delegates and supervises medication to endorsed EN/PCA					
27. Implements contemporary health and lifestyle practices as required by the accreditation standards and ACFI requirements					
Manager initial					
Staff Member initial					

Key: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others