

**Position Description** **Form no: 5.0.4**

<b>POSITION</b>	<b>REGISTERED NURSE</b>	<b>PD No: RAC 2.2</b>
<b>ORGANISATIONAL CONTEXT</b>	<p>Indigo North Health Inc is situated in the northern catchment of Indigo Shire with offices in Rutherglen and Chiltern. Indigo North Health Inc is a public not-for-profit health service.</p> <p>We provide services in:</p> <ul style="list-style-type: none"> <li>• Residential Aged Care</li> <li>• Retirement Village Living</li> <li>• Community Health</li> <li>• Children’s Services</li> </ul> <p>We seek to promote the health and well-being of individuals and communities.</p> <p>We do this by:</p> <ul style="list-style-type: none"> <li>• We treat our clientele as we would like to be treated</li> <li>• We treat our colleagues as we would like to be treated</li> <li>• We provide the standard of service to the level that we would like to receive</li> </ul> <p>Indigo North Health Code/s of Conduct governs required behaviours and actions.</p>	
<b>VISION</b>	Indigo North Health will play a pivotal role in assisting communities and individuals to achieve the best possible health outcomes	
<b>MISSION</b>	Promote the health and well-being of communities and individuals	
<b>VALUES</b>	The health of individuals and the strength and vitality of their communities is fundamentally important to Indigo North Health. It forms the basis of our strategic direction and underpins our decision-making process	
<b>INH KEY STRATEGIC GOALS</b>	<ol style="list-style-type: none"> <li>1. Enhance the health of the community through the principles of equity, person-centred care and community engagement</li> <li>2. Strengthen external relationships in order to better respond to community need.</li> <li>3. Promote a culture of research and learning</li> <li>4. Conduct organisational business in accordance with relevant best practice principles</li> <li>5. Commit to child safety</li> </ol>	

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<b>POSITION TITLE</b>	Registered Nurse	
<b>PURPOSE</b>	The Registered Nurse is responsible for the overall standards and provision of nursing care/care and service provided to residents each shift	
<b>REPORTS TO</b>	Nurse Unit Manager	
<b>TEAM/WORK AREA</b>	Residential Aged Care	
<b>SUPERVISES AND SUPPORTS</b>	Nil	
<b>CONDITIONS OF EMPLOYMENT AND REMUNERATION</b>	According to the Nurses and Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2012 – 2016 and Contract of Employment	
<b>EFT</b>	As per Contract	
<b>EMPLOYMENT MODE</b>	Casual, Part Time, Full Time	
<b>PROBATION PERIOD</b>	6 months	
<b>LOCATION</b>	Rutherglen	
<b>DOCUMENT VERSION</b>	V 05	

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<b>KEY SELECTION CRITERIA</b>	<p><b>Mandatory Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. RN with current registration with the Australian Health Practitioner Regulation Authority.</li> <li>2. Influenza Immunisation annually ( Exemption will only be accepted with a letter from your General Practitioner).</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>3. Experience in a supervisory role</li> <li>4. Experience in aged care</li> <li>5. Knowledge of the Aged Care Funding Instrument and Accreditation Standards for Aged Care</li> <li>6. Further education in aged care</li> </ol>	
<b>PHYSICAL STANDARDS (approximate)</b>	<ul style="list-style-type: none"> <li>• Walk / Stand 60% of the time.</li> <li>• Push trolleys including a medication trolley up to 20% of the time.</li> <li>• Sit for documentation up to 10%</li> <li>• Bend, squat up to 5% of the time.</li> <li>• Lift and move residents using mechanical devices and chairs with wheels 5% of the time</li> </ul>	
<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Safe administration of medication, including the appropriate delegation to and supervision of Enrolled Nurses administering medication</li> <li>• Plan, allocate and delegate duties to staff according to their experience, competence and scope of practice</li> <li>• Assists with staff performance management in conjunction with the nurse unit manager</li> <li>• Contributes to the efficient and effective management of human, material and fiscal resources according to the budget</li> <li>• Liaise with relatives and/or representatives of residents</li> <li>• Undertakes assistant director of nursing role when required</li> <li>• Contributes to the care and wellbeing of residents in the context of a team environment</li> </ul>	
<b>REPORTING REQUIREMENTS</b>	Reports any issues of concern to the Nurse Unit Manager / Supervisor	
<b>PERFORMANCE APPRAISAL</b>	6 monthly, then annually by Nurse Unit Manager / Supervisor or, as requested by employer or employee.	

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<b>Key Result Area (KRA)</b>	<b>Performance Criteria</b>	<b>Monitoring Process/es</b>
<b>PROFESSIONAL CONDUCT</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Information related to a resident or staff member is at NO TIME discussed with anyone other than the relevant staff member providing service.</li> <li>• Demonstrates a flexible, and enthusiastic attitude toward undertaking a variety of tasks with a team approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Reporting System</li> <li>• Management Meetings</li> </ul>
<b>QUALITY &amp; RISK MANAGEMENT</b>  <b>VHIMS</b>	<ul style="list-style-type: none"> <li>• Provides competent service in accordance with the organisation’s documented policies and procedures and legislative requirements relevant to role.</li> <li>• 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.</li> <li>• Actively utilises the VHIMS Victorian Hospitals Incident Management System in place at Indigo North Health Inc.</li> <li>• Reports immediately any equipment or situation which has the potential to be a health and safety issue.</li> <li>• Participates in problem solving processes to resolve health and safety issues.</li> <li>• 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.</li> </ul> <p>Undertakes role of fire warden for residential aged care facility</p>	<ul style="list-style-type: none"> <li>• Incident Reporting Process</li> <li>• Internal Assessment System</li> <li>• Coaching by Manager</li> <li>• Performance Review</li> <li>• Organisational Quality and Risk Management Plan</li> <li>• Meeting Minutes</li> </ul>
<b>KNOWLEDGE &amp; SKILLS</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Completes 100% of all Mandatory Training on an Annual basis.</li> <li>• Membership of relevant professional group/s, association/s and or network group (recommendation only).</li> <li>• Annual training objectives completed following appraisal to ensure skills and knowledge development to fulfil role.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Performance Appraisal</li> <li>• Attendance Records</li> <li>• Coaching by Manager</li> </ul>

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<b>Key Result Area (KRA)</b>	<b>Performance Criteria</b>	<b>Monitoring Process/es</b>
<b>PROFESSIONAL CARE PRACTICE</b>	<ul style="list-style-type: none"> <li>Coordinates professional care practice of assessment and care plan implementation on a shift by shift basis.</li> <li>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.</li> <li>Appropriate and timely follow up of exceptions to residents' care plans.</li> <li>Safe administration of medication according to documented policies and procedures and legislative requirements.</li> <li>Appropriate delegation and supervision of Enrolled Nurses administering medication according to documented policy and procedure and legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Internal Assessment System</li> <li>Coaching by manager</li> <li>ACFI Validation Visits</li> <li>Incident Reporting System</li> </ul>
<b>RESOURCE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Assists to maintain staffing levels according to the staffing requirements on a shift by shift basis.</li> <li>Assists with or completes the ordering of supplies for resident care according to resident needs, procedures and the budget.</li> <li>Assists with staff performance management including, coaching and 3 month and annual staff appraisals.</li> <li>Coaches and supports staff to complete allocated and delegated tasks on a shift by shift basis.</li> </ul>	<ul style="list-style-type: none"> <li>Coaching by Manager</li> <li>Staff Satisfaction Survey</li> <li>Incident Reporting System</li> </ul>
<b>COMPLEX NURSING</b>	<ul style="list-style-type: none"> <li>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 catheters and other associated clinical procedures to level of established competency.</li> </ul>	<ul style="list-style-type: none"> <li>Coaching by NUM</li> <li>Internal Assessment System</li> </ul>