Position Description

Registered Nurse

Residential Aged Care

Agreement

Name and Signature - Manager	Signed Name and Signature – Employee
Date	Date

Registered Nurse
Residential Aged Care

1. Overview of Wesley Mission

Wesley Mission is a Christian organisation that has been caring for people for over 200 years, continuing the work of Jesus Christ in Word and deed. Our vision is to:

Our Vision

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can".

Our Mission

Continuing the work of Jesus Christ in Word and deed.

Our Values

Out of Christian love and compassion we are driven by:

- Christlike servanthood
- Unfailing integrity, and
- Courageous commitment.

The organisational plan is based on five key result areas, namely:

- Our clients
- Our people
- Our stakeholders
- Our systems
- Our financials

Our position descriptions and performance plans are aligned with these five key result areas.

2. Overview of team

The Wesley Mission Residential Aged Care aims to provide residents with a safe, welcoming community where their wellbeing is always the priority. We aim to enhance the physical, emotional, spiritual and social wellbeing of people and our facilities homes are designed around this.

3. Overview of role

The Registered Nurse is responsible for Planning, Preparing and Delivering and Evaluating care and services to meet the needs of all residents at the Centre under the supervision of the Centre Manager as well as providing leadership and supervision to care staff and volunteers.

4. Relationships

- Reports to Centre Manager
- Provide direct service to residents
- Working with other staff and teams within the Centre
- Working with internal and external stakeholders including Wesley Mission Volunteer department, residents families
- Participate in local networks/inter agencies as are relevant to the service

5. Major role responsibilities

5.1 Our clients

- Ensure that all residents clinical, psychological, spiritual, social and emotional care needs are identified, assessed, communicated and plans created to meet those needs
- Deliver direct care to residents with support of care staff and external stakeholders.
- Ensure consultation with residents, their families, Medical Practitioners, allied health and staff occurs when assessing and planning for care and evaluating the effectiveness of care given
- Coordinate resident admission and discharge with relevant stakeholders and that all documentation is completed as per Wesley Mission procedure.
- Establish processes to identify when resident care needs change and be able to respond accordingly including modifying care plans
- Managed resident incidents and near misses, including communication and escalation to all relevant persons as per Wesley Mission procedures and processes.
- Ensure that all relevant resident information is entered into MANAD, including progress notes, assessments, care plans, incidents and monitoring records
- Ensure that there is suitable equipment and other resources available to meet care needs

- Respond appropriately to clinical indicator monitoring results including the creation of action plans where required
- Organise and facilitate case conferences.
- Participate in Resident/Relative meetings.
- Ensure that the dignity of each resident is upheld

5.1.1 Performance Measures

- Outcomes set out in resident care plan
- Residents'/Family satisfaction feedback and reports
- Care plans up to date and reflective of residents care needs
- Appropriate and effective clinical care is provided to residents
- Display our values and practice honesty, respect, transparency, reliability, empathy, team work and reflective self-awareness in all aspect of their work
- Attendance at Case Conference

5.2 Our people (our team)

- Ensure that care staff understand and are compliant with systems and processes in place at the centre
- Support and monitor care staff to ensure that appropriate and effective care is provided to each resident
- Respond effectively to any concerns raised by residents and/or relatives
- Ensure that there is appropriate documentation of care given
- Ensure that there is opportunity for communication within the team both during a shift and at handover between shifts
- Participate in the orientation of all new care staff
- Participate in the performance reviews of care staff
- Ensure that care staff access education as required
- Ensure appropriate clinical delegation occurs in accordance with Wesley Missions policies and procedures
- Ensure that care staff are managed in line with Wesley Mission Human Resources procedures
- Ensure that adequate coverage of rosters is maintained and replacement of shifts occur under the direction of the Centre Manager
- Support, Coordinate and encourage the work of volunteers and students
- Complete Wesley Mission induction / orientation program and mandatory training as required
- Conduct hand over and relevant meetings
- Attend relevant staff meetings

- In consultation with the Quality and Training Coordinator, provide relevant information, instruction and training to care staff
- Participate in annual Employee Contribution & Development process (EC&D)
- Commit to a continuing process of personal self-development, training and skills acquisition
- Ensure all policies and procedures are understood and adhered to, and seek consultation with the Manager as required
- Be a part of creating a team culture of support and respect
- Maintain effective communication within the team
- Participate in the Centre's education programme including annual Fire Safety and Evacuation training
- Participate in ongoing training, staff satisfaction surveys and recognition activities as required

5.2.1 Performance Measures

- Care staff are compliant with Wesley Mission policy and procedures
- Handover and relevant meetings are conducted effectively and as per schedule
- Ongoing education and training provide to care staff
- Rosters are maintained as per procedure
- Agreed supervision, EC&D and other meeting schedules met
- Attendance at compulsory trainings
- Adherence to policies and procedures
- Display of behaviours in keeping with the role and the Code of Conduct
- Works collaboratively in the team

5.3 Our Operations (those we serve or work with outside the organisation)

- Participate in the coordination of volunteer and students under the guidance of the Centre Manager.
- Work cooperatively with local Area Health Services
- To ensure the reputation and integrity of Wesley Mission is maintained at all time
- Work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required.
- Attend significant social/ministry events, worship services and formal meetings within Wesley Mission as required.
- Participate in environmentally positive work practices
- To be an advocate of the Wesley Mission brand, ensuring brand compliance and use of correct templates
- Ensure that resident adverse events are managed as per procedure
- Attend staff meetings and read the minutes of all meetings
- Read all Centre communications within a timely manner

- Be appropriately responsible under the Work Health and Safety legislation for the health and safety of persons for yourself and whom you are responsible in compliance with all site procedures
- Adhere to policies and procedures addressing the requirements of Equal Employment Opportunity, Anti-Discrimination, Affirmative Action and Work Health and Safety
- Identify, report and control hazards in the workplace
- Select and use appropriate equipment - including manual handling equipment
- Apply infection control principles
- Demonstrates commitment to Continuous Quality Improvement and the Accreditation Process
- Participates in the collection of information and data for quality improvement activities as required
- Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements
- Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality

5.3.1 Performance Measures

- Regular reporting requirements are met
- Demonstrated collaborative practice that provides positive outcomes for families and communities
- Proactively support a positive service culture across all service areas and provide leadership that is supportive, non-judgemental and reflective of Wesley Mission's values
- Participate regularly in local network / interagency meetings as relevant to the service and role
- Feedback from stakeholders
- Participated and added value in system improvements and program delivery
- Thorough working knowledge of funding specifications, Wesley Mission Employee Handbook and centre procedures
- Complete audits as required

5.4 Our financials

- Identify potential ACFI changes
- Plan, implement and coordinate ACFI assessments and documentation under the direction of the Centre Manager
- Adhere to established financial policies and procedures relevant to Residential Aged Care
- Management of department budget

5.4.1 Performance Measures

- ACFI assessments re completed as per ACFI guidelines and ACFI targets are met
- Operate within departmental limits
- Work within department budget guidelines including petty cash

6 Professional responsibilities

- Keep appropriate records and case notes. Resident file records, data collection for data base and case work practice must be in accordance with Wesley Mission policy and procedures as directed by manager.
- As directed, other activities to support the delivery of the Wesley Residential Care Business Plan and Wesley Mission Strategic Plan, as requested by your supervisor or Executive Manager
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- To participate in the review and maintenance of industry specific standards and internal audit processes, as per Wesley Mission's standard policy and procedures
- In relation to Wesley Mission and the Uniting Church in Australia attend such functions, meetings, seminars, training courses as directed by your supervisor
- In relation to Wesley Mission attend worship services as encouraged by your supervisor
- Take responsibility for personal career development and training
- To participate in Wesley Mission's Orientation program, so as to gain an understanding of the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- Ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required
- Promote the understanding and application of Equal Employment Opportunity (EEO) and Affirmative Action
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Be aware of the need for privacy and confidentiality in all aspects of work and ensure that confidentiality is adhered to at all times with families and staff
- Other appropriate duties as determined by the Manager from time to time

7 Selection criteria

To be successful in this position, candidates must possess the following:

7.1 Knowledge

- Current registration as a Registered Nurse List A with APHRA.
- Solid working knowledge of Aged Care framework, including the Aged Care Act 1997, ACFI principles and Australian Aged Care Quality Agency frameworks
- Working knowledge of the Aged Care Accreditation Standards and process

7.2 Skills

- Demonstrated skills in staff mentoring and coaching
- Advanced assessment and care planning skills
- Strong interpersonal skills
- MS Office
- Advanced skills in the use of an electronic care management programme
- Highly developed communication skills and experience with electronic care management systems
- Organisational and time management skills

7.3 Experience

- Minimum 3 years working experience in an Aged Care environment in a similar role

7.4 Demonstrated behaviours

- Ability to engaged and build trusting relationships with elderly people and families
- Knowledge and experience of nursing care from a strengths based/evidence focussed perspective
- Ability to consult, liaise and maintain close work relationships within the team and also with other service providers
- High level of interpersonal and communication skills (verbally and in writing)
- Demonstrated ability to work unsupervised as well as in a team environment
- Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and Deed ministry.