



# Wenonah Lodge

# POSITION DESCRIPTION

## Registered Nurse

<b>Position title:</b>	Registered Nurse	<b>Employee name:</b>	
		<b>Date:</b>	
<b>Position reports to:</b>	Care Manager	<b>Positions reporting to this one:</b>	Enrolled Nurses PCA's
<b>Position Purpose:</b>	<p>Assessment, planning, implementation and evaluation of the clinical care provided to residents.            Supervision and direction EN's &amp; PCA's.            Consultation with allied health and medical personnel regarding the care needs of residents.            Provision of appropriate and timely documentation that meets regulatory requirements.            Participation in continuous quality improvement activities.            Performance of all activities in accordance with Wenonah Lodge's Vision, Mission and Values of Respect, Innovation, Compassion and Teamwork.            RN's retain responsibility for EEN's, EN's &amp; PCA's supervision whilst maintaining accountability for their actions</p>		
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Registered Nurse with the NSW Nurses and Midwives Board, or eligibility for same.</li> <li>Previous experience in aged care.</li> </ul>		

<b><i>Personal Competencies required</i></b>	<b><i>Job Competencies Required</i></b>
<ul style="list-style-type: none"> <li>• Effective written and verbal communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to assess, plan, implement, evaluate and document resident's clinical care requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated people management skills with the ability to liaise with colleagues, residents, families, and allied health personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to supervise and direct staff, deal sensitively with residents and families and communicate effectively with medical and allied health personnel.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrated time management and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise workload and complete work efficiently and effectively.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work as part of a team, as well as accept responsibility and work unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to delegate tasks, apply initiative and flexibility, and be accountable for actions.</li> </ul>
<ul style="list-style-type: none"> <li>• Understanding of the regulatory framework in which aged care operates.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of WH&amp;S responsibilities, including infection control and emergency procedures, as well as Aged Care Funding Instrument (ACFI) and Accreditation requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Appreciation of quality as it relates to aged care.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and participation in the continuous quality improvement process.</li> </ul>
<ul style="list-style-type: none"> <li>• Commitment to professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to share knowledge with colleagues</li> </ul>
<ul style="list-style-type: none"> <li>• Motivated and enthusiastic.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to employ a positive and innovative approach to work.</li> </ul>
<ul style="list-style-type: none"> <li>• Computer literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and competency in the use of a computer, particularly Microsoft Office applications</li> </ul>
<ul style="list-style-type: none"> <li>• Problem solving, solution based approach to care.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective decision making skills.</li> </ul>

<b>Key Result Areas</b>	<b>Key Activities</b>	<b>Standard Measures</b>
<b>Delivery and accountability of the best possible resident clinical care</b>	<ul style="list-style-type: none"> <li>• Accurate and comprehensive assessment, planning, implementation and evaluation of residents' clinical care requirements.</li> <li>• Liaison with GPs, allied health personnel and other medical professionals.</li> <li>• Consultation with personal care staff regarding resident's clinical care needs</li> </ul>	<ul style="list-style-type: none"> <li>• Development and implementation of holistic and individualised clinical care plans.</li> <li>• Timely reporting and management of risks and incidents</li> <li>• Performance against clinical KPIs</li> <li>• Maintenance or improvement of Aged Care Funding Instrument (ACFI) categories.</li> <li>• Resident and relative's satisfaction with the care and communication provided.</li> </ul>
<b>Regulatory Compliance</b>	<ul style="list-style-type: none"> <li>• Timely and appropriate completion of documentation that maximises Aged Care Funding Instrument (ACFI) funding.</li> <li>• Timely incident and hazard reporting.</li> <li>• Works within policy, procedures and accreditation standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to Aged Care Funding Instrument (ACFI) documentation requirements</li> <li>• Adherence to WH&amp;S responsibilities and requirements</li> <li>• Adherence to Wenonah Lodge policies and procedures</li> <li>• Adherence to Aged Care Quality Standards</li> </ul>
<b>Clinical Leadership &amp; Staff Supervision</b>	<p>Supervise support staff to ensure:</p> <ul style="list-style-type: none"> <li>• Clinical care is delivered appropriately</li> <li>• Documentation is completed in a timely fashion and to a satisfactory level</li> <li>• Duties are performed according to duty lists, taking into account the changing needs of residents.</li> <li>• Policies &amp; clinical guidelines support clinical care.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical care outcomes met.</li> <li>• Maintenance or improvement of Aged Care Funding Instrument (ACFI) categories.</li> <li>• Duties completed in a timely and satisfactory fashion.</li> <li>• Clinical guidelines are in accordance with best practice.</li> <li>• Policies are reviewed by RN's &amp; Care Manager within the review timeframe.</li> </ul>
<b>Team participation, education, and training</b>	<ul style="list-style-type: none"> <li>• Participation in relevant training programs and maintenance of professional affiliations.</li> <li>• Provision of education to personal care staff.</li> </ul>	<ul style="list-style-type: none"> <li>• All compulsory education is completed in a timely manner</li> <li>• Sharing of knowledge with colleagues to</li> </ul>

<b>Key Result Areas</b>	<b>Key Activities</b>	<b>Standard Measures</b>
	<ul style="list-style-type: none"> <li>• Active participation in team meetings.</li> </ul>	<p>optimise outcomes for staff and residents.</p>
<b>Continuous Quality Improvement</b>	<p>Manage the on-site auditing process to ensure:</p> <ul style="list-style-type: none"> <li>• Collection of clinical key performance indicators</li> <li>• Performance of audits according to an audit schedule and on an ad hoc basis.</li> <li>• Development of action plans in response to audit findings and areas of unsatisfactory performance.</li> <li>• Feedback is gathered from residents regarding their satisfaction with the care provided; and</li> <li>• Active participation in quality activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements demonstrated through monitoring activities.</li> <li>• Resident satisfaction with the care and services provided.</li> <li>• Contribution to the ongoing improvement</li> </ul>
<b>Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.</b>	<ul style="list-style-type: none"> <li>• Reports hazards, near misses and injuries immediately, and encourage staff to report in a timely manner.</li> <li>• Uses personal protective equipment and ensures staff comply with requirements</li> <li>• Comply with risk management policies and procedures and instruction</li> <li>• Undertakes initial investigation of incidents and instigates remedial action.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete incident reports</li> <li>• Contribute to risk assessments</li> <li>• Participate in training and meetings regarding safety</li> </ul>
Your work performance will be managed by you, with the Care Manager on a continual basis and you will be required to participate in at least one performance review each year for the first 3 years and then bi annually thereafter.	<ul style="list-style-type: none"> <li>• Reviews Performance Development plan (contained within Performance Appraisal tool) on an ongoing basis.</li> <li>• Recognises areas needing performance improvement.</li> <li>• Participates in competency assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Performance Appraisal is completed.</li> <li>• Learning objectives are identified and documented.</li> <li>• Competency is demonstrated.</li> </ul>

<i>Key Result Areas</i>	<i>Key Activities</i>	<i>Standard Measures</i>
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**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_