

## POSITION DESCRIPTION

### REGISTERED NURSE

Division:	Disability Services
Department:	Accommodation
Job Profile:	DSD Level 3-4
Award:	Modern Nursing Award
Classification or Salary Band:	Above Award – AO Registered Nurse years 1-8 thereafter
Reports To:	Practice Manager

## About Us

Ability Options is a not-for-profit organisation that is characterised by a strong Vision, continuous Mission, and universal Values. We keep the people we support at the centre of our hard work by providing Disability and Employment services across NSW. We offer vulnerable people high-quality services that foster their wellbeing and inclusion in the community. We pride ourselves on delivering a person-centred approach, highlighting people's right to both choice and self-determination. We have a passion to make an impact on people's lives. We champion all people to achieve their aspirations and goals, ensuring they are included in their chosen community and have access to a range of opportunities.

The Ability Options workplace is a safe and diverse environment that encourages strong leadership and innovation. People are our greatest asset, as our services create experiences and opportunities for our customers. Our personalised and responsive support is rewarding not only for people using our services, but also for our employees. We work alongside partners who share and exercise our Values of Trust, Inclusion, Respect, Courage and Leadership. Whether it is providing employment opportunities, giving work experience, or assisting people to live in various scenarios, we provide meaningful experiences, and inclusion for everyone.

## Our Values



### INCLUSION

We **embrace**, **encourage** and support **diversity** in everything we do



### LEADERSHIP

We are a sector and service leader by **innovating**, **improving**, and **partnering** with others



### COURAGE

We **act** on our **values** ensuring they are central to everything we do



### RESPECT

We treat our participants, their families, communities, partners and each other with **dignity**, **appreciation**, and **recognition**



## TRUST

We deliver on our promises, encourage feedback and work with **honesty** and **openness**

### Primary Purpose

To co-ordinate and deliver quality participant focussed nursing practice, providing guidance and advice to non-nursing staff including supporting and assisting with the development of less experienced team members. Promoting and sharing knowledge and information relevant to the health and overall care of participants. The Registered Nurse will ensure key health and care tasks are implemented in line with relevant nursing and, national, NSW and AO clinical practice standards and requirements. Provides support and guidance to Disability Support Workers to ensure best practice outcomes for customers and/or providing support to Assistants in Nursing in relation to clinical nursing care requirements.

### Key Accountabilities

#### Organisation/Sector Knowledge

- Maintain excellent knowledge of relevant professional nursing standards and guidelines in particular aligned to APHRA/NMC requirements; NDIS Practice Standards & High Intensity Supports Skills Descriptors.
- Maintain strong working knowledge of NDIS and Ability Options policies, processes, procedures and systems including vision, mission and values of the organisation.
- Ensures all nursing and care practice is in line with Ability Options Policies; Processes; Values; Vision; Mission.
- Maintain working knowledge of human rights based approaches and the individual and community context of disability.

#### Planning

- Ensure work aligns to relevant NDIS Skills Descriptors and NDIS practice standards.
- Can maintain allocated workloads and contribute to overall delivery of services in allocated workplace.
- Effectively support team operations, including coaching, mentoring and developing teams and colleagues within their clinical scope of practice.

#### Leadership

- Work closely with relevant internal and external stakeholders to ensure high quality clinical supports and services are provided.
- Demonstrates behaviour that aligns to our Vision, Mission or Values and Model the 'Ability Options' culture/ values - service excellence and individual accountability.
- Maintains a positive and ethical work climate.
- Approach own work and problem resolution with innovation and flexibility.
- Ensure all documentation is completed in accordance with AO policies, processes and systems.
- Support innovation and creativity at the individual and team level within clinical scope of practice.

#### Communication

- Ensures that day to day administrative requirements are aligned to Ability Options systems and processes- operating effectively and providing required reporting & feedback to the Practice Manager and Senior Support Leader.
- Translate relevant technical and clinical information clearly and concisely for relevant team members.
- Builds positive working relationships within team and with other stakeholders both within and external to Ability Options.
- Proactively provide prompt, thorough and accurate information and advice, to keep teams well informed regarding technical and complex health care requirements of customers within services.

### Service Excellence

- Implements person-centred and active supports in context with individual participant health care needs and health goals as part of the Ability Options Practice Framework.
- Effectively assist participants to achieve positive health outcomes.
- Maintain confidentiality and support diversity.
- Works alongside Disability Support Workers/supports AINs to ensure best practice outcomes for participants.

### Quality – Continuous Improvement

- Coordinate completion of required reports and other documentation relevant as required by the role/practice standards of Registered Nurse.
- Review and analyse incidents to identify trends and potential improvement opportunities.
- Support Practice Managers and Senior Support Leaders to identify and assess needs as per the NDIS High Intensity Support Skills Descriptors.
- Ensures services are delivered in an efficient and effective manner- contributing to the continuous improvement of supports and services.

### Risk Management – Compliance – WHS

- Implements key health tasks aligned to APHRA/NMC requirements; NDIS Practice Standards and NDIS High Intensity Supports Skills Descriptors.
- Promotes safety at work; implementing effective risk management practices and a safety culture.
- Ensure documentation and records are completed in line with organisational and external requirements and regulations.
- Works with Practice Managers and Senior Support Leaders to implement a risk management approach to service provision to ensure all practices are conducted safely.

### Position Dimensions

This role reports to the Practice Manager.

Freedom to Act is subject to Delegation Policy, relevant legislation, regulations, Ability Options policy and procedures, in conjunction with CEO directives.

### Key Relationships

Participants	Clinical Nurse Educator	Behaviour Support Teams
Senior Manager- Disability Services	Medical Practitioners	Senior Support Leaders
Senior Manager- Clinical Services	Allied Health Personnel	Disability Support Workers
Practice Managers	Families & Guardians	

### ESSENTIAL CRITERIA

- Demonstrates outstanding interpersonal relationship and team building skills
- Demonstrated ability to maintain and improve systems and processes
- Good understanding of NDIS Practice Standards
- Demonstrated experience of using electronic patient or participant management systems and processes

- Demonstrated ability to support teams to achieve success, including coaching and developing non nursing staff
- Excellent communication skills demonstrating proficiency both in written and verbal communication
- Current APHRA/NMC registration
- Current NDIS worker check or willingness to obtain
- Current First Aid Certificate

To be suitable and successful in this role you will need to be able to demonstrate the following attributes:

- |  |                                       |
|--|---------------------------------------|
| • Team orientated                        | • Committed to continuous improvement |
| • Excellent communicator – good listener | • Transparent and honest              |
| • Flexible and adaptable                 | • Dependable                          |

#### DESIRABLE CRITERIA

- Experience in the disability nursing sector
- Experience and evidenced competency in Suprapubic Catheter replacement
- Experience and evidenced competency in Percutaneous Endoscopic Gastrostomy replacement

#### SIGN OFF

Employee Name:

Signature:

Manager Name:

Signature:

Date:

#### VERSION CONTROL

PD DEVELOPED BY:

Melanie Ward- Senior Manager- Clinical Services

PD APPROVED BY:

Nathan Pearce- General Manager

REVIEWED BY HR:

Ian Fuller- CHRO

PD EFFECTIVE DATE:

**20/12/2023**