

CARDINAL STEPINAC VILLAGE

	PD04 POSITION DESCRIPTION REGISTERED NURSE	
---	---	---

Title: Registered Nurse

Qualifications

Essential: Bachelor of Nursing or equivalent and a current registration with AHPRA as a registered nurse without restrictions.

Desirable: Post graduate qualifications in Gerontology.

Responsible to: Through the Nursing Unit Manager (NUM), Assistant Director of Nursing (ADON), Deputy Director of Nursing (DDON) and to the Director of Nursing (DON).

Responsible for: The coordination and delivery of individualised resident care through competent management of human and physical resources.

Hours of work: As per letter of appointment

Award: CSV Enterprise Agreement

Mode of dress: Uniform supplied by CSV

PART A – KEY ACCOUNTABILITY AREAS

Cardinal Stepinac Village (CSV) acknowledges the contribution made by all staff in achieving CSV's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:

1. WORK WITHIN THE MISSION AND PHILOSOPHY OF THE ORGANISATION

- 1.1 Work within the stated mission statement, philosophy and objectives of Cardinal Stepinac Village.
- 1.2 Promote and articulate the role and function of CSV with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain resident's rights, privacy and confidentiality in accordance with the Charter of Aged Care Rights.
- 1.4 Work according to CSV's policy, protocols and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Quality Standards.

2. WORK WITH COLLEAGUES

- 2.1 Work cooperatively as a team member.
- 2.2 Work within level of skill and knowledge and seek assistance from colleagues or NUM, ADON, DDON, DON as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each other's integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Assist in developing the competence of new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

3. DEMONSTRATE A COMMITMENT TO PERSONAL AND PROFESSIONAL DEVELOPMENT

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant in service education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Provide evidence of current certification to practice as a registered nurse in New South Wales.
- 3.6 Share knowledge and expertise with other members of the work team gained through attendance at education forums.

CARDINAL STEPINAC VILLAGE

3.7 Participate in regular performance review in accordance with CSV policy.

3.8 Utilise and promote relevant research to inform clinical practice.

4. WORK WITH THE WORK HEALTH AND SAFETY POLICY AND PROTOCOLS OF CARDINAL STEPINAC VILLAGE

CSV has an obligation under Work Health and Safety legislation to provide a safe and healthy environment for all employees, residents and visitors.

4.1 Perform work activities and functions in a manner which promotes personal safety and risk management.

4.2 Identify risk in the work area and report in accordance with CSV's policy and protocol.

4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.

4.4 Follow organisational guidelines for safe manual handling.

4.5 Select and use appropriate equipment according to CSV's policy and procedures.

4.6 Apply Standard and Transmission Based Precautions according to CSV's policy and procedures.

4.7 Use and store chemicals in accordance with relevant Safety Data Sheets.

4.8 Attend compulsory fire safety lectures and evacuation drills.

4.9 Demonstrate understanding of any ability to deal with discrimination and harassment issues at work as part of HR responsibility.

4.10 Demonstrate understanding of prevention mechanism of discrimination and harassment at the work place.

5. CO-ORDINATE THE DELIVERY OF CARE TO RESIDENTS

5.1 Assess, plan and evaluate individualised resident care in accordance with CSV's policy and protocols.

5.2 Maintain clinical documentation for assigned residents, in accordance with CSV's policy, to render those clinical records helpful and of proper value to other members of the health care team.

5.3 Facilitate case conferences in accordance with organisational protocol.

5.4 Liaise with family / person responsible / carers and other members of the health care team to facilitate the achievement of resident's desired outcomes.

5.5 Undertake activities that cannot be delegated in accordance with CSV's policy and procedures.

5.6 Delegate care delivery to members of the work team commensurate with their abilities and scope of practice.

5.7 Monitor and supervise delegated care.

5.8 Manage the utilisation of staff and other resources within allocated budgets.

PART B – POSITION DEMANDS CHECKLIST

The purpose of this checklist is to manage any risk/s associated with this position and guide training requirements and environmental / equipment adaption that may be necessary for the occupant of this position:

Frequency Code	
O = occasionally	R = repetitively
F = frequently	N/A = not applicable to this position
C = constantly	

Demands	Description	Frequency				
		O	F	C	F	N/A
Physical Demands of the Position						
Kneeling / Squatting	Tasks involve flexion / bending at the knees and ankle, possibly at the waist in order to work at low levels	✓				
Leg / Foot Movement	Tasks involve use of leg and/or foot to operate machinery					✓
Hand / Arm Movement	Tasks involve use of hand/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting and inspecting.	✓				
Bending / Twisting	Tasks involve forward or backward bending or twisting at the waist	✓				
Standing	Tasks involve standing in an upright position without moving about					✓
Driving	Tasks involve operating any motor powered vehicle					✓
Sitting	Tasks involve remaining in a seated position during task performance	✓				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended					✓
Walking / Running	Tasks involve walking on even surfaces		✓			
	Tasks involve walking on uneven surfaces					✓
	Tasks involve walking up steep slopes					✓
	Tasks involve walking down steep slopes					✓
	Tasks involve walking whilst pushing / pulling objects	✓				
Climbing	Tasks involve climbing up or downstairs, ladders, scaffolding, platforms, trees					✓
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding etc. anything where the person stands on an object other than the ground					✓
Lifting / Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					✓
	1. Light lifting / carrying (0-9kg)	✓				
	2. Moderate lifting / carrying (10-15kg)	✓				
	3. Heavy lifting / carrying (16kg and above)					✓
Pushing / Pulling	Tasks involve pushing / pulling objects away from or towards the body, also includes striking or jerking	✓				

CARDINAL STEPINAC VILLAGE

Demands	Description	Frequency				
		O	F	C	F	N/A
Grasping	Tasks involve gripping, holding, clasping with fingers or hands					✓
Manual Dexterity	Tasks involve fine finger movements – e.g. keyboard operation, writing		✓			
Sensory Demands on the Position						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – e.g. looking at screen / keyboard in computer operation, working in dark environment	✓				
Hearing	Tasks involve working in a noisy area – e.g. workshop and / or operation of noisy machinery / equipment					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					✓
Taste	Tasks involve use of taste as an integral part of task performance					✓
Touch	Tasks involve use of touch as an integral part of task performance	✓				
Psychological Demands of the Position						
	Tasks involve interacting with distressed people		✓			
	Tasks involve interacting with people with mental illness / disability / cognitive impairment		✓			
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					✓
Gases	Tasks involve working with gases					✓
Fumes	Tasks involve working with fumes – e.g. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis	✓				
Hazardous Substances	Tasks involve handling hazardous substances including storage and / or transportation					✓
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					✓
Sunlight	Exposure to sunlight					✓
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces					✓
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					✓
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					✓
Heights	Tasks involve working at heights below knee level and / or above shoulder height					✓
Manual handling	Tasks involve manual handling tasks	✓				
Biological Hazards						
Biological Products	Tasks involve working with blood / blood products / body fluids	✓				

PART B – REGISTERED NURSE IN CHARGE RESPONSIBILITIES

1. Responsible for the safety of residents and staff in the unit she / he is in charge of.
2. Responsible for the resident's comfort and wellbeing in the unit she / he is in charge of.
3. Responsible for staff conduct and has the authority to discipline in the situation when immediate action required.
4. Responsible for staff replacement (when call in sick).
5. Supervise or delegate staff supervision but accountability to DON, DDON, ADON, and NUM and is on her / him.
6. Check daily: residents status, call M.O, arrange transfers to hospital, attend Dr's round, order pathology test, x-rays etc.
7. Act responsibly when following contingency procedures in case of emergency.
8. Conduct emergency evaluation if necessary.
9. Facilitate case conferences.
10. Liaise with family re: resident's health status needs or changes.
11. Assist in developing the competence of new or less experienced staff.
12. Random monitoring of entry on MANAD by care staff:
 - Clinical monitoring
 - Progress notes