POSITION DESCRIPTION

Carinya Home for the Aged

POSITION:	**Registered Nurse**
LOCATION:	Carinya Home for the Aged
REPORTS TO:	Clinical Care Lead
AGREEMENT / AWARD:	Carinya – Nurses Enterprise Agreement
HOURS OF WORK:	Variable – Floating Roster

CARINYA

Carinya provides lifestyle options for those who are frail in a supportive and caring environment. Through our commitment to provide professional quality services to our residents, we employ people who share our values of quality care, respect, integrity and compassion.

The Carinya Way

A social model of care, building a community based on inclusiveness, maximising one's potential with purposeful interactions to enable residents to continue to lead remarkable lives.

1 POSITION OBJECTIVES

This role is responsible for delivering care and services in alignment with the Aged Care Quality Standards, with a strong commitment to a person-centred approach. This includes recognising and respecting each resident's individual preferences, values, and rights, and actively supporting their participation in decision-making about their care and daily life.

All staff are expected to promote respect, quality care, compassion, integrity, independence, and choice to meet the unique needs and goals of each resident while fostering a safe, inclusive, and supportive environment.

This position is responsible for the delivery of person-centred care using a case management model. Responsibilities include documentation of Resident assessments, care plans, reviews, clinical registers and progress notes on Residents clinical files.

2 KEY RESPONSIBILITIES

- Provides nursing care consistent with current nursing and general practice standards, guidelines, regulations and legislation
- Actively builds and maintains professional relationships with other nurses and regularly engages in professional development activities
- Demonstrates leadership in nursing
- Demonstrates knowledge and skills to provide safe, effective and evidence based nursing care
- Undertakes nursing assessment and plans ongoing care
- Evaluates the quality and effectiveness of nursing care
- Demonstrates proficiency in the use of information technology, clinical software and decision support tools to underpin health care delivery

- Contributes to quality improvement and research activities to monitor and improve the standard of care provided in general practice
- Effectively manages human and physical resources by supervising delegating tasks to Enrolled Nurses and Care Staff
- Builds and maintains professional and therapeutic relationships with consumers their families and/or support person(s)

3 CAPABILITY REQUIREMENTS

COMPETENCY

- Commitment to Carinya Home for the Aged Quality Direction Strategy by maintaining a culture of Best Practice as the means to improve our service delivery processes
- Model professional behaviour and provide ongoing education to peers and colleagues
- Commitment to the principles and philosophy of customer service
- Demonstrated problem solving and decision-making skills
- Ability to optimise Residents' health potential through a "can do" attitude
- Proven ability to work autonomously and also liaise effectively as a member of a multi-disciplinary team
- Demonstrated ability to work in an everchanging environment

KNOWLEDGE/SKILLS

- High level skills in the utilisation of the Microsoft Office Suite
- Experience utilising electronic Clinical Care Management systems
- Sound knowledge of Workplace Health and Safety, EEO, Anti-discrimination and privacy obligations

QUALIFICATIONS

- Registered Nurse with current AHPRA Registration
- Experience in Aged Care or Chronic Disease Management is desirable

Mandatory Requirements

- AHPRA Registration
- Current Queensland "C" Class Driver's Licence
- Federal Police Check
- Influenza Vaccination
- Covid-19 Vaccination

4 ORGANISATIONAL RELATIONSHIPS

IMMEDIATE SUPERVISOR OF POSITION

- Clinical Care Lead

SUPERVISES

- Enrolled Nurses
- Carers
- Hospitality Services

WORKING RELATIONSHIPS

Internal

- Director of Care
- Clinical Team

External

- Medical Practitioners
- Resident Families

EXTENT OF AUTHORITY

- As per Finance Policy

5 PERFORMANCE APPRAISAL

A Performance Appraisal (PA) detailing the outcomes of this position is utilised during the course of employment and is reviewed with the immediate supervisor of this role involving a three (3) and six (6) month appraisal then annually as part of the Carinya Home for the Aged Performance Management System.

This Position Description describes the selected range of tasks and responsibilities for this position. This list is not intended to be exhaustive and other tasks may be assigned from time to time by the Chief Executive Officer or Director of Care to meet the requirements of the organisation.

Supervisor: Clinical Care Lead

Date Issued: 13 June 2021

Occupant: <Insert name of employee>

_____
Employee Signature

Date: _____

Approved By: **Robyn Brady**
Director of Care

_____
Manager Signature

Date: _____

TASK LIST

Key Tasks	Performance Outcomes
Delivery of Person-Centred Care under a case management nursing model	• Responsible for ensuring safe and effective care outcomes for Residents • Uses evidence based best practice to deliver nursing care • Practices in accordance with all relevant legislation and regulations • Care is guided by the Policies and Procedures of Carinya • In collaboration with the Clinical Care Lead actively participates in the maintenance of all Accreditation Standards as they relate to Resident care • Nursing care plan reviews are conducted regularly in conjunction with Clinical Care Lead and updated as Resident needs, goals, wishes and preferences change • Responsible for the delegation of tasks to care team and provision of direction to hospitality team members • Liaise with Clinical Care Lead on the management of more advanced clinical cases and / or senior clinical staff for advice

1. Responsible for documentation of assessments, care plans, reviews, clinical registers, and contemporaneous progress notes into the Resident's clinical file

Key Tasks	Performance Outcomes
Documentation and Communication	• Ensure documentation is clear, concise, objective, accurate and timely • Prepares clinical documentation in readiness for scheduled case conferences with Clinical Care Lead, Residents and representatives • eCase clinical management system is up to date with Resident reporting • Demonstrate effective verbal and written communication skills
Monitor	• Monitor Resident care via eCase clinical management system. • Ensure daily work logs and medications are signed off and outstanding tasks are handed over to the incoming Team • Evaluate nursing interventions and modify or change the care for the Resident based on the assessment and subsequent clinical outcomes • Seek further advice from Clinical Care Lead or senior clinical team as required • Notify any exceptional events of risks immediately to the Clinical Care Lead in the event of escalation to CNC / DOC

2. Models professional behaviours and provides education to peers and colleagues.

Key Tasks	Performance Outcomes
Provision of Effective Clinical Leadership within the team	• Lead the Team from task focussed care to person centred care • Role model "The Carinya Way" ethos • Demonstrate a professional, respectful manner, attitude and behaviours at all times with Staff, Residents, Families, Health professionals and service providers • Encourage professionalism and promote a spirit of teamwork amongst all staff across all disciplines

Key Tasks	Performance Outcomes
	• Develop a positive culture within the staff as assessed regularly by staff satisfaction surveys and feedback • Ensure clinical policies, procedures, are referred to by staff when providing care • Inform the Clinical Care Lead of any complaints from residents, families and other staff members • Inform the Clinical Care Lead of any conflicts arising within the team • Motivate and inspire the clinical team to deliver excellent clinical outcomes • Promote, discuss new ideas and innovations of practice • Participates in and demonstrates Continuous Improvement through the Quality and Audit Programme • Ensure compliance with all human resource, work, health and safety policies and procedures for all areas involving clinical care • Establish relationships and liaise with Hospitals, GPs, and other health professionals to promote Carinya as a preferred provider of Aged Care • Provide education to staff, residents and family members when the opportunity arises • Ensure training needs of care staff are identified and are met as part performance development, or when identified in the workplace. • Mentor the growth and development of staff

3. Responsible for direction and delegation to Staff within the Team and wider service providers

Key Tasks	Performance Outcomes
Effective Direction and delegation	• Ensure delegations are made within staff's Scope of Practice. • Provide clear instructions and ensure there is accountability for others performance • Documents suggestions and possible solutions to incidents which may arise • Ensure compliance with all human resource, work, health and safety policies and procedures for all areas involving clinical care • Provides direction and delegation to the Team

Review Ledger:

13 June 2021	Creation
February 2025	Reviewed DOC
June 2026	HR updated Values