



Human Resources

Enrolled Nurse - Village Nurse

Position Description: Enrolled Nurse - Village Nurse	
Qualifications and Requirements	<p>Essential</p> <ul style="list-style-type: none">· Diploma of Nursing or equivalent from a recognised training provider.· Current registration with the Australian Health Practitioners Regulation Agency (AHPRA).· Demonstrated practical experience in an aged care.· Adherence to good occupational health and safety practices, company policies, infection control, quality, and accreditation issues.· Outstanding communication, interpersonal and organisational skills.· Training and / or competency in handling medication.

	<ul style="list-style-type: none"> · Must have a valid and unrestricted driver's licence. · Must have annual seasonal influenza vaccination (or documented exemption). <p>Recommended</p> <ul style="list-style-type: none"> · Additional aged care related qualifications would be desirable. · Practical knowledge of accreditation and quality management.
Salary and Conditions	In accordance with the Village Baxter Collective Agreement and the letter of employment.
Key Responsibilities	<ul style="list-style-type: none"> · Providing nursing services to residents. · Night duty nurse is based in our aged care facility the Manor, to provide care and support to Manor residents, until they are called to respond to an emergency in the village. · The upholding of all policies and philosophies of the Village Baxter. · Standards of health and welfare of residents and staff performance in maintaining such standards. · Timely completion of documentation required. · Providing emergency responses to sudden changes in Resident health status or other emergencies.

	<ul style="list-style-type: none"> · Handling and assisting with medications in accordance with Government regulations and duty of care requirements. · Adherence to occupational health and safety practices and infection control procedures. · Promote the Village in a positive light to Residents, Families, Visitors and the Community. · Other duties as directed by a Supervisor, Manager or Team Leader. · Must have annual seasonal influenza vaccination (or documented exemption).
Reporting Requirements	Reports directly to the Village Nurses Team Leader.
Responsible For	Nursing care and services provided to residents as required.
Education, training and registration	<p>Personal Responsibility</p> <ul style="list-style-type: none"> · Maintaining competencies achieved as part of qualification and current registration with any relevant regulatory body (AHPRA). · Police check each 3-year period that provides satisfactory assessment of capacity to work in aged care. · Must have a valid and unrestricted driver's licence.

- Must have annual seasonal influenza vaccination (or documented exemption).

Mandatory training provided by the Village.

- Emergency Procedures.
- Manual Handling.
- Infection Control

Recommended

- CPR and first aid.
- Personal / conflict management.
- Membership of a professional group or association is recommended to allow for exchange of knowledge with peers.
- Attendance at seminars, conferences, training and education sessions to enable skills and knowledge to be developed and to impart this knowledge to other staff as required.

Performance Appraisal

At 6 months, then biennially by the Supervisor, Manager, Team Leader or delegate or as requested by the Village or staff member.

Physical and Mental Requirements include, but are not limited to:

Twisting of the back or neck

Lifting weights more than 5 kilos

Bending of the back / knees / neck	Kneeling
Squatting	Reaching above shoulder height
Reaching over and around things	Pushing objects more than 5 kg with wheels (eg. Medical Trolley)
Pushing objects more than 5kg without wheels (eg. Chair in)	Supporting a person's weight
Sitting for long periods	Standing for long periods
Typing for long periods	Dealing with unpredictable situations
Dealing with high pressure situations	Dealing with difficult and challenging behaviors
Dealing with aggressive residents	Working as part of a close team
Maintaining a calm demeanor when dealing with distressed/difficult people	Working in a wet environment
Operating machinery	Working alone at night in Village
Walking long distances within the Village	Handling medication
Managing in emergency medical situations	Driving a vehicle with residents as passengers

Time management skills	Managing conflict situations confidently
Clear thinking and decision making in high pressure situations	Prioritizing skills
Drive vehicle / fast leg movements/ maintain pressure with feet	Drive vehicle – turn head / twist neck/shoulders
Use machinery / twisting back / neck	Drive vehicle / change gears / steer / arms / shoulders / wrists/ grip
Use machinery / lift / carry more than 5 kilos	Use machinery / maintain firm grip with hands
Watching computer screen for extended periods	Reading for extended periods
Working in air-conditioned room for extended periods	Working in the open air for extended periods
Performance Criteria	
1. Professional Responsibility	Monitoring Processes
<ul style="list-style-type: none"> Staff must follow the scope of practice from their nursing qualification and the direction of the Village Manager or Village Nursing Team Leader. The upholding of policies, practices and philosophies of the Village Baxter. 	<ul style="list-style-type: none"> Staff surveys Resident surveys Annual performance appraisal Quality Results

<ul style="list-style-type: none"> · High, consistent standards of care of residents. · Cleanliness and tidiness of the working area. · Fulfils the 'Duty of Care' in all nursing practice and accepts responsibility for own actions. · Be prepared to purchase and wear the village Baxter uniform when working. · A high standard of personal appearance and conduct is expected of every employee. · At NO TIME must information relating to Resident/Family or Staff member be discussed with anyone other than the relevant Staff member/care professional providing care/service. · A flexible and enthusiastic attitude toward undertaking a variety of tasks and demonstrated commitment to ongoing quality, with a professional team approach is expected. · Maintain the 20km speed limit within the village when driving a vehicle. 	<ul style="list-style-type: none"> · Complaints · Legislative compliance · Accreditation Compliance
2. Resident Care	Monitoring Processes
<ul style="list-style-type: none"> · To prepared to document all care delivered in a clear and concise manner. 	<ul style="list-style-type: none"> · Attendance records · Staff surveys

<ul style="list-style-type: none"> · Demonstrate commitment to continuous improvement processes. · Ensure continuity of care is maintained through appropriate communication with other relevant staff. · Ensure that both the Village and resident/client equipment and valuables are safeguarded. · Support residents and families in their decision making in regards care needs, and lifestyle choice. · To maintain a safe working environment for staff, families and residents and to ensure that any accidents/incidents are reported correctly and promptly. · To respect the right of residents to undertake risk activities. · Other duties as required. 	<ul style="list-style-type: none"> · Resident surveys · Annual performance appraisal · Quality Results · Complaints
3. Equipment and Facilities	Monitoring Processes
<ul style="list-style-type: none"> · To have a working knowledge of all equipment used in providing services to residents. · Report faulty equipment to a supervisor or Team Leader and ensure the interim safety of staff and residents. 	<ul style="list-style-type: none"> · Annual performance appraisal · Annual Budget Goals

<ul style="list-style-type: none"> · Use stock items carefully and document use to enable billing and replacement stock. 	
4. Staff Direction and Management	Monitoring Processes
<ul style="list-style-type: none"> · Support and mentor new staff · Obey the lawful direction of the supervisor/Team Leader. 	<ul style="list-style-type: none"> · Annual performance appraisal
5. Workplace Health and Safety	Monitoring Processes
<ul style="list-style-type: none"> · Participation in the risk management program and contribution to a clean, safe work environment to ensure safety of residents/visitors, other staff and self. · To report immediately, any equipment or situation, which is hazardous, or has the potential to be a safety issue or to receive such reports from other staff and to then assess the degree of risk and develop appropriate strategies for risk minimisation. · To participate in problem solving processes to resolve WH&S issues. 	<ul style="list-style-type: none"> · Annual performance appraisal · Improvement forms
6. Quality Improvement	Monitoring Processes

<ul style="list-style-type: none"> · To ensure that staff practices are consistent with policies and procedures. · Maintain compliance with the Village's continuous improvement program. · To provide competent care and other services in accordance with the Village's documented policies and procedures, legislative requirements · To completes an Improvement Form when there is an identified need to improve. · To actively participate and contribute to Quality Activities which promote quality improvement to care/service provided, such as, completion of Improvement Forms, staff meetings, working parties, ongoing education, internal assessment and review of procedures, evaluation of new products and equipment. 	<ul style="list-style-type: none"> · Annual performance appraisal · Improvement forms · Attendance records
<p>7. Education, Skills and Training</p>	<p>Monitoring Processes</p>
<ul style="list-style-type: none"> · Attendance at compulsory education and training sessions · Satisfactory completion of staff competencies and skills audits. · The updating of knowledge and skills in order that current best practice is provided. · Keeps a personal journal record of continuing professional education undertaken throughout the year to maintain registration 	<ul style="list-style-type: none"> · Annual performance appraisal · Attendance records

with AHPRA and the Nurses and Midwifery Board.