

| Position Details: | | | PDSJ014 |
|-------------------------------------|-------------------------------------|------------------------------------|--------------------------|
| Employee Name: | | Position Title: | Registered Nurse |
| Manager's Name: | | Manager's Position Title: | Manager Aged Care |
| Risk Category: | Category A | Award Classification or Job Grade: | Care Services EBA |
| Employment Type: (mark correct box) | | | |
| Permanent/Ongoing | <input checked="" type="checkbox"/> | Fixed Term/Contract | <input type="checkbox"/> |
| Casual | <input type="checkbox"/> | Volunteer | <input type="checkbox"/> |
| Checks Required: (mark correct box) | | | |
| Criminal History Check | <input checked="" type="checkbox"/> | Child Protection Check | <input type="checkbox"/> |
| Prohibited Employment Declaration | <input type="checkbox"/> | | |

Mission/Vision Statement of the Employer

Mission Statement

St. Vincent's Hospital, established by the Catholic Diocese of Lismore in 1921, is a community working together in faith, hope and charity, providing quality health care marked by compassion and respect for the human person in the spirit of Jesus Christ.

Values Statement

We believe in and cherish COMPASSION as the core value within our services. We are committed to RESPECT and TEAMWORK. These values empower our actions in the spirit of St. Vincent's and enable healing.

Purpose of the Position

The purpose of the role of a Registered Nurse is to ensure the clinical care of residents at St Joseph's Nursing Home are provided in a person centred care manner, within the philosophy, mission and values of St Vincent's Hospital Lismore

Responsible for

A Registered Nurse is responsible for ensuring that all resident care is done so within the scope of practice of the Registered Nurse under the ANMC guidelines and by adhering to policies and procedures of St Joseph's Nursing Home, Lismore.

Key Relationships / Interactions

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| Director of Clinical Services | Clinical service team members (Dr's, Department Heads, Nurses and Wardsmen etc). |
| Manager Aged Care | SJNH Employees |
| Service Providers | Volunteers |

Education / Experience

To function effectively in this position, registration experience with appropriate qualification and / or experience in the relevant nursing speciality.

Position / Knowledge / Qualification Requirements

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|--|---|
| Registered nurse, current registration with AHPRA | Demonstrated knowledge of the principles governing funding models, WH&S, Infection Control, Quality Improvement, Waste Management, ACFI |
| Commitment to the Mission and Values of St. Vincent's Hospital | Proven interpersonal and communication skills with ability to work within a multidisciplinary team so as to motivate and lead people |

Major Accountabilities of Position

| | |
|---|---|
| Professional Leadership, Teamwork and Consultation | Clinical practice |
| Teamwork | General |
| Self | Administration |
| Education, Training and Professional Development | Compliance and Legislative Knowledge |
| Quality and Workplace Health and Safety | |

Responsibilities

PROFESSIONAL LEADERSHIP, TEAMWORK AND CONSULTATION:

- Ensure that all direct clinical nursing care has been undertaken during the shift through regular communication with the nursing staff
- Participate in the development and/or implementation of new nursing practise according to resident needs
- Debriefing and supporting staff following critical incidents in the nursing home
- Monitoring the use and maintenance of equipment
- Monitoring the supply and use of stock and supplies
- Completion of regular audits for the nursing home as required
- Provide support for the team with clinical service
- Exercise extended autonomy of decision making in the development of nursing specialty clinical practice and service delivery
- Provide leadership and support for professional values, goals and vision in line with the Nursing and Midwifery Board of Australia
- Provide care that demonstrates a high level of critical communication skills, verbal and written documentation and role modelling and apply this effectively and timely to peers, residents and carers
- Act with integrity, within own scope of practice and acknowledge the accountability for outcomes, contributing to the success and reputation of the unit and organisation
- Deliver a high standard of quality nursing care and communicate expectations clearly to staff
- Work positively within a team and contribute at meetings to achieve team goals and team building activities, along with embracing and assisting in adoption of change for improvement
- Liaise, consult and work collaboratively with all stakeholders and service providers in a multidisciplinary approach, in the planning, implementation and evaluation of programs/initiatives to support individual resident needs

CLINICAL PRACTICE:

- Contribute to the professional development and learning experience of colleagues by acting as a role model.
- Undertake other responsibilities as designated by the Manager Aged Care and/or Director of Clinical Services.
- Champion a high level of service provision: inclusive of all legal and professional practice requirements directed by NSW legislation, regulatory bodies and organisational directives, codes, standards, policies and procedures at a Registered Nurse level
- Provide, promote and coordinate the delivery of accountable and responsible resident centred, quality care that is outcome based and supports the philosophy of practice development
- Utilise a systems approach for referrals, information exchange to residents, their carers and other service providers, and use these as education opportunities for residents, carers and staff involved
- Undertake comprehensive resident assessments using a residents centred approach i.e. physical, psychosocial and spiritual aspects (inclusive not exhaustive)
- Champion the implemented model of care, support educational initiatives to assist with the change management process of the service
- Actively participate in the planning, implementation and evaluation of residents care/management plan and treatment/case management requirements
- Undertake and clarify responsibilities inherent to the clinician's individual work setting
- Act as a resident advocate by ensuring the rights, safety, privacy and confidentiality of residents is maintained
- Be accountable for the resident care experience.
- Complete all mandatory training as required.
- Be prepared to work elsewhere in the Hospital if required.

TEAMWORK:

- Contribute to the Hospital's orientation/induction program
- To participate with nursing and other staff in coordinating harmonious working relationships.
- Ensure appropriate communication is maintained with colleagues, staff, residents, visitors and other stakeholders.
- Provide advice and support to team members in order to grow as an effective team
- Pro-active in completing team objectives.
- Share information and learning experiences with other members of the team.
- Participate in team meetings, post incident reviews and other decision making processes.
- Participate actively in setting team goals and possess a willingness to take on additional responsibility to improve team performance.
- Pro-active conflict management that is open, honest and considerate
- Mentor junior nursing personnel and students
- Assist AINs and ENs in providing high quality resident centred care that is efficient and cost effective
- Provide input into the performance appraisals of mentored EN's & AIN's.
- Be accountable for the resident care experience.
- Complete all mandatory training as required.
- Be prepared to work elsewhere in the Hospital if required.

GENERAL:

- Complete competencies to a satisfactory standard
- Comply with the ANMC Code of Professional Conduct & Code of Ethics, the Nurses Act and the requirements of the AHPRA Board
- Complete self-appraisal within timelines
- Be accountable for the resident care experience.
- Complete all mandatory training as required.

SELF:

- Recognises the need for care of self
- Recognises own level of competence
- Demonstrates critical thinking in the conduct of the registered nursing practice
- Exhibit a commitment to quality service and participate in activities to enhance continuous quality improvement.
- Complete self-appraisal within timelines
- Comply with the ANMC Code of Professional Conduct & Code of Ethics, the Nurses Act and the requirements of the AHPRA Board

ADMINISTRATION:

- Ensure all clinical documentation is correctly maintained
- Assist in the administration of the Nursing Department by participating in the appropriate committees as required
- Ensure that all resident documentation is organised, accurate, objective, complete and accessible, and remains strictly confidential
- Perform other duties as assigned by MAC / DCS

EDUCATION, TRAINING AND PROFESSIONAL DEVELOPMENT:

- Participate in education programmes at ward and nursing service level.
- Act as a resource person/role model and mentor in the provision of care for all ward staff
- Contribute to and support the delivery of structured best practice education programs for staff working in the specialty
- Maintain contemporaneous knowledge base and clinical proficiency in nursing specialty, in accordance with best practice, legal and professional standards
- Practice within the limits of professional knowledge and expertise. This includes using a problem solving approach to provide improved standards of care and implementing advances in clinical practice for staff in the unit
- Facilitate staff awareness of and access to current policies and procedures that impact on safe care
- Support the orientation of new staff, supporting work patterns and structures to optimise the transition of learning within the specialty field
- Utilise practice development philosophy to foster a culture: enabling staff to source and use information/research to incorporate best practice within the teams work practices
- Establish and foster practice within the work environment that enables the communication of knowledge and feedback that is transferred into practice
- Develop own and share awareness of broader professional associations and health care issues and activities
- Actively participates in the Performance Management process as required
- Evaluate own performance to identify strengths and areas where professional development can occur

COMPLIANCE AND LEGISLATIVE KNOWLEDGE:

All employees must comply with the requirements of:

- The Code of Conduct;
- Hospital Campus laws, rules and policies; and
- All relevant federal and state legislation, rules and regulations.

QUALITY AND WORKPLACE HEALTH AND SAFETY:

- Cooperate with the Hospital Campus to enable compliance with the relevant National Standards.
- Comply with the Hospital Campus workplace health and safety policies, procedures and instructions to ensure the health and safety of yourself and others at the Hospital Campus.
- Cooperate with the Hospital Campus to enable compliance with the relevant WHS legislation and regulations
- Take all measures to ensure that the department you working in is safe and without risk to health and that all persons in the workplace take reasonable care to ensure the workplace is safe and without risk to health.
- Report unsafe or unhealthy conditions or behaviour to the Manager.

Signature of Manager

Signature of Employee

Dated

Dated