



The Society of Saint Hilarion Inc
AGED CARE

JD23 A

REGISTERED GENERAL NURSE

DOCUMENTATION

JOB DESCRIPTION:

- A Registered Nurse, who through nursing education has prepared her/himself to deliver direct resident nursing care in the Aged Care setting.
- In consultation with the Director of Care Services, Clinical Nurse Consultant follows the organisations Quality systems to deliver comprehensive care for care recipients and supply support and direction to staff.
- Contributes towards the development of and promotes policies of The Society of Saint Hilarion Inc. Aged Care; and also represents the nursing care philosophy to the Director of Care Services.

QUALIFICATION REQUIREMENTS:

- Registered as a nurse with APHRA and holds a current Annual Practising Certificate.
- Demonstrates an understanding of contemporary issues relating to the aged care industry.
- Demonstrates an understanding of the Commonwealth Government documents relating to Standards and Guidelines for Residential Aged Care Services & "Residents Charter of Rights".
- Understands the requirements of the Australian Aged Care Quality Agency and Accreditation System.
- A current National Police Certificate or equivalent.

Desirable but not essential:

- Senior First Aid Certificate
- Post Graduate in Gerontology or aged care
- Experience in residential aged care.

AWARD/SALARY:

The Society of Saint Hilarion Inc. Nursing Home Employees (Aged Care) & ANF Enterprise Agreement 2010.

ACCOUNTABLE TO:

The residents for comprehensive nursing and personal care in relation to the philosophy of The Society of Saint Hilarion Inc. Aged Care in accordance with:

- The Aged Care Act 1997 and the Aged Care Principles under the Act
- Australian Government Standards and Guidelines for Residential Aged Care Services
- Residents Charter of Rights
- Work Health & Safety legislation and Controlled Substances Act 1984 and Regulations
- Nursing and Midwifery Board of Australia
- Australian Nursing and Midwifery Council Standards, Code of Ethics and Professional Conduct
- Director of Care Services / Clinical Nurse Consultant / Clinical Nurse
- Residents / advocate/relatives
- Self.

LIAISES WITH:

- Residents/relatives/advocates
- Director of Care Services
- Clinical Nurse Consultant / Enrolled Nurse
- Allied Health Services (Physiotherapist, Occupational Therapist)
- Personal Carers (Direct and Indirect)
- Doctors
- Other Health Professionals
- Administration
- Other departments

RESPONSIBILITIES:

- The provision of and supervision of nursing care of all residents of the facility.
- The maintenance of all records in accordance with the Society of Saint Hilarions policies and procedures, legislation and/or as per directions by the Director of Care Services.
- Ensure that the health care and social well-being of the residents is maintained and exceeded to a desired standard as per Department of Health and Aged Care document "Standards and Guidelines for Residential Aged Care Services".
- Assist staff to provide Nursing Care to Care Recipients with complex Nursing care needs and demonstrate expertise to act as a role model

Resident Care:

- Works with other members of the multi disciplinary team to identify residents' needs.
- Implements, monitors and evaluates care.

Assessment:

- Demonstrates an approach in the delivery of nursing care based on the holistic principles of assessment.
- Uses assessment tools to determine the data base for resident care planning.
- Have an understanding of the Aged Care Funding Instrument (ACFI) assessment requirements.

Planning:

- Plans nursing care based on assessment of residents' nursing care needs and problems and plans nursing care: priorities / deadlines / actions / outcomes.
- Assist with the writing of nursing care plans which validate the ACFI and the Standards and Guidelines for Residential Aged Care Services.
- Ensure residents' lifestyle choices are respected and followed by Carers as per Lifestyle assessments and Lifestyle assistants.

Implementation:

- Implements nursing care plan as a contract between nurse and resident or the resident's legally appointed representative.
- Maintain treatment / action sheet for any acute changes to residents' care requirements and adjust Care Plan as necessary.

Evaluation:

- Regularly review and update, discuss and consult care plans with Care Recipients/Representatives.

Supervision:

- Supervision (direct and/or indirect) of the work practices of Enrolled Nurses and Personal Carers Direct.

Research:

- Participates in nursing and personal care research studies under the direction of the Director of Care Services and Clinical Nurse Consultant.

Organisation:

- Is familiar with the Vision, Purpose, Values, policies and procedures relating to clinical and personal care.

Education:

- In conjunction with the Director of Care Services, Clinical Nurse Consultant / is responsible for teaching residents under his/her care to maintain health and independence.
- Contributes to the learning experience of professional nursing students, other allied health professionals and personal carers direct in co-operation with other registered nurse members of the team and the Director of Care Services, Clinical Nurse Consultant.
- Complies with the Continuing Professional Development standards pursuant to the *Health Practitioner Regulation National Law (South Australia) Act 2010*.

Professional:

- Complies with the profession's code of ethics and conduct.
- Complies with the Organisation's code of conduct and policies and procedures.
- Functions in accordance with legislation affecting nursing practice.
- Acts to rectify unsafe nursing practice or unprofessional conduct.
- Practices within own abilities and qualifications.
- Promotes an atmosphere which is conducive to learning and safety for residents and staff.
- Is an effective role model to staff.
- Provides the Enrolled Nurses and personal carers direct with effective leadership.
- Uses and promotes effective communication and interpersonal skills.
- Acts as a resident advocate to assist individuals to make informed decisions.
- Participates in activities designed to maintain or improve the quality of nursing.
- Maintains current professional knowledge and skills for management/clinical competency.
- Evaluates own practice by performance appraisal.

Professional (cont.):

- Deputies for the Clinical Nurse Consultant/Clinical Nurse in their absence (where applicable).
- Other duties as directed by the Director of Care Services / Clinical Nurse Consultant / Clinical Nurse.
- Participates in continuing education as required by the Nursing and Midwifery Board of Australia and Enterprise Agreement.

PROBATION:

A 6 month probationary period applies to all new employees.

APPRAISALS:

New Employees: An Appraisal assessment, which considers performance, competency and training needs will be undertaken prior to completion of probationary period.

Existing Employees: Employees will be assessed annually (or as otherwise directed) by the Director of Care Services or designated person/s.

WORK HEALTH & SAFETY RESPONSIBILITIES:

Be familiar with and comply with the Work Health & Safety Act and Regulations, and the Work Health & Safety policies, procedures, instructions and associated programmes of The Society of Saint Hilarion Inc. Aged Care.

Responsible for maintaining a safe working environment giving proper attention to:-

- Assisting in the development of and observing safe work practices.
- Reporting hazards, accidents/incidents and near misses to immediate Supervisor, and participating in the investigation process as required.
- Participating in regular workplace hazard inspections and implementing the recommended corrective actions to minimise risk to health and safety of staff and residents alike.
- Reporting all equipment malfunctions and required repairs to appropriate Personnel.
- Identification, assessment and control of risks associated with all hazardous tasks, including use of plant and equipment.
- Using machinery, plant and equipment only as trained and authorised.
- Wear personal protective equipment as supplied and instructed.
- Consult Work Health & Safety representative when necessary on WH&S issues.
- Maintain work area in an orderly and safe condition.
- Support injured workers in the rehabilitation and return to work process.
- Attend and participate in prescribed WH&S training sessions.
- Be familiar with and comply with emergency procedures, location and operation of fire fighting equipment.

QUALITY IMPROVEMENT:

Assist with ensuring compliance, implementation/review of the Standards and Guidelines for Residential Care Services with The Society of Saint Hilarion Inc. Aged Care Quality Systems by:

- Observing, promoting and encouraging Quality Improvement practices.
- Contributing to and participating in the facility’s Continuous Improvement program.
- Assisting in regular and effective Quality Improvement audits, and implementing steps to introduce corrective actions, where applicable.
- Observing Quality Assurance requirements during the induction of new staff and when staff are given new tasks.
- Take an active and co-operative role in supporting employees from non-English speaking background and those with limited literacy and respect the varying cultural backgrounds of employees and residents.
- Employees with bi-lingual and bi-cultural skills are encouraged to be actively involved in the Work Health & Safety and Quality systems.

Employee Name (print clearly): _____

Employee Signature: _____

Date: _____ / _____ / _____

St Hilarion Representative Name: _____

Representative Signature: _____

Date: _____ / _____ / _____