

POSITION DESCRIPTION

POSITION TITLE: REGISTERED NURSE CLINICIAN STEP 7

REPORTING TO: CLINICAL MANAGER

DATE: September 2014

OVERALL PURPOSE OF POSITION: To lead the team in the provision of nursing and personal care, in a manner that promotes the residents' health and wellbeing, the ongoing career development of employees and the good reputation of TriCare.

SECTION A: THE JOB

STAFF AND EXPENDITURE RESPONSIBILITIES:

Employees directly supervised: Personal Care Steps 1 – 5B
Expenditure Authority: Nil

MAJOR TASKS/ACTIVITIES/FUNCTIONS/OUTPUTS:

THE PERSON MEETS THE CRITERIA FOR THE PREVIOUS STEP.

Core skills:

- Actively seeks feedback from residents and relatives as part of the monitoring process for ensuring residents' rights are met at all times.
- Audits residents' satisfaction with the care and services provided, and reports findings to Clinical Manager.
- Implements preventive and corrective action.
- Promotes residents' rights to all stakeholders on a regular basis.
- Provides care that meets or exceeds Quality Agency Standards
- Assesses, plans, implements, supervises, and evaluates care for residents
- Demonstrates an applied understanding of the ACFI and documentation requirements.
- Seeks assistance in dealing with rapid changes in clinical status of residents
- Ensures that nursing documentation meets Care Manual requirements.
- Produces work, or work projects within given timeframes.
- Evaluates residents' conditions, and refers to medical practitioners and other health care team members as necessary.
- Demonstrates knowledge of location of technical nursing equipment.
- Demonstrates understanding of the Aged Care Residence methods of resident care monitoring and charting.
- Demonstrates understanding and use of resident care assessment tools.
- Informs staff, and documents in timely manner any changes to residents' conditions.
- Demonstrates understanding and location of Aged Care Residence emergency procedures.
- Demonstrates an accurate overview of the functioning of the facility and how each team is dependent on the other for optimal functioning.

- Understands how the facility's staff replacement system works.
- Applies the philosophy of service improvement.
- Participates in relevant research as requested
- Guides meeting procedure when necessary
- Demonstrates understanding of Aged Care legislation and keeps up to date with significant changes.

Residents' Rights:

- Implements the charter of rights in the aged care residence
- Is familiar with the Quality Agency Standards and works collectively with the Team to ensure the aged care residence always maintains standards.
- Actively seeks opportunities to improve the quality of care and services.

Team Work:

- Supports, encourages, and facilitates positive and constructive team dynamics.
- Seeks advice where team dynamics are unstable.
- Identifies and reports when external factors impede achievement of goals.
- Refers to Clinical Manager if teamwork problems are identified.
- Participates in employment performance management according to company policy and undertakes QPIRs for team members from Step 1-5B.

WORKPLACE HEALTH AND SAFETY

The incumbent has the responsibility to comply with and meet all obligations contained in:-

- 1) Workplace Health and Safety (WHS) legislation;
- 2) Related WHS responsibilities; and
- 3) TriCare's Injury Risk Management (IRM) standards.

SECTION B: THE PERSON

KNOWLEDGE AND SKILLS:

Essential:

- Demonstrated ability to work independently or as part of a coordinated team effort.
- Demonstrated ability to embrace the philosophy of resident care that promotes dignity, independence and advocacy.
- Computer skills and knowledge – intermediate (or above) competency in use of Microsoft Office Word, Excel and Outlook.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Current or eligible for APRHA registration.

Desirable:

- Post-basic qualifications in gerontology nursing or experience in the field.
- Experience in working in the Aged Care, and/or any other health service industry.
- Experience in working all shifts.

PERSONAL ATTRIBUTES/QUALITIES:

- Self motivated person.
- Demonstrated strong interpersonal and communication skills.
- Demonstrated ability to grasp and apply new skills.
- Demonstrated ability to adapt to new clinical situations and demands.
- Willing to act as role model for all staff.
- Team player committed to building a team with a focus on goal outcomes.
- Willingly acts as an advocate for other team members.
- Displays a high level of initiative.
- Willingly acts as an advocate for residents.
- Flexible approach to working hours.
- Ability to work under pressure.
- Ability to work unsupervised where necessary.
- Demonstrated ability to supervise staff.
- Committed to quality outcomes.

SECTION C: PERFORMANCE MEASURES

- Performance will be managed by the Quality Performance Improvement Review (QPIR) system which includes an annual review.
- In order to progress to the position of Registered Nurse – Specialist Clinician Step 8, the employee must complete the training requirements as outlined in the Appendix 1 – Classifications table included in the current enterprise agreement.

LOCATION AND CONDITIONS OF SERVICE

- All employment conditions are detailed in the current enterprise agreement, the Aged Care Division Employee Handbook and the contract of employment.
- Superannuation is in accordance with legislative requirements.
- Annual leave and personal leave are in accordance with the current enterprise agreement and the NES.
- Employment location to be determined during recruitment.