

Position Description: Registered Nurse (Division 1)	
Employment basis	Part Time / Casual
Position reports to	Residential Services Manager
Date	December 2019
ORGANISATIONAL CONTEXT:	
<p>Samarinda is a not-for-profit organisation providing integrated residential and community care support services.</p> <p>The Samarinda range of services includes:</p> <ul style="list-style-type: none"> • Samarinda Lodge: a 92 bed residential facility that provides long term and respite accommodation and includes a state of the art 15 bed Memory Support Unit. • Community Programs: a range of centre based activities, meals, social support, supported excursions, gardening support and activity groups to over 300 service users. • Day Respite: Elsie Salter House is located near the Ashburton Shopping strip and provides dementia and memory loss specific day respite programs for up to 12 users per day. • Disability Support Services: Providing disability support under the National Disability Insurance Scheme. • Meals on Wheels: Delivering around 40 nutritious meals a day. • Home Care: Home care support to people living in their own homes. • Ashwood Special School Social Club: Providing a fun and interactive program for children 5-17 yrs. • 'The Ashy' Op Shop: Located next to the Train station on High Street, Ashburton. Funds raised go back into the organisation to provide revenue to support our programs. <p>The residential team provides nursing, lifestyle and leisure and catering services to residents seven days a week.</p>	
VISION AND VALUES	
<p>Our vision is that every older local deserves to remain connected, engaged and valued in the community they know and love.</p> <p>Values:</p> <ul style="list-style-type: none"> • Family- A universal enduring value that is held dear to all stakeholders encouraging inclusiveness respecting, welcoming and celebrating differences. • Giving - Making the world a better place, by sharing what we have with others, not just financial in nature but also time, skills, experience and unique qualities. The reward is in the giving. • Partnership - Fostering and developing our association in a spirit of co-operation with our colleagues, associates and service providers, in the industry. • Innovation - We are continually striving to gain and apply knowledge to achieve additional value to our organisation and create a better and more effective environment for our stakeholders • 	
POSITION KEY ACCOUNTABILITIES:	
<ul style="list-style-type: none"> • This position requires a person to provide quality care in a safe, secure and homely environment for residents in a manner consistent with the philosophy and policies of Samarinda Lodge. • Effectively and efficiently monitor and guide other clinical staff when on duty. • The smooth running of the Facility, the wellbeing of residents and the handling of emergencies in the absence of the Manager. • Oversee and participate in the delivery of resident care ensuring the provision of quality 	

- care in accordance with legislation, best practice and the aged care standards
- Clinical management of DDR clients as needed
- Maintain accurate resident records utilising knowledge of Samarinda policies and procedures, the nursing process, the ageing process and best practice guidelines
- Participate in the assessment, planning, implementation, evaluation and documentation of resident care plans
- Lead, work with and mentor personal care staff
- Ensure all duties are carried out in accordance with established policies and procedures of Samarinda Lodge.
- Maintain the safe running of the facility in the absence of the manager
- Other duties as required

SKILLS & EXPERIENCE:	
<p>Qualifications: Minimum technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Current unrestricted RN/AEN practicing certificate At least 5 years aged care • Membership of Professional Associations (highly desirable)
<p>Knowledge & experience: Industry, knowledge or experience required to competently perform role</p>	<ul style="list-style-type: none"> • Experience and or qualifications in aged care nursing • Knowledge of contemporary best practice aged care • Understanding of and ability to apply and document to maximise resident funding • Knowledge of Aged Care Standards • Knowledge of Drugs and Poisons Act • Knowledge of Aged Care Act 1997 • Knowledge of Registered Nurses Act • Knowledge of the Privacy Act • Basic computer skills
<p>Personal competencies: What skills and behaviours are required to competently perform role</p>	<ul style="list-style-type: none"> • Ability to supervise and lead a team of staff on shift • Ability to manage time and achieve set objectives. • Ability to be flexible and work as part of a team • Ability to maintain a courteous and caring manner at all times • Well-developed interpersonal skills • Ability to gain the confidence and co-operation of residents with various levels of functioning and from a range of backgrounds
WORKING RELATIONSHIPS:	
Key internal working relationships:	
<ul style="list-style-type: none"> • Residential Services Manager • Clinical and Hospitality Staff • Residents 	
Key external working relationships:	
<ul style="list-style-type: none"> • Residents' families • Health Care Providers 	
EDUCATION	

<ul style="list-style-type: none"> • Attend compulsory training sessions annually, including: <ul style="list-style-type: none"> ○ Infection Control ○ Fire and other emergency procedures. ○ Lift procedure / Manual Handling. ○ Other as required • Participate in at least three relevant continuing education sessions and conferences each year. • Attend staff meetings. 	
Financial accountability: Does this role have accountability for or influence on budget/revenue/assets?	
Direct accountability	Coordinating staff replacement afterhours (assessing and booking agency)
Indirect influence	Use of supplies
Roles reporting to this role: Does this role have any direct reports or indirect reports (through direct reports)	
Direct reports	<ul style="list-style-type: none"> • Support Nurses • Personal Care Workers
Indirect reports	Afterhours supervision of catering and laundry staff

WORKING CONDITIONS	
Physical requirements	<ul style="list-style-type: none"> • Work activity is diverse and includes transferring, lifting, bending. Periods of sitting and standing and computer work are also required.
Mandatory conditions	<ul style="list-style-type: none"> • Satisfactory Police Clearance Check • Aged Care Statutory Declaration • APHRA Registration

Key Position Accountabilities	Outcomes
1. Nursing care/In charge	<ul style="list-style-type: none"> • Completion of allocated RN1 tasks as per daily plan • Supervision, mentorship and education of PCAs and students • Manage staff performance at each shift • Competencies undertaken as required • Monitor and report appropriately to family, management and other health care providers on residents condition • Ensure planning and delivery of nursing care is focused on the individual resident's specific needs, privacy, confidentiality and dignity • Encourage family and/or significant others involvement with the residents' care • Ensure that emergencies are dealt with efficiently and with sensitivity. • Participate in team meetings and provide relevant information at staff handovers • Arrange resident referrals as appropriate • Lead, work with and mentor personal care staff and students. • arrange emergency staff replacement and maintain required records accurately of any roster changes • Contribute to the orientation of new staff to the Facility • Lead, work with and mentor students when requested • Demonstrated ability to use facility communication systems • Maintain harmonious relationships with other staff • Other duties as required



<p>2. Administration</p>	<ul style="list-style-type: none"> • Accurate and timely updating of resident care plans as allocated • Accurate and timely monitoring and recording of scheduled shift documentation • Maintenance of appropriate staff replacement records including: • Manage leave taken • Reading and signing meeting minutes and memos • Comments, complaints and suggestions for improvement forms submitted • Education and meeting attendance • Maintain accurate assessments and records to maximise resident funding • Maintain adequate supply of, appropriate and safe storage of, accurate records for and safe administration of resident medication • Record resident use of stock items accurately and report purchasing requirements • Provide appropriate leadership to ensure the completion of resident care and documentation requirements each shift
<p>3. Quality, safety and risk management</p>	<ul style="list-style-type: none"> • To comply with Occupational Health & Safety Policies and procedures • To manage and report all hazards and incidents appropriately • To participate in and support return to work programs • Supervise and monitor care staff work performance and adherence to policy and procedure • Gain and maintain respect of other staff as clinical and shift leader • Provide appropriate immediate intervention when staff are not meeting work requirements or standards • Report repeated poor staff performance in writing to the Facility Manager and the CEO • Efficiently use, maintain and take proper care of resident and facility equipment • Report maintenance requirements promptly • Maintain privacy and confidentiality of resident, staff and facility information • Ensure all duties are carried out in accordance with established policies and procedures of Samarinda Lodge • Maintain current knowledge and skills to implement and maintain Samarinda's systems, processes, policies and procedures • Participate in development, revision and implementation of policies and procedures related to the provision of residential care • Participate in and contribute to continuous improvement • Participate in audits as required • To be able to manage staff and resident response to fire or other emergency as Chief Fire Wardens • Maintain the safe running of the facility in the absence of the Residential Services Manager • Maintain a clean tidy work area

<p>AGREEMENT</p>		
<p>I have read and understood the requirements of this role as outlined in this position description.</p>		
<p>Name:</p>		
<p>Signature:</p>		<p>Date:</p>

NB: Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not intended to be interpreted as being all inclusive.