



Position Description: Support Nurse	
Employment basis	Part time/Casual
Position reports to	Clinical Specialist Manager
Team	Residential Services
Date	February 2019
ORGANISATIONAL CONTEXT:	
<p>SAAS 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. 	
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:	
<p>The Support Nurse works collaboratively with the Clinical Nurse Specialist (CSM), fellow Support Nurses and delegates nursing activities to personal care staff to provide quality care to residents at Samarinda Lodge.</p> <p>The Support Nurse is part of the clinical team and is the first point of contact for managing and resolving resident and family concerns and staffing issues, and plays a key role in assessing and resolving clinical and care issues.</p> <p>The Support Nurse ensures it is a safe, secure and homely environment for residents in a</p>	



manner consistent with the philosophy, values and policies of Samarinda.

SKILLS & EXPERIENCE:	
Qualifications: Minimum technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> Registered Nurse (Division 1) or Endorsed Enrolled Nurse (Division 2) with current Nursing and Midwifery Board of Australia registration
Knowledge & experience: Industry, knowledge or experience required to competently perform role	<ul style="list-style-type: none"> Minimum of 1 years' nursing experience (paid) Knowledge of Drugs and Poisons Act and Registered Nurses Act, Knowledge of Aged Care Act and Aged Care Standards Knowledge of the Privacy Act. Knowledge of the aging process and of the special needs of older people Knowledge and skills to perform personal care tasks required for both high and low care residents. Understanding of documentation requirements
Personal and professional competencies: What skills and behaviours are required to competently perform role	<ul style="list-style-type: none"> Demonstrated problem solving, negotiating, change management and conflict resolution skills Demonstrated high level of flexibility and a team oriented approach Highly developed writing, interpersonal and facilitation skills Computer proficiency (including MS Office, Power Point, Excel and industry specific software applications) Ability to manage workload and time to complete activities in as per shift guidelines.
WORKING RELATIONSHIPS:	
Key internal working relationships:	
<ul style="list-style-type: none"> Residents Care staff Physiotherapists Volunteers Maintenance staff Food services staff Administration staff 	
Key external working relationships:	
<ul style="list-style-type: none"> Residents families/carer's General Practitioners Pharmacy 	
FINANCIAL & STAFF ACCOUNTABILITY:	
Does this role have accountability for or influence on budget/revenue/assets?	
Direct accountability	No
Indirect influence	
Roles reporting to this role: Does this role have any direct reports or indirect reports (through direct reports)	
Direct reports	N/A
Indirect reports	Delegate nursing activities and supervise personal care workers.



WORKING CONDITIONS		
Physical requirements	Physical work activity is diverse and includes: desk / computer based activities and bending, kneeling, squatting and lifting.	
Mandatory conditions	Satisfactory probity checks Current registration with the Nursing and Midwifery Board of Australia	
KEY PERFORMANCE INDICATORS		
Key Position Accountabilities	Key Activities	Measures:
1. Provide Quality Care	<ul style="list-style-type: none"> Assess, plan and deliver resident care ensuring the provision of quality care in accordance to resident condition changes within legislation, best practice and the aged care standards and person centre care approach. Maintain accurate resident records utilising knowledge of SASS policies and procedures, the nursing process, the ageing process and best practice guidelines Assess, plan, implement, evaluate and document resident care plans. Maintain accurate assessments and records to meet resident funding requirements Monitor and report appropriately to CSM regarding changes in resident condition. Provide nursing care that considers the individual resident's specific needs, privacy, confidentiality and dignity. Support the CSM to ensure emergencies are dealt with efficiently and with sensitivity. 	<ul style="list-style-type: none"> Resident and family complaints are responded to appropriately and in a timely manner Feedback from residents Feedback from family Review of documentation Assessments are completed correctly and within timeframes Feedback from CSM Residents care is managed appropriately in accordance and with the care plan and policy and procedure. Review of incidents
2. Staff Supervision	<ul style="list-style-type: none"> Provide oversight to personal care staff Manage care staff resourcing in collaboration with CSM Manage staff issues 	<ul style="list-style-type: none"> Staff feedback Staff issues managed to minimise risk and in a timely manner



3. Medication Administration	<ul style="list-style-type: none">• Administer medication in accordance with the prescription and SAAS policies and procedures	<ul style="list-style-type: none">• Number of medication errors
3. Quality, safety and risk management	<ul style="list-style-type: none">• Report risks within residential services clinical and non-clinical areas• Continuously improve services by reviewing care delivery outcomes, completing risk and compliance activities and quality management reporting requirements• Take reasonable care when performing work with regard to your own health and safety and that of others. Report any hazards, near misses and injuries/incidents• Fulfilment of its Occupational Health and Safety(OH&S) legislative obligations	<ul style="list-style-type: none">• Complaints, hazards and incidents are reported, managed and/or escalated in accordance with SAAS risk framework• Number and gravity of incidents reported to Clinical Governance Committee• Continuous improvement and audit data/information reporting is completed in a timely manner• Issues and concerns are managed so that don't turn into complaints• Compliant with SAAS's policies and procedures• Attend and contribute at OHS Committee meetings

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

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.