



**HR47**  
**POSITION DESCRIPTION**  
**NEERIM DISTRICT HEALTH SERVICE**

Position Title: *Registered Nurse – Aged and Sub-acute*  
Program: *Hospital and Aged Care*  
Reports to: *Nurse Unit Manager, Aged and Sub-acute*

**Our Purpose**

To provide high quality care in an environment in which the organisation can flourish

**Our Vision**

To be considered the most highly valued provider of community and individual wellbeing

**Our Values**

A passion and commitment for what we do

Professionalism, respect for all and a commitment to diversity and social inclusion

A commitment to quality and continuous improvement

Enthusiasm in working together for a common goal to meet the changing needs of our community

**Organisational background:**

Neerim District Health Service (NDHS) is a private not for profit entity owned by its members. It is incorporated under the Associations Incorporation Reform Act (2012) and is located in the township of Neerim South with a population of 1300.

NDHS has a 90-year history serving the community and there is strong community support and ownership of the organisation. NDHS has a Board of Management elected from the local community who have a strong mix of professional skills and an active interest in the community and its development.

The organisation has a mix of services including:

- 25 register residential aged care beds with full Accreditation achieved in April 2018
- 8 hospital beds
- 10 bed active day procedure theatre with a mix of public and private surgery
- Commonwealth funded Short Term Restorative Care (STRC) Packages
- NDHS is registered with the Department of Health and Human Services as a private hospital
- Provision of Meals on Wheels services

NDHS has the equivalent of 40 full time staff made up of approximately 90 full time, part time or casual staff. There is also a very active volunteer base.

**Position objective:**

The Registered Nurse is responsible to the Nurse Unit Manager and the CEO for the provision of high quality comprehensive and individualised patient/resident care, on a day-to-day basis. The Registered Nurse practices according to their own level of educational preparedness and competence.

The Registered Nurse shall undertake the In-Charge role for the facility as a Grade 5 RN on any recognised after hours shifts including after 5pm and weekends and public holidays.

**Organisational responsibilities:**

- Perform duties within the context of NDHS philosophy, values and policies and procedures
- Acknowledge and respect the diversity in the nature of our residents, patients and clients and the many aspects of their lives – physical, psychological, spiritual and social
- Work as per your contract of employment, relevant Award / Agreement and agreed roster
- Read and understand all policies and procedures including all revised policies and procedural documents
- Understand and work within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation
- Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Aged Care Act, Privacy Act, Health Records Act
- Follow the objectives of the strategic and operational plans as directed by the CEO

**Position responsibilities:**Clinical Care

- Provide high quality patient/resident care in partnership with patients/residents and their significant others, and other members of the multi-disciplinary team
- Assume responsibility for direct nursing care in accordance with the model of care of the unit and National Safety & Quality Healthcare Standards.
- Practice in accordance with the relevant standards prescribed by the APHRA and NDHS Clinical policies and procedures.
- Incorporate principles of ethical decision making and using evidence-based practice, formulate, implement and evaluate client/patient care plans.
- Recognise changes in the patient's/resident's condition, take necessary action and document variation in the plan of care.
- Recognise and report adverse events and incidents to Nurse Unit Manager or delegate.
- Starting from the initial episode of care, develop an effective discharge plan that reflects the need of the patient/resident and significant others.
- Commitment to flexibility and innovation in practice including an evidence-based approach to care.
- Well-developed communication, interpersonal, critical thinking and problem-solving skills.

Customer Service/Patient or Resident Safety and Comfort

- Ensure customer safety and comfort and liaise effectively with patient/residents, families and visitors.
- Facilitate and maintain effective communication with patient/residents, carers, relatives, visiting medical officers/health professionals, auxiliaries and staff.

- Identifies and reports to Nurse Unit Manager ways to improve service delivery to customers.
- Liaise with catering, cleaning, laundry and maintenance services personnel as part of day-to-day care.
- Ensure patient/resident care is of high standard and promotes safety, comfort, dignity, privacy and choice.
- Plan, implement and evaluate care to meet needs of individual patients/residents.
- Promote a high standard of coordinated care through the use of the nursing process

#### Documentation and Shift Administration

- Ensure the optimal use of all resources within the unit to provide patient/resident centred care.
- Contribute to the maintenance of adequate ward stock and pharmacy supplies.
- Check equipment required for each shift and report faulty equipment.
- Adhere to relevant documentation systems and ensure high standard of completed documentation.
- Utilise information technology effectively
- Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office and the organisation's Health Information Management system.

#### Improving Performance

- Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.
- Actively contribute to improving performance.
- Implement Accreditation Standards and other relevant Standards within the Unit.
- Maintain knowledge of the relationship between quality improvement, risk management and incident forms, and ensure all incidents, near misses, hazards, etc. are reported
- Contributes to the implementation and evaluation of quality systems

#### Regulatory Compliance

- Ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.
- Comply with the nursing professional code of ethics and conduct.
- Demonstrate professional practice in accordance with ARHRA standards for the Registered Nurse.
- Completion of applicable annual mandatory training requirements: Basic Life Support, No –Lift, Manual Handling, Fire & Evacuation, Infection Control-hand hygiene, Annual Clinical Competency and Asepsis
- Implement the standards of health and safety and comply with OH&S legislative employee requirements.
- Report workplace injuries to Nurse Unit Manager/CEO and work effectively with staff on return-to-work programs.
- Identify and report clinical risks via the NDHS Risk Management Strategy
- Ensure NDHS policy and procedures are implemented.
- Comply with relevant legislative Acts, eg OH&S Act 2004, Drugs, Poisons and Controlled Substances Act 1981 and report concerns/breaches to Nurse Unit Manager/CEO.
- Acts to maintain infection control standards and undertakes Infection Control activities as directed
- Comply with employee relation legislation and NDHS Code of Conduct requirements and report concerns/breaches to Nurse Unit Manager/CEO.
- Ensure all incidents are accurately documented and investigated at the time of an incident and the Nurse Unit Manager or delegate is informed.

- Responsible for the reporting of any malfunctioning equipment and/or facility to the appropriate line manager.
- Dispose of waste promptly and according to Neerim District Health Service Waste Management Policy
- Adhere to Infection Control policies and procedures as identified in the Neerim District Health Service Infection Control Manuals.
- Adhere to emergency procedures as detailed in the Emergency Procedure Manual.
- Ensure compliance with “Smart Lift” program.

### Team Work

- Function as a team member consistent with the policies and procedures of the Health Service.
- Achieve teamwork through effective collaboration and communication processes, recognise roles of, and collaborate with team members in the wider health care team.
- Complete delegated work tasks effectively and appropriately.
- Recognise and seek assistance from appropriate staff members when tasks fall outside of ability.
- Contributes to the orientation and welcoming of new staff to the unit and the team.
- Contributes to the teams through committee membership or supporting colleagues fulfilling committee membership.
- Mentor or preceptor staff as directed by the Nurse Unit Manager or delegate.
- Act as a resource for Graduate Nurses, other Grade 2 Nurses, Enrolled Nurses casual nursing staff and PCA.

### Specialist Knowledge

- Ensure provision of contemporary care services that meet the individual needs of customers
- Ensure clinical care meets the individual social, spiritual, cultural and physical needs of aged residents and patients.
- Completes assessment, planning, implementation and evaluation to maximize individual care for each customer.
- Promote and respect the rights of all customers.
- Assume rotation into senior roles when delegated or required to do so, based on the level of educational preparation and competence.

### Professional/Personal Development

- Commit to ongoing education and personal development.
- Negotiate clinical learning objectives with the Nurse Unit Manager.
- Use resources when presented with unfamiliar situations
- Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.
- Maintain current professional knowledge and skills relevant to the position
- Act to ensure Annual Leave and ADO liability comply with Neerim District Health Service policy.
- Act responsibly in relation to rostering practices
- Act to ensure Annual Leave and ADO liability comply with Neerim District Health Service policy.
- Promote and support the mandatory competency framework for Nursing Services, ensuring compliance issues are addressed within an agreed timeframe.

**Employee Obligations:**

- The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and externally. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.
- The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.
- The employee is required to participate in the Continuous Quality Improvement Program to encourage excellence of care and cost containment within the Health Service.
- The employee is required to adhere to NDHS Code of Conduct.
- Participation in the NDHS staff immunisation program
- Flexibility in participating in rostered shifts including day shift and night shift.

**Performance Appraisal:**

A self-appraisal of professional work performance will be completed in each rotation, identifying learning needs. Self-appraisal to be discussed with/conducted by relevant Nurse Unit Manager in consultation with the CEO.

**Key Selection Criteria:**

- An APRHA Registered Nurse Division 1
- Demonstrate successful completion of a three-year Bachelor of Nursing qualification or equivalent.
- Demonstrated skills and experience in the aged care sector and knowledge of aged care funding models and process
- Previous experience in community, acute and/or sub-acute nursing
- Advanced problem solving, analytical and advisory skills
- Strong personal ethics and a conscientious approach
- Highly developed verbal and written communication skills
- Empathetic to values of NDHS
- Commitment to continuous quality improvement
- Excellent time management skills and the ability to manage many different demands and work priorities.
- Demonstrated written and computer skills at the level required to fulfil the role.

**Mandatory Qualifications/skills/experience:**

- Registered Nurse Division 1 – APHRA registered in Victoria
- Advanced Life Support qualifications and/or an agreement to work toward complete attainment of this within 6 months of commencing employment at NDHS

**Desirable Qualifications/skills/experience:**

- Post graduate qualification in a health-related field
- Experience in chronic disease management including respiratory, cardiac and diabetes management
- Experience in assisting clients with complex psychosocial issues
- Experience in aged care or aged care related field
- Knowledge in ACFI and the assessment requirements
- Experience in a Not for Profit organisation

**Employment conditions:**

- Salary and conditions are in accordance with your individual employment agreement and the NDHS EBA
- Remuneration Packaging is available in accordance with current legislation.
- NDHS operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.
- Effective risk / quality management is a core competency expected of everybody involved at NDHS
- The Registered Nurse is expected to conduct her/himself with professional integrity towards residents, patients and clients
- Under the Accident Compensation Act, it is the applicant's duty to advise NDHS of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Under the relevant State and Commonwealth legislation all applicants are required to undergo a National Police Check and a Statutory Declaration is required for any staff working in aged care

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_