

## Registered Nurse

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| <b>Award/Agreement</b> | Resthaven Incorporated – Nursing Employees – ANF Enterprise Agreement 2010   |
| <b>Responsible to</b>  | Manager Community Services   |
| <b>Summary of role</b> | In accordance with Resthaven philosophy and policies, responsible for the provision of quality nursing care to clients in collaboration with the Manager Community Services and/or the Community Service Coordinators, as appropriate. |

### Key Responsibilities and Duties

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

- Perform duties in a manner which supports the philosophy, work practices, rights and responsibilities and grievance procedures of Resthaven Community Services.
- Provide where appropriate direct client care, congruent with the recognised nursing techniques and procedures.
- Effectively implement the Resthaven Inc. philosophy and objectives for providing “in home” support to clients in accordance with legislation and common law affecting nursing practice.
- Maintain accurate and legally appropriate documentation of nursing care, actions, observations and ensure the effective implementation of all medical and allied health orders taking into consideration appropriate confidentiality.
- Accept accountability and responsibility for own actions within nursing practice and maintain effective working knowledge of:
  - Resthaven policies and procedures;
  - Current legislation relevant to aged care;
  - Nurses Board of SA policies.
- Be responsible for purchasing and maintaining appropriate nursing supplies within approved budgetary limits.
- Contribute to the provision of quality nursing care to clients by the assessment of health status, assistance with the preparation, monitoring and review of assistance plans and provision of clinical services in accord with contemporary practice and in consultation with the client.
- Monitor efficient use of resources.
- Participate in clinical review and monitoring of client incidents.
- Maintain open and effective communication channels with staff, members of the health team, clients and their relatives.
- Participate in action based research and implement outcomes in clinical practice as required.
- Actively contribute to the organisation by participation in:
  - site meetings/consultations;
  - organisational meetings/consultations.
- Liaise with other members of the Community Services team as required, to identify client’s needs.
- Assist and advise the Coordinator, where appropriate, in the monitoring of the physical, emotional and social needs of the clients.

## Key Responsibilities and Duties (continued)

- Present oneself in an appropriate manner, dress and speech at all times and remain courteous to clients, their families and informal networks.
- Liaise with general practitioners and other health professionals.
- Supervise delegated nursing tasks to Enrolled Nurses.
- Supervise Home Support Workers working within the program.
- Assist in the maintenance of the Resthaven Policy and Performance Planning scheme by:
  - Ensuring staff comply with policies and procedures;
  - Assisting in the orientation and training of new staff and their ongoing acquisition of knowledge;
  - Assisting with training, instructing and supervision of Home Support Workers as directed by the Manager.

## Quality and Safety

Responsible for:

- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work.
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.

## Privacy and Confidentiality

Responsible for:

- Adhering to Resthaven Privacy of Information Policy and Procedure at all times.
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff.
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
  - business or operational interests;
  - methodology and affairs;
  - financial information; and
  - anything else that is notified as being confidential.

Other duties as directed by the Manager Community Services, commensurate with classification and training

## ESSENTIAL CRITERIA

### Qualifications / Experience

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
- A comprehensive clinical knowledge, particularly to age related health issues
- Understanding of and commitment to continuous quality improvements
- Demonstrated ability to communicate effectively with clients, family, staff and other health professionals
- Demonstrated ability to work in a team and show leadership
- Demonstrated analytical, problem solving and conceptual skills
- Demonstrated use of initiative
- Ability to cope with change processes
- Demonstrated ability to prioritise work and display time management skills
- Understanding of duty of care in a community setting
- Effective written and verbal communication skills
- Commitment to ongoing professional development

## DESIRABLE CRITERIA

### Qualifications / Experience

- An understanding of the ageing process and of caring for aged clients
- A philosophical and practical commitment to supporting frail aged people to maintain their independence and to remain at home in the community
- Experience in the nursing care of the elderly
- Understanding of government aged care funding arrangements
- Computer literacy – familiar with Word and Excel
- Experience working in the Community Services sector

Acknowledged \_\_\_\_\_  
Manager Community Services

Date \_\_\_\_\_

Acknowledged \_\_\_\_\_  
Employee

Date \_\_\_\_\_