

Registered Nurse - Documentation

Award/Agreement	Resthaven Incorporated – Nursing Employees – ANF (Aged Care) Enterprise Agreement
Responsible to	Manager Residential Care Services
Summary of role	In accordance with the vision, mission and values of Resthaven, the Registered Nurse is responsible for providing a quality nursing service that meets the needs of residents.
Reporting lines	<p>Registered Nurses are responsible to the Care Coordinator who has supervisory responsibility for this position. Duties may also be allocated to the Registered Nurse by the Clinical Nurse.</p> <p>The Registered Nurse is an integral member of a multi-disciplinary health team; the overall responsibility for this team rests with the Manager Residential Care Services.</p>

Key Responsibilities and Duties

- Work Collaboratively with the Manager Residential Care Services, Care Coordinator and Clinical Nurse to provide quality nursing services to residents in accordance with Resthaven policies and procedures, ANMC Standards, ANMC Code of Ethics and Professional Conduct and common law affecting nursing practice
- Provide nursing services congruent with recognised nursing practice and procedure by:
 - carrying out a comprehensive and accurate nursing assessment of individuals and groups
 - formulating a plan of care with the primary aim of providing optimal quality of life for the individual and/or group
 - liaising with other members of the health team, to identify resident care needs, plan interventions and review outcomes of care by evaluating resident needs through regular care evaluations
 - Conduct ACFI based assessments and participate in multi disciplinary meetings to plan and prepare ACFI submissions
 - maintaining accurate and legally appropriate documentation of nursing services
- Accept accountability and responsibility of nursing services provided by:
 - practicing within own abilities and qualifications
 - complying with policies and procedures
 - ensuring the consistent application of Resthaven's policy framework by self and others
 - maintaining contemporary professional knowledge and skills in clinical competency through participation in self development activities/programs

Key Responsibilities and Duties (continued)

- Provide support and assistance to maintain high standard services for residents by:
 - active involvement in the identification and implementation of continuous improvement initiatives
 - reviewing and assessing current methodologies, identifying and implementing strategies for Better Practice service provision
 - actively participating in and contributing to organisational meetings/consultations
- Ensure professional and articulate communication by:
 - positively interacting with staff and volunteers, members of the health team, residents and their representatives
 - ensuring that the management team is suitably informed of any relevant issues
 - ensuring that the Manager Residential Care Services is informed of any resident incidents including advice of reportable incidents and assaults within designated timeframes

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- 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

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- 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 Residential Care Services, commensurate with classification and training

ESSENTIAL CRITERIA

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
- An understanding of the ageing process
- A comprehensive clinical knowledge, particularly to age related health issues
- Understanding of and commitment to continuous quality improvements
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to prioritise and manage workloads according to organisational needs
- Ability to work as a member of a multi-disciplinary team
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Demonstrated commitment to maintaining confidentiality
- Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Demonstrated use of initiative
- Demonstrated ability to seek out and effectively utilise new knowledge as it relates to nursing practices
- Commitment to ongoing professional development
- Adaptability and commitment to change management
- Basic computer skills

DESIRABLE CRITERIA

- Relevant post graduate qualification
- Experience in the nursing care of the elderly
- Understanding of government aged care funding arrangements

Acknowledged _____
Manager Residential Care Services

Date _____

Acknowledged _____
Employee

Date _____