

## Relieving Clinical Nurse (RCN)

|                            |  |
|----------------------------|--|
| <b>Award/Agreement</b>     | Resthaven Incorporated – Nursing Employees – ANF (Aged Care) Enterprise Agreement  |
| <b>Responsible to</b>      | Senior Manager Clinical Services through the Manager Residential Services  |
| <b>Summary of role</b>     | <p>In accordance with Resthaven Statement of Purpose, Values. Policies and procedures is responsible for providing relief clinical nurse services across Resthaven residential sites as required. The RCN is responsible for provision of quality nursing services that meet the needs of residents including effective coordination of nursing services.</p>  |
| <b>Reporting lines</b>     | <p>The Clinical Nurse is an integral member of a multi-disciplinary health team responsible to the Manager Residential Services.</p> <p>Clinical Nurses are responsible to the Care Coordinator who has supervisory responsibility for this position.</p> <p>The Clinical Nurse provides first line supervision of the Registered Nurse (RN), Enrolled Nurse (EN) and Personal Care Assistant (PCA).</p> |
| <b>Special Conditions:</b> | Current drivers licence and ability to travel in metropolitan, regional and intrastate areas.  |

### Key Responsibilities and Duties

Work collaboratively with the Manager Residential Services, Care Coordinator and Registered Nurse to provide and coordinate quality nursing services to residents.

- Provide direct resident care and 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
  - coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards
  - liaising with other members of the health team, to identify resident care needs, plan interventions and review outcomes of care
  - 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)**

- In collaboration with the Manager Residential Services and the Care Coordinator, effectively manage staff and volunteers involved in services that support residents daily living requirements by:
  - providing leadership, direction, supervision and mentoring to staff and volunteers
  - assisting with the orientation of new staff and facilitating their ongoing acquisition of knowledge
  - assisting staff to identify individual learning needs and facilitating opportunities for staff development
  - providing training and development opportunities for staff to improve job skills and effectiveness
  - supervising work experience students on placement at the site
  - inducting Agency staff, as required
- Provide support and assistance to maintain high standard of 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
  - 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
  - informing the management team of any relevant issues
  - informing the Manager Residential Services of any resident incidents including advice of reportable incidents and assaults within designated timeframes
- In the absence of the Manager Residential Services and Care Coordinator be responsible for continuing service provision at the site and respond to any emergencies

## Job Description

### Relieving Clinical Nurse (RCN)

---

#### 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 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 process 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 Senior Manager Clinical Services, commensurate with classification and training

### ESSENTIAL CRITERIA

- Registered General Nurse with current registration with the Australian Health Practitioner Registration Agency;
- Current South Australian drivers licence;
- An understanding of the ageing process;
- A comprehensive clinical knowledge, particularly to age related health issues;
- An understanding of aged care funding processes and required documentation;
- Understanding of quality systems and commitment to continuous improvement;
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people;
- Ability to logically prioritise varying work demands;
- Ability to work as a member of a multi-disciplinary team ;
- Demonstrated commitment to maintaining confidentiality;
- Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives;
- Demonstrated leadership skills and ability to motivate staff to achieve organisational goals;
- 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;
- Demonstrated ability to use Microsoft and other desk top applications.

### DESIRABLE CRITERIA

- A relevant post graduate qualification
- Experience in the nursing care of older people

Acknowledged \_\_\_\_\_  
Senior Manager Clinical Services

Date \_\_\_\_\_

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

Date \_\_\_\_\_