

Clinical Nurse ACFI

Award/Agreement	Resthaven Incorporated – Nursing Employees – ANF (Aged Care) Enterprise Agreement
Reports to	Residential Funding and Accommodation Manager
Summary of role	<p>In accordance with the vision, mission and values of Resthaven, the ACFI Clinical Nurse is responsible for</p> <ul style="list-style-type: none">• providing leadership by mentoring and assisting, staff in the management of ACFI claiming at residential sites• Identifying opportunities for increased funding, conducting ACFI assessments and submissions across residential sites• Providing training to new staff who are required to implement ACFI across residential sites• Providing 'help line' assistance for staff across residential sites• Promoting a collaborative team approach to the area of ACFI claiming

Key Responsibilities and Duties

- Work Collaboratively with Residential Funding and Accommodation Manager, ACFI Team and Manager Residential Services 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 resident care and nursing services congruent with recognised nursing practice and procedure by:
 - Carrying out a comprehensive and accurate nursing assessment of individuals, including the preparation and implementation of the Aged Care Funding Instrument (ACFI)
 - Formulating a plan of care with the primary aim of providing optimal quality of life for the individual and/or group
 - Maintaining accurate and legally appropriate documentation of nursing services
 - Liaising with other members of the health team, to identify resident care needs, plan interventions and review outcomes of care
 - Working with key clinical staff at sites through mentoring, education and orientation of new staff to the ACFI

Key Responsibilities and Duties (Continued)

- Identification of areas of incorrect or incongruent claiming through ACFI auditing, including pre-submission ACFI pack checking
- 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
- 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 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
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures,
- 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 Residential Funding and Accommodation Manager, commensurate with classification and training.

ESSENTIAL CRITERIA

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
- Demonstrated experience in the preparation and implementation of the Aged Care Funding Instrument (ACFI) and associated business rules
- An understanding of the ageing process and 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 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 leadership skills
- Demonstrated analytical and conceptual skills
- 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
- A current driver's licence

DESIRABLE CRITERIA

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

Acknowledged _____ Date _____
Residential Funding and
Accommodation Manager

Acknowledged _____ Date _____
Employee