

Employment

# Position Description

<b>Position:</b>	Registered Nurse
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020
<b>Classification:</b>	Registered Nurse
<b>Status:</b>	As Per Contract of Employment
<b>Qualifications:</b>	Current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse

## Position Objective(s)

The Registered Nurse is an integral part of the nursing team. With support and guidance from the Senior Management Nursing Team, the Registered Nurse practices nursing care in accordance with the organization's mission and values. The Registered Nurse applies knowledge and skill commensurate with their level of training and experiences so that the "best practice" in nursing care is fostered and maintained

## Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "seven pillars" have been identified:

### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

## **Yes Culture**

We always start with 'yes' in every deliberation.

## **Customer Service**

We ensure that customers feel engaged and valued in every interaction.

## **Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

## **Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

## Key Responsibilities and Duties

### **1. Professional & Ethical Practice**

- 1.2 Maintains resident confidentiality at all times
- 1.3 Recognizes own ability and level of professional competence
- 1.4 Ensures practice is in accordance with legislation and common law affecting nursing practice
- 1.5 Demonstrates a positive attitude to the agreed role and responsibility of the position
- 1.6 Demonstrates ability to understand and integrate those behaviors which reflect the mission and values of the organization
- 1.7 At all times acts within the boundaries as set out in the:
  - Lyndoch Living procedures and policies;
  - National Competency Standards for Registered Nurses (Australian Nursing and Midwifery Board of Australia)
- 1.8 Demonstrate knowledge and understanding of the requirements of the Aged Care Act 1997 particularly as it relates to the Outcome Standards and regulatory compliance

### **2. Clinical**

- 2.1 Incorporates a person centered approach to resident care
- 2.2 Accurately assesses the residents' needs, wants and expectations of care
- 2.3 Timely and accurate reporting of residents' needs, wants and changes in condition
- 2.4 Implements care in accordance with agreed goals and strategies, via the individual care plan
- 2.5 Effectively evaluates care and in conjunction with care team changes the plan of care accordingly
- 2.6 Maintains accurate nursing and management documentation/ records
- 2.7 Ensures effective, relevant communication to the Residence Manager and other relevant staff of any change in resident's care needs

- 2.8 Communicates the plan of care for each resident through effective verbal and written skills, completing documentation responsibilities accurately and objectively
- 2.9 Undertake annual competencies (theory and practice) relevant to the Registered Nurse Professional Scope of Practice and the Lyndoch Living Competency and Mandatory Education procedure
- 2.10 Ensure application of all relevant policies, procedures and guidelines

### **3. Competency**

- 3.1 Conducts Competency Assessments for Nurses/ Personal Care Workers on an annual basis and as part of building skills capability in the following areas:
  - Medication Management
  - Documentation
  - Care Practices

### **4. Change Management**

- 4.1 Participates in decision making regarding the efficiency and effectiveness of the nursing service in meeting current residents needs
- 4.2 Values the contributions of all team members during the change process
- 4.3 Support the decisions of the organisation as part of the management team

### **5. Communication**

- 5.1 Communicate the plan of care for each resident through effective verbal and written skills
- 5.2 Effectively communicate with residents, carers, relatives and staff by employing good interpersonal skills
- 5.3 Respond promptly and appropriately to internal and external customers
- 5.4 Ensure that written information is accessed and read, including memos and minutes of meetings
- 5.5 Actively participate in committees and meetings
- 5.6 Participate in making suggestions for improvement utilizing the Lyndoch Living Continuous Improvement process

### **6. Quality Management**

- 6.1 Participates in the review of policies and procedures that aim for "best practice"
- 6.2 Consistently follows organizational and services policies and procedures
- 6.3 Keeps up to date and understands new and revised service and organizational policies and procedures as distributed
- 6.4 Participates in service and/or program quality improvement activities in accordance with the Continuous Improvement procedure and according to the Aged Care Standards
- 6.5 Actively participate in scheduled auditing

## **7. Customer Service**

- 7.1 Effectively communicate with residents, carers, relatives and staff by employing good interpersonal skills
- 7.2 Respond promptly and appropriately to internal and external customers
- 7.3 Actively seek customer feedback where appropriate and communicate same to relevant nursing colleagues
- 7.4 Participates in the identification and implementation of strategies which seek to improve customer service

## **8. Team Work**

- 8.1 Formulates resident care plans in partnership with the resident and/or their families/ representative
- 8.2 Approaches care from a team perspective
- 8.3 Actively contributes to achieving team objectives
- 8.4 Values the expertise of all members of the multidisciplinary team in achieving positive resident outcomes
- 8.5 Communicates effectively with carers and other members of the community

## **9. Professional Development**

- 9.1 Seeks advice and guidance from the Residence Manager to enhance knowledge and skill where performance gaps and identified
- 9.2 Attend relevant educational programs
- 9.3 Maintains and updates own professional development to ensure safe and contemporary practice and professional standard is maintained
- 9.4 Seeks feedback and advice on own performance and development needs by actively participating in the Performance Review Program
- 9.5 Understands and monitors good Occupational Health & Safety practice in the workplace
- 9.6 Actively involved in matters relating to Occupational Health & Safety and achieves a high standard of safety in the workplace
- 9.7 Adheres to Infection Control policies and procedures
- 9.8 Participates in relevant training
- 9.9 Seeks clarification on safety, clinical and regulatory compliance issues where uncertain

## **10. Clinical Risk Management**

- 10.1 Actively participates in reviewing RiskMan reports which assess practice in relation to falls prevention, medication errors, weight loss, behaviors of concern and infection rates
- 10.2 Participate in and/or supports the activities of clinical link teams and the best practice concepts that generate from the work of nurse teams.
- 10.3 Immediately reports any clinical risks identified with residents to the Residence Manager

## 11. Manual Handling

11.1 Be compliant with the Manual Handling and No Lift Policies of Lyndoch Living and appropriately supervise and role model procedures for other nursing staff. When required directing staff to undertake further competency training.

11.2 No Lift Procedures include but are not limited to:

- Transfer of residents using lifting equipment including ceiling hoist, full body hoist and standing hoist
- Transfer of residents using wheelchair, commode/taxi chair
- Using slide sheets to turning the resident in bed, sitting residents up in bed, sitting residents on the side of the bed
- Putting on compression/support stockings
- Moving residents from floor (post fall)
- Making beds

## Organisational Relationships

**Reports to:** Hostel Manager/s, NUM – Nursing Home

**Supervises:** Personal Care Workers, Enrolled Nurses

**Internal Contacts:** All Lyndoch staff, residents, clients, families

**External Contacts:** Members of the Public, Contractors, Suppliers

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilized:

- Demonstrated knowledge and experience in caring for older people
- Understanding of Aged Care Standards and Accreditation framework
- Demonstrated knowledge and the application of contemporary nursing practice
- Understanding of the ACFI Funding Model

## Management Skills

The following management skills are required to be utilized:

- Ability to prioritise and complete tasks to an agreed time frame.
- Ability to ensure an efficient and effective utilisation of resources.

## Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Excellent communication and interpersonal skills including demonstrated experience in liaising with residents, families, colleagues and the wider community
- Demonstrated understanding of Lyndoch organisational structure and established communication protocols.
- Fosters and maintains effective communication between health professionals and peers to promote and provide a holistic approach to care that focuses on individual rights and the needs of residents
- Ability to build relationships that facilitate interdisciplinary cooperation and respect.
- A positive approach to ongoing self-education and skill development
- A flexible and team orientated approach

## General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Commitment to ensuring standards of excellence are established and maintained by actively supporting and implement practice in keeping with that Aged Care Standards and Accreditation Agency framework
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities.
- Respects diversity in values, customs and beliefs

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

## Appendix 1

### General Conditions of Employment

#### **Terms and Conditions of Employment**

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

#### **Performance Review**

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

#### **Probationary Period**

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

#### **Termination**

Employment may be terminated in accordance with the provisions of the relevant Agreement.

#### **Policy and Procedures of the Employer**

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

#### **Apparel and Equipment**

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

#### **Notification of Prior Injury**

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

# Pre-existing Injury Declaration Form

## **Please complete and return with your Application for Employment**

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985 (Vic)* ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living ("the employment")

In making this disclosure, please refer to attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living may constitute grounds for disciplinary action including termination of your contract.

## Employee Declaration

I \_\_\_\_\_ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985 (Vic)* which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.



Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**OR**

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

**Please list details for all pre- existing conditions**

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I acknowledge and declare that the information provided in this form is true and correct in every particular.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print name of Applicant

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Office Use Only**

**Additional Comment/ Requisite Modifications**  
(To be completed by Senior Manager/ CEO)

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