

Employment

Position Description

Position:	Registered Nurse
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020
Classification:	Registered Nurse
Status:	As Per Contract of Employment
Qualifications:	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, "nine 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.

Purpose

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

Safety

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

Key Responsibilities and Duties

1. Values

To align with the values, and vision of Lyndoch Living in all aspects of the role for the provision of quality services and a standard of customer service that exceeds expectations:

- Lead by example to foster and develop a work environment that demonstrates the values in all interactions internally and externally.

2. Operational/Clinical

- Incorporate a person centered approach to consumer care
- Accurately assess the consumers' needs, wants and expectations of care
- Timely and accurate reporting of consumers' needs, wants and changes in condition
- Implement care in accordance with agreed goals and strategies, via the individual care plan
- Maintain accurate nursing and management documentation/ records
- Ensure effective, relevant communication to the Manager and other relevant staff of any change in consumer's care needs
- Formulate consumer care plans in partnership with the consumer and/or their families/ representative
- Communicate the plan of care for each consumer through effective verbal and written skills, completing documentation responsibilities accurately and objectively
- Effectively evaluate care and in conjunction with care team changes the plan of care accordingly
- Ensure application of all relevant policies, procedures and guidelines
- Value the expertise of all members of the multidisciplinary team in achieving positive consumer outcomes

- Communicate effectively with carers and other members of the community
- Conduct competency assessments for Nurses/ Personal Care Workers on an annual basis and as part of building skills capability e.g.:
 - Medication Management
 - Documentation
 - Care Practices

3. Consumer Services

- Effectively communicate with consumers by employing good interpersonal skills
- Respond promptly and appropriately to internal and external consumers
- Actively seek feedback where appropriate and communicate same to relevant nursing colleagues
- Participate in the identification and implementation of strategies which seek to improve consumer services
- Support the decisions of the organisation as part of 'One Team'

4. Quality, Safety & Risk Management

- Ensure compliance with Aged Care Quality Standards
- Participate in the review of policies and procedures that aim for "best practice"
- Consistently follows organisational policies and procedures
- Participate in service and/or program quality improvement activities in accordance with the Continuous Improvement procedure
- Actively participate in scheduled auditing
- Actively participate in reviewing RiskMan reports which assess practice in relation to falls prevention, medication errors, weight loss, responsive behaviours and infection rates
- Participate in and/or support the activities of clinical link teams and the best practice concepts that generate from the work of nurse teams
- Immediately report any clinical risks identified with consumers to the Manager

5. Professional Practice

- Practice in accordance with the Nursing and Midwifery Board of Australia (NMBA) Professional Standards
- Maintain a record of Continuing Professional Development (CPD) as per NMBA requirements
- Recognise own ability and level of professional competence
- Ensures practice is in accordance with legislation and common law affecting nursing practice
- Demonstrate knowledge and understanding of the requirements of the Aged Care Act 1997 particularly as it relates to the Aged Care Standards and regulatory compliance
- Seek advice and guidance from the Manager to enhance knowledge and skill where performance gaps and identified
- Attend relevant educational programs
- Adheres to Infection Control policies and procedures
- Maintain confidentiality at all times

6. Occupational Health and Safety (OH&S)

- Understand and monitor good Occupational Health & Safety practices in the workplace
- Actively involved in matters relating to Occupational Health & Safety and achieves a high standard of safety in the workplace
- Adhere to Infection Control policies and procedures
- Undertake annual competencies (theory and practice) relevant to the Registered Nurse Professional Scope of Practice and Lyndoch Living procedures and participate in relevant training
- Seek clarification on safety, clinical and regulatory compliance issues where uncertain
- 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
- No Lift Procedures include but are not limited to:
 - Transfer of consumers using lifting equipment including ceiling hoist, full body hoist and standing hoist
 - Transfer of consumers using wheelchair, commode/taxi chair
 - Using slide sheets to turning the consumer in bed, sitting consumers up in bed, sitting consumers on the side of the bed
 - Putting on compression/support stockings
 - Moving consumers from floor (post fall)
 - Making beds

7. Key Performance Indicators

Accountability	Indicator/s	Measures
Values	1. The Lyndoch Way	1. Alignment with The Lyndoch Way
Operational/Clinical	1. Clinical Indicators 2. Incidents	1. Audit requirements completed 2. All incidents reported
Consumer Services	1. Feedback	1. Feedback recorded within RiskMan database
Quality, Safety & Risk Management	1. Incident reporting 2. Audit compliance	1. Incidents recorded within RiskMan database 2. Audits completed as per schedule
Professional Practice	1. Professional development	1. Completion of PD hours as per NMBA requirements
OH&S	1. Competency requirements 2. No Lift/Manual	1. Completed as per procedures 2. Compliant with No Lift/Manual Handling processes

	Handling	
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Organisational Relationships

- Reports to:** Unit Manager
- Direct reports:** Enrolled Nurses, Personal Care Workers
- Internal Contacts:** All Lyndoch staff, residents, clients, families
- External Contacts:** Members of the Public, Contractors, Suppliers where relevant

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

Leadership Skills

The following leadership skills are required to be utilised:

- 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 consumers, 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 consumers
- 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

- 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 the 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

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)
