



POSITION	REGISTERED NURSE (LEVEL 1)	DATE	
LOCATION		EMPLOYMENT TYPE	Full-time, part-time, casual
REPORTS TO	Clinical Care Coordinator	MANAGER	Director of Care
LEVEL OF RESPONSIBILITY	Works under the direction and supervision of o the Clinical Care Supervisor. This position is expected to make decisions within the RN Scope of Practice.		
ORGANISATION CONTEXT	<i>[Insert name of organisation]</i> is a fully accredited aged care organisation providing contemporary residential and home and community services. Our values include: <i>[List organisational values]</i>		
POSITION PURPOSE	The role of the Registered Nurse is to provide direct care to residents based on individual assessments and perform established nursing procedures for residents or groups of residents in accordance with: <ul style="list-style-type: none">› organisational policies and procedures› organisational vision and values› Nursing and Midwifery Board of Australia Standards and Competencies› Aged Care Act principles› accreditation standards› statutory legislation, regulations and industry codes of practice.		
KEY RELATIONSHIPS	INTERNAL <ul style="list-style-type: none">› Staff› Residents› Volunteers	EXTERNAL <ul style="list-style-type: none">› Residents' relatives and friends› Visitors› Advocates› Medical and allied health professionals	

1. SELECTION CRITERIA

1.1 ESSENTIAL

- › Current satisfactory National Police Certificate.
- › Bachelor of Nursing (or equivalent).
- › Current AHPRA Registered Nurse registration and Practising Certificate.
- › A commitment to the holistic care and wellbeing of the elderly and genuine interest in working with the elderly.
- › Sound clinical knowledge and skills in accordance with contemporary practice.
- › Demonstrated high level of verbal, written and interpersonal communications skills (see attached job role profile).
- › Demonstrated understanding and application of Workplace Health and Safety principles in the delivery of nursing and care services.
- › Ability to work independently and to manage a team of Enrolled Nurses (ENs) and Extended Care Assistants (ECAs).
- › Ability to complete busy workloads and respond to changing priorities effectively.
- › *[List additional essential requirement]*

1.2 DESIRABLE

- › Experience in working in residential or home and community care.
- › Previous experience in a similar role.
- › Understanding and experience of the Aged Care Funding Instrument and Aged Care Accreditation Standards.
- › *[List additional desirable requirement]*

2. LANGUAGE, LITERACY AND NUMERACY SKILLS

READING

Read, understand and action:

- › client-related documentation
- › organisation-related documentation.

WRITING

Complete and/or prepare:

- › organisational forms
- › client/resident documentation
- › care plans
- › reports
- › presentations/education sessions.

NUMERACY

- › Complete time sheets
- › Use financial/business literacy
- › Undertake calculations

ORAL COMMUNICATION

Verbally communicate with:

- › residents and clients
- › families
- › team members, peers and colleagues

LEARNING

Participate in ongoing learning and professional development.

DIGITAL LITERACY

Use organisational technology.

The attached **Job Role Profile** for the Registered Nurse (Level 1) contains a comprehensive list of tasks relevant to the role. The profile describes the language, literacy, numeracy and digital literacy skills required and the corresponding standard/level descriptions required for each task.

3. ROLE RESPONSIBILITIES

3.1. RESIDENT CARE

- › Participate in the preparation and formulation of resident care plans, taking into account the resident's history of care as outlined by:
 - › the resident
 - › family members
 - › documented medical and care history
- › Participate in the admission and implementation of the care plan.
- › Ensure high-quality care is provided to residents in accordance with individual care plans.
- › Evaluate and review resident care plans to meet changing resident needs.
- › Facilitate resident access to allied health professionals in consultation with higher level RNs and other medical professionals.
- › Assist with the management of residents' medications including the liaising with GPs and pharmacists.
- › Respond appropriately to sudden alterations in resident health status and inform supervisors, families, doctors and other medical practitioners.
- › Maintain a high standard of documentation to accurately reflect the type and level of care provided.
- › Complete Aged Care Funding Instrument (ACFI) assessments as required.
- › Provide support to facilitate independence and lifestyle.
- › Develop and maintain effective relationships with residents' families.
- › *[List additional resident care responsibilities.]*

3.2. STAFF SUPERVISION

- › Provide leadership, support and supervision to ENs and ECAs.
- › Delegate tasks as appropriate.
- › Assist in the orientation of new staff.
- › Ensure that organisational policies and procedures are followed and adhered to and breaches are reported appropriately.
- › When delegated 'In Charge', ensure appropriate staff allocation and staffing levels.
- › *[List additional staff supervision responsibilities.]*

3.3 WORKPLACE HEALTH AND SAFETY

- › Engage in safe work practices in accordance with organisational WHS policy and procedure.
- › Maintain a safe work environment for resident, visitors, colleagues and self.
- › Report and document workplace health and safety incidents and accidents in accordance with organisational WHS policy and procedure.
- › Do not engage in discriminatory, bullying or harassing behaviour.
- › Use all equipment and supplies appropriately to complete duties safely, effectively and to minimise waste.
- › Wear protective clothing appropriate to the task.
- › Proactively maintain security of facility environment and possessions and report any breaches of security systems.
- › Participate in any WHS initiatives.
- › *[List additional WHS responsibilities.]*

3.4 COMMUNICATION	<ul style="list-style-type: none"> › Maintain effective open communication with residents, families, medical practitioners and fellow staff members › Display respect, empathy and understanding for residents, their families and fellow staff members. › Maintain resident and organisational confidentiality at all times. › Provide relevant and timely information and advice on residents' conditions to high-level RNs. › Participate in resident care meetings. › Participate in staff meetings and other staff- and resident-related activities. › <i>[List additional communication responsibilities]</i>
3.5 SELF-ORGANISATION	<ul style="list-style-type: none"> › Plan and establish priorities for delivery of care to residents to maximise effective use of working time. › Work as part of a busy team environment and be supportive of other staff members. › Recognise processes and strategies that will improve work practices. › Contribute to and maintain quality and continuous improvement work practices. › <i>[List additional self-organisation responsibilities]</i>
3.6 PERFORMANCE	<ul style="list-style-type: none"> › Endeavour to perform duties to a high standard. › Perform job role in a positive manner. › Actively participate in organisational performance appraisal procedure. › Engage in regular discussions with Director of Care and Clinical Care Coordinator (manager/ supervisor) to receive and provide feedback. › <i>[List additional performance responsibilities.]</i>
3.7 EDUCATION	<ul style="list-style-type: none"> › Participate in mandatory training as outlined in organisational training and professional development policy. › Actively pursue learning and skill development opportunities. › Contribute ideas for content of in-service education program. › Participate in non-mandatory training, in-service training and external training as part of own professional development program. › <i>[List additional educational responsibilities.]</i>