



# Murray House

## POSITION DESCRIPTION

**Position Title:** Registered Nurse Division 1

**Responsible To:** Clinical Care Manager

### ORGANISATIONAL INFORMATION

The organisation is a community owned not-for-profit aged care facility that is overseen by a voluntary Board of Directors. The facility has the capacity to house 65 residents who have chosen to make it their home and live in private and comfortable accommodation.

### PRIMARY RESPONSIBILITIES

The Registered Nurse Division 1 will be expected to work in accordance with the philosophy and objectives of the facility to provide care services to our residents that meets their personal and social requirements.

### QUALIFICATIONS & EXPERIENCE

- Current Nursing and Midwifery Board of Australia Registered Nurse (Division 1) registration or equivalent.
- Computer literacy.
- Knowledge of Commonwealth Government accreditation requirements for residential aged care facilities.
- Comprehensive knowledge of the Aged Care Funding Instrument (ACFI).

### SPECIFIC DUTIES

- To plan, implement and evaluate individualized nursing care plans for our residents and supervise and direct the RN Division 2 and PCAs.
- To be involved with and oversee clinical practices.
- Liaise with residents Medical Officers, multi disciplinary professionals and families regarding the residents ongoing care needs.
- Assist to create an environment which encourages professional development.
- To create and develop an environment of multi-disciplinary teamwork and professionalism amongst all members of Murray House's (MH) Care team.
- To provide advice on staffing levels to meet resident needs.
- To use the Commonwealth Accreditation Standards as a benchmark for each Resident, the promotion of social independence, freedom of choice, privacy and dignity and the maintenance of an optimum level of health.
- To ensure that the documentation of the care given meets the standards contained in the Commonwealth Documentation and Accountability Manual.
- To assume responsibility of the ACFI ensuring systematic assessment and re-assessment of Residents to provide the continuity of care and to maximize funding in accordance with the ACFI.
- To oversee and be involved in medication rounds.

- Assist to develop and review MH's philosophy, objectives, policies, procedures, and protocols to enhance the delivery of safe elder care and competent nursing practices.
- To assist with Resident entry and discharges.

### **COMMUNICATION / INTERPERSONAL SKILLS**

- Establish and maintain effective communication with residents, their relatives and friends to ensure the resident's physical and emotional well-being is not jeopardized.
- Establish and maintain effective communication and relations with other staff to maintain and promote a comfortable, homely and happy atmosphere for residents.

### **CORE ATTRIBUTES**

- Commitment to be a team player in a team environment.
- Be able to respond appropriately to Residents with physical and cognitive disabilities.
- Commitment to ensuring all care services are fulfilled effectively and efficiently.
- Commitment to ensuring that accreditation standards are followed.
- Physical ability to undertake manual handling duties as indicated in this Position Description including, but not limited to, pushing trolleys, reaching overhead, pulling, twisting, lifting up to 10kgs and standing for long periods of time.
- To be able to practise within own ability and qualifications.
- To have the capacity to be an effective role model to other staff.
- Commitment to maintaining current professional knowledge and skills for competency.

### **WORK HEALTH & SAFETY**

- Ensure that work is carried out in accordance with WH&S requirements and standards, in order to prevent work-related injuries and illnesses.
- Work in a manner which does not wilfully or negligently place at risk the health or safety of any person including self, nor recklessly interfere with or misuse any item which has been provided in the interests of improving WH&S.
- Comply with all reasonable instructions and procedures and use such equipment, protective clothing and other items provided by their employer in the interests of employee health and safety.
- Report to Clinical Care Manager any potential situation which the employee feels may constitute a hazard to the health and safety of employees, resident or visitors.
- Report to Clinical Care Manager any workplace incident, accident or other occurrence which has happened, and complete the necessary WH&S reporting documentation.

### **INFECTION CONTROL**

- Maintain an environment that precludes the spread of infection from resident to staff, from staff to resident, and from resident to resident.
- Understand that the consistent use of blood and body substance precautions, with additional precautions introduced when required, must form the basis of all resident care.
- Ensure protective apparel supplied by the organisation is used to minimise exposure to infectious agents.

### **CONTINUOUS QUALITY IMPROVEMENT (C.Q.I.)**

- Participate in the C.Q.I. Programs of the organisation.

- Participate in corrective measures to overcome problems.
- Participate in C.Q.I. Education.

### **PERFORMANCE APPRAISAL**

Performance appraisals shall be carried out using the approved system of assessment three (3) months after the commencement date. Further appraisals shall be done annually and when required.

### ***MURRAY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER***

*This document forms part of the Contract of Employment.*