



REGISTERED NURSE DIVISION 1 GRADE 4

ORGANISATIONAL INFORMATION

Established in 1960 and incorporated in 1989, Catholic Homes for the Elderly Inc (**Catholic Homes**) is a non-profit organisation and an agency of the Catholic Archdiocese of Melbourne, and currently provides services to over 900 older people across the greater metropolitan Melbourne, including residential aged care facilities, independent living accommodation and community care packages.

OUR VISION, MISSION & VALUES

Our Vision – Choice and opportunity as you age.

Our Mission – Integrated and accessible aged care and accommodation services provided within a Catholic ethos.

Our Values – We celebrate the life of individuals and their communities as expressed in their physical, social and spiritual well being. In doing so, we are committed to the ideals of:

- Dignity – The rights of each person are grounded in the unique dignity each possesses.
- Compassion – When we truly care we are always open to the needs of others.
- Integrity – We are honest in our dealings and accountable for our actions.
- Collaboration- Working together empowers people and produces better outcomes.

POSITION SUMMARY

The Registered Nurse Division 1, Grade 4 working in a high care facility is responsible for the coordination of the provision of care to the residents. They will provide supervision and support to the direct care staff and will be in charge of designated work areas in the absence of the Residential Services Manager and Care Manager. The Registered Nurse Division 1 Grade 4 will fulfil the role of Fire Warden.

REPORTS TO

- Accountable to the Care Manager

KEY SELECTION CRITERIA / QUALIFICATIONS

- Essential:
- Current registration as a Registered Nurse Division 1 in Victoria.
 - Good communication and interpersonal skills, patience, common sense and a strong ethos of client service
 - Mature outlook with the ability to relate and converse with older people
 - Ability and commitment to work as part of a team and manage other staff
 - Demonstrated initiative and ability to work without supervision
 - Commitment to maintaining confidentiality in all matters
 - Proven ability to motivate staff and promote a positive work environment.
 - Proven ability to liaise with all stakeholders when necessary
 - Satisfactory completion of a National Police Records Check (to be arranged by *Catholic Homes*)
- Desirable:
- Previous experience working in an Aged Care Facility, or an understanding of, and sensitivity to, the issues related to services to older people
 - Formal qualifications in gerontology or relevant clinical discipline
 - Knowledge and understanding of Aged Care funding and legislation. Understanding of Pensions, Bonds, Fees and Charges
 - Knowledge and understanding of the Resident Classification Scale (RCS)
 - Previous experience assisting in the management of a budget
 - Proficiency in Microsoft Office e.g. Word, Excel

PERFORMANCE CRITERIA

The person should possess the following knowledge, skills and experience based upon the performance criteria as follows:

Business Administration

Demonstrated knowledge and experience in the use of the Resident Classification Scale documentation process. The incumbent should also be able to demonstrate an understanding of management issues and strategies to support the implementation of the Facility Operational Plan at the clinical level.

- Oversee documentation to ensure accurate assessment by supervising staff to:
 - Keep accurate and up-to-date records.
 - Maintain documentation to meet or exceed Resident Classification Scale (RCS) guidelines and Aged Care Accreditation Standards.
 - Meet legal requirements, e.g. Occupational Health and Safety Act, Aged Care Act.
- Oversee the administration of day-to-day tasks as this relates to the provision of clinical care.
- Address management issues by:
 - Managing staff issues to ensure clinical objectives are met
 - Recording staff changes in the appropriate documentation.
 - Deploy staff appropriately, as and when required, for effective use of resources.
- Apply sound decision-making skills in line with budget.
- Work to assist and support an injured worker return to work in compliance with the return to work programme.
- Ensure resident's files are maintained.

Continuous Improvement

Demonstrated commitment to ensuring quality services are delivered to residents through continuous improvement activities. This includes the further development of the *Catholic Homes* quality systems to meet and exceed industry and other relevant standards.

- ❑ Appraise and constantly evaluate the standard of care to residents.
- ❑ Be actively involved in the implementation and maintenance of Aged Care Accreditation Standards.
- ❑ Be actively involved in the maintenance of the *Catholic Homes* quality system.
- ❑ Act as a role model to staff in all areas of work.
- ❑ Uphold standards of health and safety for all residents, staff and visitors to comply with Occupational Health & Safety legislative requirements and *Catholic Homes* policies and processes.
- ❑ Demonstrate active participation in personal and professional development activities. These include but are not limited to:
 - Contribute to the expansion of knowledge and ideas in the aged care field by participating in research
 - Identify Care Staff development needs and inform Care Manager
 - Participate in staff development programs and mandatory training
 - Assist the Care Manager conduct performance appraisals of Care Staff
 - Participate in annual performance appraisal with Care Manager

Customer Service

Demonstrated communication and interpersonal skills are required, with a highly developed understanding of internal and external stakeholder needs, and identification of strategies to meet these needs.

- ❑ Be responsive to telephone enquiries which include identification of self and site.
- ❑ Be responsive to resident's care through tailoring holistic care to meet individual needs
- ❑ Systematically plan, implement and evaluate care.
- ❑ Respect and promote dignity, privacy and confidentiality for each resident.
- ❑ Promote positive and harmonious relationships between all stakeholders.
- ❑ Promote site and *Catholic Homes* services in a positive manner.
- ❑ Interact positively, promptly and appropriately to the needs of all stakeholders.
- ❑ Identify opportunities to improve service, e.g. use of Quality Service Reports.

Team Development

Demonstrated ability to lead, manage and develop clinical staff, which is consistent with *Catholic Homes* Vision, Mission and Values.

- ❑ Demonstrate knowledge and the ability to lead and manage a team by providing staff with clear direction, to enhance their understanding of their duties and responsibilities.
- ❑ Actively encourage other team members to promote harmonious working relationships, thus ensuring an ongoing high standard of care.
- ❑ Work co-operatively with other team members to ensure effective attainment of team goals.
- ❑ Promote and develop effective communication skills with management through attending relevant site and organisational meetings.

- ❑ Supporting ongoing lines of communication between frontline staff and senior management.
- ❑ Orient and support new Care Staff to their role, the physical environment and equipment, including occupational health and safety requirements.
- ❑ Monitor, appraise and develop staff on a regular basis, including formal documented appraisals as well as informal, “on the job” coaching (in conjunction with the Care Manager).

Technical Skills and Application

Demonstrated ability to apply highly developed clinical skills as this relates to the provision of care of residents. This includes role modelling of appropriate practice and the ability to be self-directed.

- ❑ Demonstrate the application of excellent clinical skills.
- ❑ Ensure best practice clinical care is demonstrated at all times by all clinical care staff.
- ❑ Ensure staff compliance with *Catholic Homes* policies and processes.
- ❑ Comply with the *Catholic Homes* Competency Assessment Program.
- ❑ Act at all times to protect the rights of residents, including confidentiality, privacy, individual choice and decision-making.

Occupational Health and Safety

Demonstrated knowledge and capability to ensure that the facility is appropriately equipped and maintained to provide a safe environment for staff and visitors.

- ❑ Maintain a safe working environment in your area of responsibility.
- ❑ Ensure that Occupational Health and Safety (OH&S) principles and guidelines are adhered to.
- ❑ Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements.
- ❑ Report accidents and injuries and near misses as per *Catholic Homes* Policy and Guidelines.
- ❑ Provide and maintain so far as is practicable a working environment that is safe and without risk to health.
- ❑ Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace.
- ❑ Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and *Catholic Homes* policies and promote a working environment that is congruent with these guidelines.
- ❑ Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Accident Compensation (WorkCover) Act 1992.

Specialist Knowledge

Demonstrated knowledge and clinical nursing experience in the provision of contemporary residential aged care services. This includes an in-depth knowledge of the ageing process and associated conditions, as well as legislative requirements.

- ❑ Practice according to the Mission, Vision and Values of *Catholic Homes* and be able to explain the relevance of these to others, and to their own practice.
- ❑ Demonstrate a sound knowledge of Aged Care Accreditation Standards and apply this knowledge on a day-to-day basis.
- ❑ Understand the Resident Classification Scale (RCS) and be able to explain it to others.

- Demonstrate and apply up-to-date knowledge of the ageing process and relevant diseases. This includes demonstrating an interest in maintaining this knowledge e.g. active involvement in aged care special interest groups.

I acknowledge that I have read and understood this Position Description. I understand that the position description will be reviewed at least once every two years.

Signed by
Incumbent: _____ Date: _____

Incumbent Name:

Signed by
Manager: _____ Date: _____

Manager's Name
& Title:

Residential Services Manager

Current Effective Date: _____

Next Scheduled Review Date: _____

Replaces PD:	Registered Nurse Division 1 Grade 4	Dated:	February 2001
Draft Submitted By:	Denise Darnley, HR Manager	Date:	February 2005
Ratified By:	GM Residential Services	Date:	March 2005
Authorised By:	Human Resources Manager	Date:	March 2005
Disseminated By Policy & Documentation Committee:		Date:	March 2005
			Next Review Date: March 2007