

Registered Nurse

Position Description

Organisation:	Chaffey Aged Care
Department:	Direct Care & Clinical
Reports to:	Clinical Operations Manager
Direct Reports:	Supervision of Endorsed Enrolled Nurses, Personal Care Assistants and Care Support Assistants
Location:	Chaffey Aged Care, Merbein. Victoria
Classification:	RN Level 1 (Pay Points reflective of experience) in accordance with Chaffey Aged Care Enterprise Agreement 2022-2024
Uniform:	Nursing Uniform – Selected from CAC-GR01521 Approved Uniform Listing
Website	www.ruralcareaustralia.com.au / www.chaffeyagedcare.com.au

The Organisation

Rural Care Australia Ltd (RCA) operates Chaffey Aged Care, a 100-bed residential aged care service, and Generations Early Learning, a 72 place long daycare service which is one of Australia’s first shared site Intergenerational Early Learning services (collocated with Chaffey Age Care).

Rural Care Australia also provides management services to Bingarra Units Incorporated, which provides low-cost housing for our community’s financially disadvantaged older people.

Rural Care Australia is a community-owned not-for-profit organisation dedicated to delivering services that support our community and is governed by a skills-based volunteer Board.



Chaffey Aged Care



Generations Early Learning

Our Values & Philosophy

The Registered Nurse will model and promote Rural Care Australia's vision, mission, and values in all aspects of their work.

Vision:

- Connected Communities

Mission Statement:

- Delivering innovative services to support and empower our community.

Values:

- **Respect** We demonstrate care, compassion, and consideration in our interactions with care recipients, children, customers, families, staff, and the wider community.
- **Compassion** We act with sensitivity, empathy, and consideration for others in every interaction with care recipients, children, customers, families, staff, and the wider community.
- **Dignity** We recognise and embrace the diversity and value of each individual.
- **Integrity** We exercise responsibility in decision making and demonstrate honesty, credibility, and ethical conduct in all that we do.
- **Knowledge** We understand and contribute to our region, our community, our aged care, and early learning industries to improve the experiences of stakeholders and care recipients.
- **Innovation** We embrace innovation and the opportunities that follow.



Respect



Compassion



Dignity



Integrity



Knowledge



Innovation

Position Purpose

The Registered Nurse (RN), works as a dynamic leader to oversee and provide safe compassionate person-centred care for our care recipients through assessment, planning, implementation and evaluation of nursing care to achieve quality care outcomes whilst under the direction of the Clinical Operations Manager and Director Aged Services.

Working with a high level of accountability the Registered Nurse is expected to work in accordance with the philosophy and objectives of the facility to provide a service to our Care Recipients that meets their personal care and social requirements. Our Nursing teams will demonstrate excellent time management, energy and passion for consumer-directed care, and the ability to implement appropriate clinical responses.

Key Accountabilities

- Oversee and deliver excellent person-centred resident care in relation to nursing needs such as management of diabetes, wounds, infections, pain and medications that meets the needs of the care recipients and their families or carers whilst contributing to professional care practice such as; assessments, exceptional reporting, and care plan evaluations.
- Plan, oversee and supervise day to day clinical practices and ensure clear direction and guidance is provided to Endorsed Enrolled Nurses (EEN), Personal Care Assistants (PCA), and Care Support Assistants (CSA) to meet the care recipient's needs.
- Maintain accurate documentation relating to the care recipient's care and well-being which contributes to the optimisation of AN-ACC and other clinical income streams, by ensuring appropriate documentation is completed following policy and procedures
- Report complex cases for management to the Clinical Operations Manager and report any complaints from care recipients and family members to the Director of Aged Services (DAS)
- Contribute to quality care through life-long learning and professional development, supervision, mentoring, coaching, appraisals and development of policy and clinical practice guidelines and assist with the implementation of action plans and strategies.
- Liaise with care recipients' Medical Officers and multidisciplinary professionals regarding ongoing care and administer medication as prescribed and directed by the Medical Practitioner, Dentist, Nurse Practitioner, or Optometrist.
- Encourage and assist Care Recipients with all aspects of their care such as personal hygiene, mobility, dressing and undressing, hearing aids and contact lenses etc whilst providing dementia and emotional support to ensure the highest quality of care.
- Oversee the functions of the facility in the capacity of Afterhours Coordinator to ensure the delivery of services is not interrupted outside of hours. Liaise with the Director Aged Services for critical notifications and incidents and assume a first responder role and facility representative for all emergencies.
- Work within the Aged Care Quality Standards, the Australian Nursing and Midwifery Board of Australia Standards of Practice and relevant codes that govern Registration.

Key Stakeholders:

- Internal –** Chief Executive Officer, Director Aged Services, Executive Team, Registered & Enrolled Nurses, Assessment & Care Planning Registered Nurse, Clinical Care Coordinators, Recreation & Lifestyle, Allied Health, Personal Carers, Environmental Services Teams, Administration and Volunteers.
- External –** Aged and Health service providers, relevant community agencies, Aged Care Quality and Safety Commission, consultants, legal professionals, industry associations, service providers, visitors, and contractors.

Key Selection Criteria

1. Appropriate clinical skills relevant to the aged care environment.
2. Demonstrated leadership skills which support the health and wellbeing outcomes of care recipients.
3. Demonstrated ability to act in the After-Hours Coordinator Role as rostered.
4. Demonstrated ability to support an appropriate culture.
5. Demonstrated ability to work independently and as part of a team to meet the objectives of care recipients.
6. Demonstrated ability to work within evidence-based policies and procedures.
7. Demonstrated knowledge and understanding of legislation such as the Aged Care Act, Quality of Care Principles 2014, mandatory reporting obligations, the Australian Aged Care Quality Standards, and the Aged Care Funding Instrument.

Qualifications / Registrations / Licences

- Bachelor of Nursing or equivalent.
- Registered with the Australian Health Professional Registration Agency with nil funding or restrictions. (essential).
- Current Driver's License (essential).
- Satisfactory criminal history check (essential).
- Satisfactory working with children check (beneficial).

Attributes Essential for the Role (Technical Skills / Knowledge & Experience)

- Understanding of best practice, evidence-based care, and consumer-directed care.
- Ability to demonstrate superior leadership skills across multiple workgroups and have a flexible approach of integrity, initiative, and professionalism.
- Proven people and communication skills including relationship building, cooperation, conflict de-escalation and resolution, and facilitating open discussions as well as excellent written and oral communication, time management skills along with a high degree of reliability and accountability.
- Commitment to being a team player in a team environment and have the capacity to be an effective role model for other staff and the ability to maintain confidentiality and exercise diplomacy.
- Be able to respond appropriately to Care Recipients with physical and cognitive disabilities and commitment to ensuring all care services are fulfilled effectively and efficiently.
- Commitment to maintaining current professional knowledge and skills for competency & ensuring accreditation standards are followed.
- Willingness to participate in continuing self-education and development and to foster this in others.

Other Requirements

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of Chaffey Aged Care and the following specific requirements should be noted.

- Work within the stated vision, mission, values, and strategic objectives of Chaffey Aged Care.
- Foster a culture within the organisation of teamwork, continuous quality improvement, and innovation.
- Utilise Chaffey Aged Care's quality system to contribute to all areas of service delivery and stakeholder satisfaction to improve service delivery continuously.
- Maintain an environment that precludes the spread of infection between staff, Care Recipients, Contractors & Visitors and ensure consistent use of standard and additional precautions as required including Personal Protective Equipment in accordance with policy and procedures.
- Adhere to all related policies and procedures and be aware of State, Commonwealth, and other legislative requirements and contribute to the systems and processes to achieve and demonstrate compliance.
- Report all allegations or suspected care recipient assaults and incidents of elder abuse to the Director Aged Services and maintain privacy and dignity for victims and perpetrators of assault, alleged assault or incidents
- Support the orientation and induction of new staff and students and provide preceptorship to ensure successful appointments. Provide feedback to the Director of Aged Services and Manager People & Culture to support this program.
- Undertake other duties as required within the scope of practice.

Employee Position Declaration

Ihave read and understood the Position Description, the Key Requirements and Physical Requirements and agree that I have the physical ability to fulfill this position and fulfilling all areas of responsibility. I understand that the information provided is a general outline and may not encompass every aspect of the position. I understand this document forms part of the Contract of Employment and the position may, after due consultation, be revised and amended from time to time to meet organisational and operational requirements.

I have initialled the top right-hand corner of each page as confirmation of reading and understanding of the position and physical requirements.

I understand that this is separate from the Employment Contract that I will sign/have signed*, outlining the Employment Details. *delete which is not applicable

Management Acknowledgement & Signatory:

Signature: _____
Name: _____
Position Title: _____
Date: _____

Employee Acknowledgement & Signatory:

Signature: _____
Name: _____
Date: _____

Document Control

Assigned Review Period: 5 Yearly Maximum

Date of Next Review: July 2028

Revision Record

Date	Version	Revision description
2020-12	1.01	Formation of a new document with input from the Chief Executive Officer, Director Aged Services, and Clinical Operations Manager.
2021-08	1.02	New document review template, Organisation name change, and logos, Vision Mission and Values statement updated. Ratified by CEO August 2021
2023-06	2.01	Significant change to simplify the content and structure of the position description to reflect contemporary requirements of the role.
2023-07	2.02	Minor amendments to wording and formatting.