

## Position Profile Registered Nurse

Position Title:	<b>Registered Nurse</b>
Reporting to:	Manager of Care
Remuneration	As per Contract of employment or AWA
Basis of Engagement	Permanent/ Part-time/ Casual
Location	Lourdes Aged Care Facility
Key Responsibilities:	<ol style="list-style-type: none"> <li>1. To be familiar with and practice the values, objective, policies and procedures of the Facility</li> <li>2. To promote the Facility to residents, relatives and members of the public</li> <li>3. To maintain all aspects of confidentiality relating to the residents and any policies or procedures at the Facility</li> <li>4. To continually strive to improve your own personal development in a manner that will enable you to become a key staff member of the organisation</li> <li>5. To participate and demonstrate leadership in the effective day to day management of the nursing home, including the establishment and maintenance of care levels, as they apply to all residents.</li> </ol>
<p><b>Duties Description:</b></p> <p><b><u>Functions and Responsibilities:</u></b></p> <p><b>Management/ Leadership:</b></p> <ul style="list-style-type: none"> <li>• Adhere to current Facility policies</li> <li>• Report all incidents/ accidents and potential risks</li> <li>• Communicate effectively with other staff and management</li> <li>• Report system faults or equipment needing maintenance</li> <li>• Attend meetings, internal &amp; external as requested</li> <li>• Be actively involved in promoting the facility within the Community</li> <li>• Work unsupervised</li> <li>• Supervise and direct staff to ensure a high standard of performance and services to residents is maintained.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Have a good attendance record to provide continuity of service to our residents</li> <li>• Be well groomed and have a high standard of personal hygiene</li> <li>• Follow the dress code of a facility as outlined in the Policy</li> </ul>	

- Have the ability to communicate with residents, relatives and all members of the health care team
- Be aware of the need for good public relations with all members of the community
- Use resources with consideration to cost
- Help develop and maintain a stable environment that encourages growth and teamwork

**Administrative:**

- Arrange meetings at the ward level for RN's and AIN's in conjunction with the Care Manager
- Communicate with the Care Manager daily regarding resident care and staffing issues
- Co-ordinate bed moves and maintain the Movement Register with the Care Manger
- Perform staff appraisal in conjunction with the Care Manager and ensure accurate reporting of all injury / accidents in the facility
- Participate in relevant in-service and other education programs as directed by the Care Manager .
- Promote, develop and maintain by example all aspects of professional ethics and etiquette within the ward/facility, and in any situation in which the nursing image is projected
- Monitor use and maintenance of ward equipment and stock
- Monitor and supervise catering and housekeeping services in the Nursing Home
- Participate in Continuous Quality Improvement activities and contribute towards the development and review of flow charts relating to this process

**Education:**

- Keep up to date on all new practices, procedures and equipment as relevant to your working environment

**Clinical**

- To care for residents and ensure that all of their daily needs are met
- To provide a caring, safe and healthy environment for residents and any other persons who may be entering your area of responsibility
- Monitor health and well-being of residents
- Be familiar with and ensure all documentation is completed accurately.
- To follow procedures and policies when new residents are admitted and ensure that all requirements are met.  
This includes the following:- Treatment Sheet  
Care plan
- Ensure resident care plans are updated.
- Arrange distribution of medications to residents in compliance with appropriate procedure.
- Be fully aware of Standard Precautions and the Facility's Infection Control Policies
- Maintain and uphold the Infection Control Program and Policies

**Safety:**

- Have an awareness of occupational health & safety and how it affects residents staff and your own working environment and to take care in actions which affect the health and safety of self and of other persons
- Follow safe work practices at all times in accordance with policies and procedures
- Provide and maintain a safe working environment, reporting potential hazards or safety issues, as outlined in the Occupational Health & Safety Manual
- Ensure accurate and immediate reporting of all injury / accident occurring in the facility
- Have a full working knowledge on the use of the fire fighting equipment supplied in the Facility
- Maintain a working knowledge of the emergency procedures manual.
- Attend two mandatory fire in-services yearly
- Contribute a minimum of two CQI improvement suggestions per year.

**Residents:**

- The delivery of quality care to the residents to enhance their quality of life following Standards and Guidelines for Residential Aged Care Services 1998 Act and Amendments.
- Arrange specialist appointments as needed for resident care
- Communicate with residents' representatives and refer to the Executive Manager when appropriate
- Arrange appointments with and liaise with visiting medical practitioners and other health care professionals in the planning, implementation and evaluation of the individual resident's care, with respect to infection control matters.

**Personnel:**

- Supervise the work of enrolled nurses and assistant nurses
- Co-ordinate day to day management of ward/facility routines maintaining good discipline
- Monitor staff on knowledge of fire safety and emergency procedures
- Maintain communication with staff on all shifts
- Develop, promote and maintain all aspects of staff morale by example
- Refer to the Executive Manager regarding professional and personal staffing issues.
- Actively seek to replace staff who are unable to attend to rostered shifts.

<p><b>Programs:</b></p> <ul style="list-style-type: none"> <li>• Be actively involved in the Quality Improvement Programs and any other programs throughout the facility.</li> </ul> <p>Participate in any other programs as required to facilitate requirements as outlined in the Standards and Guidelines for Residential Aged Care Services.</p>	
Skills Set:	<ul style="list-style-type: none"> <li>• Ability to work in a team environment</li> <li>• Affinity to work with the aged.</li> <li>• Caring attitude</li> <li>• Basic Computer skills</li> <li>• Attention to detail</li> <li>• A commitment to excellence in caring for the aged.</li> <li>• Supervisory skills.</li> </ul>
Experience Sought:	Experience in caring for mature aged persons in a nursing home or lodge environment.
Education and Qualifications: Sought	<ul style="list-style-type: none"> <li>• Current Registered Nurse Certification</li> </ul>
Personal Attributes	A positive attitude, enthusiasm, flexibility and a desire for personal growth and advancement.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_