



BOOROONGEN DJUGUN LIMITED

Position Description

Registered Nurse

Department	Team
Residential Care	Clinical Care
Award/EA:	Award/EA Classification:
The Booroongen Djugun, NSWNMA and HSU NSW Enterprise Agreement 2023	Registered nurse—level 1
Reports To:	Direct Reports:
Clinical Care Lead Executive Manager, Residential Care	Care Staff on shift

About the role

The Registered Nurse (RN) is responsible for providing high quality person centered clinical care that facilitate positive health and wellbeing outcomes for residents – both aged care and those with a disability in line with the Aged Care Quality Standards. The Registered Nurse will be responsible to the nursing assessment, planning, implementation and evaluation of nursing care in accordance with BDL policies and procedures, Aged Care Standards, AHPRA Professional Conduct and with scope of practice as a Registered Nurse.

Key responsibilities and duties

- Provide direct resident care and nursing services by:
 - carrying out a comprehensive and accurate nursing assessment of individuals
 - formulating a plan of care with the primary aim of providing optimal quality of life
 - coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards
 - liaising with other members of the care team, to identify resident needs and review outcomes of care
 - maintaining accurate and legally appropriate documentation of nursing and care services
- In collaboration with the Executive Manager, Residential Care and Clinical Care Lead, effectively manage care staff and volunteers involved in services that support resident daily living requirements by:
 - being a positive role model to Enrolled Nurses and Nursing Assistants and Trainees
 - providing direction and supervision to staff and volunteers
 - assisting with the orientation of new staff and facilitating their ongoing acquisition of knowledge
 - providing on-the-job training and development opportunities for care staff to improve job skills and effectiveness
 - supervising work experience students on placement at the facility
 - inducting and supporting Agency staff, as required
- Provide support and assistance to maintain high standard services for residents by:
 - active involvement in the identification and implementation of continuous improvement initiatives
 - reviewing and assessing current methodologies, identifying and implementing strategies for Better Practice service provision
 - actively participating in and contributing to organisational meetings/consultations
- Ensure professional and articulate communication by:
 - positively interacting with staff and volunteers, members of the care team, residents and their carers and/or representatives
 - ensuring that the management team is suitably informed of any relevant issues or resident incidents including advice of reportable incidents and assaults within designated timeframes
 - In the absence of the Director of Care / Clinical Care Manager be responsible for continuing service provision at the facility and respond to any emergencies.

Scope of Practice

As regulated health professionals, RNs are responsible and accountable to the Nursing and Midwifery Board of Australia (NMBA). There are national *Registered nurse standards for practice* for all RNs.

In performing your role as a RN, you are obligated to ensure your work is performed within your scope of practice and that of which you are educated, competent and permitted by law to perform.

The expertise you bring

- Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency
- Clinical knowledge, particularly to age or disability related health issues
- Demonstrated clinical and staff leadership skills
- Ability to deliver high standards of service within a culture of safety, risk management and sustainability
- Exemplary verbal and written communication skills with residents, treating practitioners, carers and other BDL stakeholders
- Demonstrated Solution-focused style and approach with competent self-management skills

Capability and competencies

- Ability to persuade and gain cooperation with internal and external stakeholders and organisations.
- Demonstrated ability to maintain a high level of confidentiality and discretion.
- Ability to use judgement, initiative and common sense when performing duties.
- Ability to demonstrate the highest level of customer service and response.
- Excellent interpersonal skills and the ability to build relationships with stakeholders including team members, residents, clients and family members.
- Excellent written and verbal communication skills and the ability to utilise a range of software applications.
- Proven ability to be adaptable to various competing demands.
- Demonstrated competence in delivering services that ensures clients and residents are safe.
- Demonstrated proactive approach to problem solving with strong decision making capability.
- Commitment to and willingness to participate in continuing training and education related to area of employment.
- Understanding of living and working with Aboriginal and Torres Strait Islander people.

HR, OHS, Risk Management and Equal Opportunity

- Adhere to Booroongen Djugun's Human Resources, Health and Safety, equal opportunity and risk management policies, plans and procedures.
- Demonstrate workplace behaviours that promotes unity amongst all and does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instructions to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.

Who you will work with:

Internal:

- Executive Manager, Residential Care
- Clinical Care Lead
- Residential Care employees
- Other employees
- Agency and other contractors
- Work experience / placement students and volunteers

External:

- Residents families and friends
- Department of Health / Area Health
- Hospital and other care facilities
- Cleaning and maintenance contractors

Accountability and extent of authority

- Positively and professionally supporting and promoting the facility at all times.
- Accountable for practicing within own abilities and qualifications, complying with policies and procedures.

Initials_____

- Accountable for maintaining contemporary professional knowledge and skills in clinical competency through participation in self-development activities/programs.
- Accountable for promoting and support a safe workplace in accordance with the relevant legislation and BDL policy and procedures.
- Accountable for monitoring resident's health and well-being, document and report any problems or concerns to the appropriate treating practitioner

Judgement and decision making

- Ability to show initiative, discretion and judgement based on contemporary evidence in carrying out assigned duties
- Responsible for decisions pertaining to resident care coordination, advocacy on behalf of any resident as required
- Be confident in the use of delegated authority to ensure best care for residents and staff.

Specialist Skills and Knowledge

- Proven ability to provide clinical care services using evidence-based practice and knowledge.
- Display respect, empathy, understanding and patience towards clients, carers and their families at all times whilst maintaining confidentiality.
- Demonstrated ability to seek out and effectively utilise new knowledge as it relates to nursing practices
- Demonstrated commitment to maintaining confidentiality
- Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Demonstrated flexibility to adapt to unexpected changes.
- Commitment to ongoing professional development for self and supporting others to learn and grow.

Interpersonal Skills

- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Demonstrated ability to gain cooperation and assistance from all levels of staff in the application of policies and practices.
- Exercise tact, confidentiality and discretion when dealing with residents on sensitive issues.

Management skills

- Well-developed leadership and change management skills.
- Proven ability to provide guidance and advice to care staff on clinical matters.
- Demonstrated ability to plan and priorities multiple tasks to meet set timeframes, with strict attention to detail.
- Proven ability to build and maintain a positive environment for resident and staff.
- Ability to manage one's own work and that of direct reports to achieve specific and set objectives in the most efficient way possible, within the resources available and within a set timetable, despite conflicting pressures.
- Self-motivated and ability to work with minimal supervision.

Inherent requirements

The inherent requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Booroongen Djugun's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

All requirements are subject to Booroongen Djugun's obligations under applicable legislation (including anti-discrimination, occupational health and safety and accident compensation legislation) and the provision of all reasonable adjustments to those requirements (e.g. aids and appliances) as required from time to time.

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk			X	

Initials_____

Sitting – vehicle		X		
Operating telephone / computer			X	
Writing / reading			X	
Manual Handling				
Bending / twisting Spine			X	
Working with one or both hands above shoulder height			X	
Lifting (5kg or under p/item)			X	
Lifting (5kg or over p/item)			X	
Requiring low/light application of force			X	
Requiring medium to high application of force			X	
Lifting/holding/restraining children	X			
Exerting force in an awkward posture			X	
Holding & supporting equipment			X	
Agility				
Squatting / kneeling			X	
Looking up / looking down			X	
Reaching forwards or sideways			X	
Gripping or grabbing equipment			X	
Mobility				
Walking / standing- briefly				X
Walking / standing- extended				X
Walking on uneven ground				X
Climb steps/stairs or ladder		X		
Driving – passenger vehicle		X		
Driving – light commercial (regular drivers licence)	X			
Driving – bus (endorsed licence)	X			
Driving – machinery/heavy commercial	X			
Sensory				
Hearing – face to face / telephone conversations				X
Hearing – working with loud machinery	X			
Visual – read printed material, signage				X
Visual – computer screen, electronic signs				X
Visual – driving		X		
Visual – watching with vigilance				X
Emotional				
Dealing with complex customers / residents				X
Supporting dependent persons				X
Dealing with conflict				X
Managing complex personal situations				X
Providing empathy				X
Work Environment				
Outdoor – exposed to elements, plant & equipment	X			
Confined spaces	X			
Working alone		X		
Working at heights (greater than 2m)	X			
Exposure to extensive dust	X			
Pollen (or other allergens)	X			
Exposure to polluted odours and/or chemicals	X			
Personal waste	X			

Office Use – Other Checks

Office Use – Pre employment Medical Checks

Musculoskeletal assessment recommended	Lone Worker risk assessment recommended
Audiology (hearing) assessment recommended	assessment recommended

Conditions of Employment

Conditions of employment are in accordance with the Booroongen Djugun Aged Care Facility Enterprise Agreement and the Employee Code of Conduct.

The following background checks are required for this position:

- NDIS Worker Screening Check
- Qualification Verification check
- Influenza and Covid19 Vaccination Confirmation

Acknowledgement

I, *[Insert full name]*, have read and acknowledge the expectations outlined in this position description and understand all of my job responsibilities and duties.

I am able to perform the essential functions as outlined and understand that from time to time I may be required to perform other duties within my skills, experience and capability that may not be specified within the job description.

I further understand that my performance evaluation will be based on my abilities to perform the duties and responsibilities outlined in this job description to the satisfaction of my Manager/Supervisor.

Any questions I have had in relation to this job description have been raised and discussed prior to signing.

Employee Signature

Date