



BOOROONGEN DJUGUN LIMITED

Position Description

Nursing Assistant

Department	Team
Residential Care	Clinical Care
Award/EA:	Award/EA Classification:
The Booroongen Djugun, NSWNMA and HSU NSW Enterprise Agreement 2023	Nursing Assistant Experienced (Cert III qualification)
Reports To:	Direct Reports:
Clinical Care Lead and/or RN on duty	N/A

About the role

The Nursing Assistant is responsible for delivery of planned individualised resident care within level of demonstrated competence under the supervision of a Registered Nurse/Care Supervisor.

Key responsibilities and duties

- Perform delegated care activities in accordance with residents' plans of care and Booroongen Djugun Aged Care Facility's policies and procedures.
- Observe, identify and report to registered nurse/supervisor any variations in residents' abilities and/or conditions.
- Contribute to on-going care planning and participate in case conferences as required.
- Accept direction and seek assistance from a registered nurse/supervisor to fulfil role requirements.
- Observe patients physical and psychological status and responses during the course of interactions within scope of knowledge, and report changes to the Registered Nurse.
- Document all patient responses to direct care/assistance given, include in progress notes and clinical records in accordance with the plan of care and organisational protocols.
- Change and make up occupied and unoccupied beds.
- Promote and maintain a clean, comfortable and safe environment for residents, staff and visitors.

Scope of Practice

- Assist in nursing work within a plan of care under the supervision and direction of the Registered Nurse and within the limits of the Nursing Assistant position description.
- Nursing Assistant retain responsibility for their own actions and remain accountable to the Registered Nurse for all allocated functions.
- Nursing Assistant practice in accordance with Aged Care Standards guidelines, the position description and local policy and protocol.

The expertise you bring

- Certificate III or IV in Aged Care or Individual Support
- Experience working in an Aged Care facility (highly desirable)
- Current First Aid and CPR certification

Capability and competencies

- Display respect, empathy, understanding and patience towards residents and their visitors.
- Effective interpersonal and communication skills
- Effective team work skills
- Understanding of the principles of the Charter of Aged Care Rights and the Aged Care Standards
- Understanding of the principles of continuous quality improvement

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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
- Registered / Enrolled Nurses
- Nursing Assistant Team Leader
- Administration team
- Other employees, contractors and volunteer

External:

- Treating practitioners
- Cleaning contractors
- Maintenance contracts

Accountability and extent of authority

- Complies with directions from the Nursing Assistant Team Leader and/or Registered Nurse.
- Undertakes all responsibilities and duties in a manner that ensures that the integrity and quality of the service is maintained.
- Monitors and immediately reports any concerns about residents and the work environment to the Nursing Assistant Team Leader, Registered Nurse or Director of Care.
- Complies with all aspects of BDL's Occupational Health and Safety policy in the delivery of services.
- Maintains a high level of confidentiality of patient information.

Judgement and decision making

- Work activities are routine and clearly defined.
- Employee may resolve minor problems that relate to immediate work tasks.

Specialist Skills and Knowledge

- Considerable experience caring for frail people and people with disabilities.
- Ability to perform resident care activities in strict accordance with service plans, quality standards and Occupational Health and Safety.
- Ability to use relevant equipment including lifting devices in a safe and competent manner.
- Ability to undertake repetitious, physically demanding tasks.

Interpersonal Skills

- Good verbal and written communication skills.
- Ability to communicate effectively, be non-judgmental, empathic and patient with older people and people with disabilities.
- Ability to report and resolve issues in consultation with the Nursing Assistant Team Leader.
- Ability to provide a high level of care and customer service.
- A high standard of personal integrity, with a commitment to client confidentiality.

Management skills

- Ability to work without direct supervision, but within a directed framework.
- Ability to complete rostered work within allocated timeframes.
- Ability to provide accurate and timely records and verbal reports.

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

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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			
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		X		
Climb 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 (e.g. school crossing)	X			
Emotional				
Dealing with complex customers / residents		X		
Supporting dependent persons				X
Dealing with conflict			X	
Managing complex personal situations			X	
Providing empathy				X

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	Unlikely	Possible	Occasionally	Regularly
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 – Pre employment Medical Checks

	Musculoskeletal assessment recommended
	Audiology (hearing) assessment recommended

Office Use – Other Checks

	Lone Worker risk assessment recommended
	Vision assessment recommended

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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:

- Satisfactory Police Check
- 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