



POSITION SPECIFICATION

POSITION TITLE	Registered Nurse (RN)
CLASSIFICATION	TBA dependent on qualifications and experience
AWARD	Cobden District Health Services Inc., ANMF and HSU Enterprise Agreement 2017
HOURS OF WORK	As per individual contract of employment in line with rosters and hours of operation
DEPARTMENT	Clinical Care
APPROVED BY	Chief Executive Officer / Director of Nursing

MISSION To provide safe, innovative and professional health services

VISION To meet the health and wellbeing needs of our community

VALUES

Service We deliver caring, friendly, high quality, confidential and safe service to the community.

Honesty We are trustworthy and transparent and we value integrity and fairness.

Accountability We take responsibility for our actions. We value teamwork and affiliative leadership.

Respect Our kind of care is person centred. We are inclusive, considerate and equitable to all who engage with our service.

Excellence We continually strive to provide high quality, reliable, consistent, and innovative services to our community, our clients, consumers and stakeholders

ORGANISATION AND ENVIRONMENT

Cobden District Health Services Inc., trading as Cobdenhealth is an all-inclusive health service providing quality care and well-being options for the local community and south west Victoria.

We provide exceptional care in our accredited 60 bed residential aged care facility and support people in their own homes by managing and delivering Level 2 and 4 Home Care Packages (HCP). Our diverse range of allied health, counselling, therapeutic, dental prosthetics and community services support people to achieve their health goals.

Cobden Clinic is a business unit of Cobden District Health Services Inc. located in Victoria Street Cobden. Our highly skilled General Practitioners offer a diverse range of healthcare options to patients across all ages, providing a holistic approach to care. Services include, however are not limited to, general practice, health screening, skin checks, care plans, chronic and complex care and health promotion activities.

Cobdenhealth has a fully accredited Urgent Care Centre providing emergency stabilisation service 24 hours per day, 7 days a week.

Our Cobdenhealth Community Fitness Centre has a fully equipped gymnasium offering various subscription options, casual use and leader led classes with accredited trainers. The gym is open to the public 24 hours, 7 days a week. Our Rodney Grove Community Aquatic Centre is a warm water pool open to the public for exercise, water therapy, learn to swim classes and general use. A swim against the current spa is also available.

The Men's Shed, based on-site, is a community based organisation providing a safe and friendly environment where men are able to work on meaningful projects.

Cobdenhealth is an Equal Opportunity Employer.

POSITION OBJECTIVE

The role of the RN is to use a problem solving approach to assessment, planning and delivery of nursing care in accordance with Aged Care Act and Principles, Statutory Legislation, Australian Standards and Industry Codes of Practice and Accreditation Standards.

The RN works within their scope of practice and competence, and acts as a clinical leader. The RN will provide direct care to residents based on individual assessments and is responsible for performing established nursing procedures for individuals or groups of residents. The RN is required to conduct evaluations of individual resident care and supervise and provide support and guidance to staff, including EEN, EN and PC's. Consultation with other health professionals is required to coordinate and achieve the highest quality resident care.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Clinical Care Manager (CCM)
Supervises:	Enrolled Nurses and Personal Care Assistants
Internal:	Staff, residents, other discipline professionals, volunteers
External:	Medical Practitioners, Relatives/advocates of residents, visitors, community agencies; other health providers and external stakeholders

LIMITS OF AUTHORITY

- This position carries no authority to commit financial resources
- This position is expected to make decisions within the RN Scope of Practice.

KEY ORGANISATIONAL ACCOUNTABILITIES

- Promote activities and programs in accordance with Cobdenhealth Mission and Vision.
- Model and promote Cobdenhealth Values in the workplace
- Adhere to Cobdenhealth's Code of Conduct, ensuring professional conduct is maintained at all times
- Comply with all legislative requirements relevant to the position
- Comply with policies, procedures, systems and processes of Cobdenhealth and other external stakeholders
- Intellectual Property is the sole property of Cobdenhealth unless authorised and confirmed in writing
- Undertake and promote safe work practices and procedures in accordance with Cobdenhealth Policy
- Ensure Equal Opportunity principles are followed
- Cobdenhealth are committed to the safety, wellbeing and care of our aged residents and community.

CONFIDENTIALITY

- Ensure confidentiality is maintained at all times and encompasses staff, residents, volunteers and other stakeholders. This includes posts on social media. Any breach of confidentiality is a breach of the employment contract, and will lead to termination of employment.

KEY RESPONSIBILITIES and DUTIES

1. Work collaboratively with the Clinical Care Manager to provide quality nursing services to residents in accordance with Cobdenhealth Policies and Procedures, ANMC Standards, ANMC Code of Ethics and Professional Conduct and common law affecting nursing practice

Residents

2. Delivering resident's clinical needs by:
 - Admitting and assessing new residents, including the development of interim care plans
 - Supporting residents and their family when dealing with resident clinical care needs
 - Undertaking resident assessments and preparation and reviews of care plans, particularly for residents with complex needs, including palliative care
 - Reviewing resident care plans in consultation with care staff, the resident, the GP and the families according to the facility schedule
 - Ensuring any clinical care needs are managed and communicated in a professional, accountable and timely manner

- The ongoing review and maintenance of resident’s long term care plans
 - Maintaining accurate and legally appropriate documentation of nursing services
 - Administering medications as directed and in accordance with Cobdenhealth policies, the Nurses Board directive and the Poisons Act.
3. Manage resident emergency situations, injuries and incidents in consultation with the Clinical Care Manager and health care professionals
 4. Provide advice and support to Enrolled Nurse and Personal Care staff in respect of resident care issues, and determine and implement appropriate clinical interventions and management strategies
 5. Organise and liaise with, external health professionals, in respect of resident needs
 6. Liaise, arrange and facilitate Aged Care Assessment Team assessments
 7. Assist with the preparation of Resident Classification Scale / ACFI by completing assessments in a timely and efficient manner
 8. Support the facility with reviews undertaken by the Department of Health and Aged Care Officers and Accreditation Agency.

Measures to be monitored

- Resident Clinical Care Indicator Audits demonstrate that all tasks are undertaken as directed
- Resident and Family satisfaction
- Staff satisfaction

Staff

9. Support the orientation and training of new staff to the facility and/or role
10. Assist with the preparation of staff performance development plans by undertaking them with staff that work with you regularly
11. Ensuring that all staff concerns are addressed and that feedback is given to the staff member that raised the concern
12. Participation in staff meetings, staff training, reviews, special projects and or activities as requested
13. Maintaining contemporary professional knowledge and skills in clinical competency through participation in self development activities and programs

Measures to be monitored

- Staff performance development plans completed
- Resident and family satisfaction
- Leadership displayed regarding clinical care outcomes
- Registered Nurses own personal and professional development plan

External Service Provider

14. Ensure external services providers comply with Cobdenhealth policies and procedures, and ensure they provide the requested or contracted services while maintaining effective relationships

Quality Management

15. Encourage and document Resident and staff Hazard and Incident Reports and Comments/Suggestions/Concerns, and Action for Improvement
16. Conduct quality audits and surveys, as required by the Clinical Care Manager
17. Take an active involvement in the identification and implementation of continuous improvement initiatives
18. Review and assess current methodologies, identifying and implementing strategies for Best Practice
19. Actively participate in and contribute to organisational meetings and consultations
20. Ensure compliance with Cobdenhealth policies and procedures, including occupational health and safety

Professional Practice

21. Remaining up to date in respect of practices in residential aged care
22. Maintaining registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency

Communication

23. Ensure professional and articulate communication by:

- Positive interaction with staff, volunteers, members of the team, residents and their representatives
- Ensuring the Clinical Care Manager is informed of any relevant issues
- Ensuring the Clinical Care Manager is informed of any resident incidents, including advice of reportable incidents and assaults, within designated timeframes

Other Responsibilities

24. Provision of after hours on-call back-up, as agreed

25. In the absence of the Clinical Care Manager, the RN is responsible for continuing service provision at the facility and responding to any emergencies

QUALIFICATIONS and ATTRIBUTES

- Bachelor of Nursing (or equivalent)
- Current AHPRA Registered Nurse registration and Practising Certificate
- Minimum of 3 years post-registration nursing experience
- Current National Police Certificate – working with vulnerable persons
- Genuine interest and commitment to the holistic well-being of residents, including an ability to empathise and understand their needs

KEY SELECTION CRITERIA

- A comprehensive clinical knowledge, particularly to age related health issues
- High level clinical decision making skills
- Understanding of, and commitment to continuous quality improvements
- Practical experience with the Aged Care Funding Instrument (ACFI) and Aged Care Accreditation Standards
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Competent in use of technology systems, programs and reporting applicable to the environment
- Ability to prioritise and manage workloads according to resident needs
- Ability to work as a member of a multi-disciplinary team
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Demonstrated commitment to maintain confidentiality
- Demonstrated use of initiative
- Demonstrated ability to seek out and effectively utilise new knowledge as it relates to nursing practices
- Commitment to ongoing professional development
- Adaptability and commitment to change management

PHYSICAL REQUIREMENTS

- Due to the layout and nature of work employees will be required to undertake a diversity of tasks, which may require various forms of mobility.

SALARY PACKAGING

As a not-for-profit agency attractive salary packaging options are available.

PERFORMANCE APPRAISAL

A performance appraisal shall be conducted with the Clinical Care Manager within the first 3 months (probation period) and annually thereafter.

AGED CARE ACT

In accordance with an amendment to the Aged Care Act 1997 and the Sanctions Principles concerning “disqualified individuals”, it is a condition of this offer that you are not a Disqualified Individual and that you agree to provide the necessary information for clearance to be given. Further information on this process is included in the Information/Employment offer pack. Should it be determined that you are a Disqualified Individual, this Offer of Employment will be rescinded and employment shall not proceed.

AMENDMENTS

Cobdenhealth reserves the right to amend details of this position specification, as it considers necessary to serve the best interests of the organisation and changes to legislation.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE

I certify that I have read and understand all the responsibilities of this position and accept employment as offered.

Employee Name:	
Signature:	
Date:	