



POSITION DESCRIPTION	REGISTERED NURSE	PD No: 12
PURPOSE	The Registered Nurse is responsible for the overall standards and provision of nursing care/care and service provided to residents each shift	
KEY SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Registered Nurse with current registration with Australian Health Practitioner Registration Agency 1. Annual CPR competency <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in a supervisory role 2. Experience in aged care 3. Knowledge of the Aged Care Funding Instrument (ACFI) and Aged Care Accreditation Standards 4. Further education in aged care 	
CONDITIONS OF EMPLOYMENT	According to the Nurses Award 2014, Karingal Seymour Enterprise Agreement and Contract of Employment	
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Walk / Stand 40% of the time. • Push trolleys including a medication trolley up to 30% of the time. • Sit for documentation up to 30 - 40% • Bend, squat up to 10% of the time. • Lift and move residents using mechanical devices and chairs with wheels 5 - 10% of the time 	
RESPONSIBLE TO	Director of Nursing / Facility Manager	
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinates professional care practice including; assessment, care planning, delivery of resident care according to individual care plans and documented policies and procedures, and review/evaluation of effectiveness of interventions, in partnership with residents/representatives • Safe administration of medication, including the appropriate delegation to and supervision of Enrolled Nurses and PCAs administering medication • Plan, allocate and delegate duties to staff according to their experience, competence and scope of practice • Assists with staff performance management • Contributes to the efficient and effective management of human, material and fiscal resources according to the budget 	
REPORTING REQUIREMENTS	Reports any issues of concern to the Director of Nursing / Supervisor	
PERFORMANCE APPRAISAL	At 6 months, then annually by Director of Nursing / Supervisor or, as requested by employer or employee.	



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Key Result Area	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	<ol style="list-style-type: none"> 1. Utilises effective time management to promote efficiency across all operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors & other staff. 3. Strict confidentiality is maintained in accordance with Karingal's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks. 	<ul style="list-style-type: none"> • Meeting Minutes
HEALTH & SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • Meeting minutes • Incident Reporting Process • Coaching
CONTINUOUS QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role. 2. Contribute to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products & equipment. 	<ul style="list-style-type: none"> • Performance Appraisal • Quality Activity Reports • Meeting Minutes
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 3. Membership/subscription to professional association, network or peer association. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Attendance Records • Coaching by Manager



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PROFESSIONAL CARE PRACTICE	<p>On shift by shift basis:</p> <ol style="list-style-type: none"> 1. Coordinate professional care practice of assessment and care plan implementation. 2. Document individual care plans based on assessment information and conduct regular evaluation of care plans in partnership with residents/representatives and other relevant health care team members. 3. Undertake appropriate and timely follow up of exceptions to care plans. 4. Safely administer medication according to policies, procedures & legislative requirements. 5. Appropriately delegate and supervise EN's and PCA's administering medication according to policies and procedure and legislative requirements. 	<ul style="list-style-type: none"> • Internal Assessment System • Coaching by manager • ACFI Validation
RESOURCE MANAGEMENT	<p>On shift by shift basis:</p> <ol style="list-style-type: none"> 1. Assist to maintain staffing levels according to the staffing requirements. 2. Assist with or complete ordering of supplies for resident care according to resident needs, procedures and budget. 3. Assist with staff performance management including coaching and appraisals. 4. Coach and support staff to complete allocated and delegated tasks. 	<ul style="list-style-type: none"> • Coaching by Manager • Staff Satisfaction Survey
COMPLEX NURSING	<p>On shift by shift basis:</p> <ol style="list-style-type: none"> 1. Provide complex nursing procedures according to contemporary practice and policies and procedures such as complex care planning, pain management, wound management, insertion of tubes & dialysis. 	<ul style="list-style-type: none"> • Internal Assessment System