



POSITION DESCRIPTION	REGISTERED NURSE	
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 2010, 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, then bi-annually by Director of Nursing / Supervisor or, as requested by employer or employee.	



POSITION DESCRIPTION	REGISTERED NURSE	
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



POSITION DESCRIPTION	REGISTERED NURSE	
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



POSITION DESCRIPTION	REGISTERED NURSE	
-----------------------------	-------------------------	--

SKILLS AND TRAINING ANALYSIS	Name:				
SKILL	Date:	Date:	Date:	Date:	Date:
1. Provides customer focussed care/service to residents and their family by being courteous, honest, fair, respectful, understanding and promoting independence					
2. Provides leadership to nursing/care staff to achieve goals related to resident care					
3. Assists staff performance management: appraisal, delegation, coaching					
4. Rosters to meet work load requirements and industrial obligations					
5. Manages conflict and discipline according to procedures					
6. Utilises data analysis techniques to inform decisions					
7. Facilitates problem solving activities relevant to role					
8. Communicates with peers, residents and others					
9. Customer complaints management					
10. Able to use the telephone for incoming, transfer and outgoing calls					
11. Facilitate team work					
12. Conducts effective meetings					
13. Participates in continuous improvement activities related to resident care					
14. Able to complete tasks within acceptable time frames					
15. Works in a safe manner according to OH&S policy and procedure					
16. Performs manual handling according to documented procedures / guidelines					
17. Practices standard precautions					
18. Safe chemical handling					
19. Meets legal documentation requirements					
20. Record management related to residents notes					
21. Effective stock control according to procedures and budget					
22. Computer literacy using Microsoft word and excel					
23. Conducts resident assessment, care planning, implementation and evaluation of residents' care plans to meet individual and ACFI requirements					
24. Accurately records and follows up exceptions to the care plan					
25. Demonstrates safe medication administration					
26. Appropriately delegates and supervises medication to EN/PCAs					
27. Implements contemporary health and lifestyle practices as required by the accreditation standards and ACFI requirements					
Manager initial					
Staff Member initial					

Key: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others