

**Rannerdale War Veterans Home Ltd**



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Registered Nurse	<b>DATE:</b>	January 2007
<b>ACCOUNTABLE TO:</b>	General Manager	<b>APPROVED BY:</b> (Position holder)	

<b>POSITION SUMMARY:</b>	
<b>FUNCTIONAL RELATIONSHIP WITH:</b>	Clinical Charge Nurse Nursing Quality and Education Coordinator All Staff Medical practitioners Residents, their next of kin and other appropriate persons Allied health professionals
<b>QUALIFICATIONS REQUIRED:</b>	R Comp N RGON or R.Comp N Post Basic Experience in the field of Gerontology Holds a current Practising Certificate
<b>HOURS OF WORK:</b>	As negotiated
<b>WORKING CONDITIONS</b>	As per Individual Employment Agreement for Registered Nurses
<b>CORE COMPETENCIES/SKILLS REQUIRED:</b>	Good communication skills, written and verbal Proficient in clinical practice Demonstrate leadership skills Ability to co-ordinate staff in the provision of quality care and services  Works well in a multidisciplinary team environment

PRIMARY OBJECTIVES	SPECIFIC RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>1 To work with the resident services team to meet all legal, ethical, financial and professional requirements pertaining to the clinical practice within the Home.</p>	<p>1.1 To plan, implement and evaluate the care of all assigned residents.</p> <p>1.2 Liaises with allied health professionals.</p>	<p>1.1.1 Care plans are developed for each assigned resident using the nursing process and in consultation with all associated staff, allied health professionals, the resident and the extended family.</p> <p>1.1.2 Progress notes for each designated resident are maintained.</p> <p>1.1.3 Plans and outcomes of care are regularly evaluated and updated.</p> <p>1.1.4 Anticipates work needs and plans accordingly.</p> <p>1.1.5 Staffing levels will be monitored to ensure adequate allocation per shift</p> <p>1.2.1 Participates in the medical practitioner's visit when required</p> <p>1.2.2 Regularly liaises with health professionals (physio, podiatrist etc.) on resident's progress.</p> <p>1.2.3 Documents accurately all information obtained.</p> <p>1.2.4 Informs allied health professions of the Home's policies and standards in relation to documentation.</p>

	<p>1.3 Demonstrates responsibility and accountability for own nursing practice.</p> <p>1.4 Works professionally at all times</p> <p>1.5 Meets legal requirements of procedures.</p>	<p>1.3.1 Implements care in accordance to professional standards and those of the Home.</p> <p>1.3.2 Maintains residents' rights and responds with sensitivity, flexibility and cultural awareness to the residents and their family or appropriate persons.</p> <p>1.3.3 Reports any errors or omissions in relation to resident's care.</p> <p>1.3.4 Continually updates own knowledge in all aspects of clinical practice and is a good example of a knowledgeable skilled registered nurse.</p> <p>1.4.1 Supports staff during a problem situation.</p> <p>1.4.2 Displays leadership skills.</p> <p>1.4.3 Courteous in conferring with staff, residents and extended family.</p> <p>1.4.4 Verbal and written directives are clear and concise.</p> <p>1.4.5 Maintains appropriate channels for communication and respond to staff in a manner that encourages them to consult as required.</p> <p>1.5.1 All medication procedures are followed and legal requirements met.</p> <p>1.5.2 Any medication errors are reported and documented.</p> <p>1.5.3 Demonstrates how to initiate appropriate action in an emergency situation.</p>
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<p>2 To coordinate nursing care in the absence of the Clinical Charge Nurse</p>	<p>2.1 The Registered Nurse coordinates nursing activities in the absence of the Clinical Charge Nurse</p>	<p>2.1.1 Communicates with the On Call manager as required.</p> <p>2.1.2 Accepts responsibility and accountability for nursing care decisions</p>
<p>3 To supervise, train, orientate and evaluate nursing staff.</p>	<p>3.1 Trains assigned staff.</p>	<p>3.1.1 Gives staff proper guidance to enable them to develop their skills.</p> <p>3.1.3 Identifies staff development needs and informs the Clinical Charge Nurse / Nursing Quality and Education Coordinator</p>
<p>4 To comply with the Home's policies, procedures and standards.</p>	<p>4.1 All policies, procedures and standards are followed.</p>	<p>4.1.1 Complies with all policies and procedures contained in the Home's Policies and Procedures Manuals.</p> <p>4.1.2 Meets the Home's quality standards in all work done.</p>
<p>5 To work in a professional manner at all times, and to be responsible for own work performance</p>	<p>5.1 Works in a professional manner at all times.</p>	<p>5.11 Maintains an awareness of residents' rights and does not breach these rights. Is courteous when dealing with residents and visitors.</p>

	<p>5.2 To be responsible for own work performance</p>	<p>5.1.2 Attends staff training and staff meetings as required</p> <p>5.1.3 Maintains good relationships with all staff. Welcomes new staff and assists staff undergoing orientation.</p> <p>5.2.1 Accepts responsibility for own work performance.</p> <p>5.2.2 Seeks advice from Clinical Charge Nurse and other senior staff when this is needed.</p> <p>5.2.3 Work performance is appraised annually by the Clinical Charge Nurse. Where necessary, sets goals to improve performance and, with the Clinical Charge Nurse, develops and implements a plan to achieve these goals.</p>
<p>6 To participate in the Home's Continuous Quality Improvement Programme</p>	<p>6.1 Participates in quality activities</p>	<p>6.1.1 Is aware of the Home's status regarding Certification to the Health and Disability Sector Standards</p> <p>6.1.2 Identifies areas for improvement, recommends improvements, takes corrective action as necessary</p> <p>6.1.3 Participates in audits and quality committee work if required</p> <p>6.1.4 All incidents are reported</p>

<p>7 To comply with and actively participate in Rannerdale Home's Health and Safety Programme</p>	<p>7.1 Is aware of relevant workplace hazards and controls</p> <p>7.2 Works in a safe manner</p> <p>7.3 Reports accidents and near misses</p>	<p>7.1.1 Complies with hazard controls and wears personal protective equipment where indicated</p> <p>7.2.2 Works safely and reports hazards. Uses all equipment appropriately and reports any defects or breakages in the Maintenance Book.</p> <p>7.2.3 Reports accidents and near misses</p>
<p>8 To carry out other tasks as directed by the General Manager / Clinical Charge Nurse and/or delegated authority</p>	<p>8.1 Carries out other tasks as directed by the General Manager / Clinical Charge Nurse and/or delegated authority</p>	<p>8.1.1 Other assigned tasks are carried out in a timely and competent manner.</p>