
JOB TITLE REGISTERED NURSE

REPORTS TO - CARE COORDINATOR

POSITION DESCRIPTION

Position purpose *To supervise the day to day care of residents of the facility in a manner that is resident centered; delivers quality service; and adheres to Cabanda's mission and vision statements*

- Main tasks**
- Core objectives include:
- Involvement in care plans for each resident, evaluate and review at intervals as required
 - Ensure Resident's individual needs are met by the provision of appropriate services
 - Ensure Resident views are sought in matters relating to them and their lives in the facility
 - Involvement in establishment and modification of a continuing schedule of residents spiritual, physical, social and mental activities
 - Maintain compliance with the Accreditation Standards
 - Maintain Documentation required for the ACFI
 - Maintain resident's records
 - Supervisor of staff/resident relationships to ensure that residents are given privacy, dignity and as far as possible, independence
 - Assist residents with making and keeping of appointments
 - Observe, document and report to the Care Coordinator resident matters such as:
 - Change in health status
 - Physical ailments
 - Changes in behavior patterns
 - Unusual reactions
 - Loss of appetite
 - Gain or loss of weight
 - Replace sick staff in accordance with authorized staffing levels and in observance of industrial awards
 - Monitor staff performance
 - Contribute to continuous improvement in the facility
 - Ensure that all practices for the workplace health and safety are observed, including familiarity with fire and safety equipment and fire drills
 - Ensure staff are willing, co-operative and friendly towards residents and their families

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

- Other Duties**
- Fulfil other duties as required by management and other department personnel as requested/require
 - To express a responsible attitude to work safety.
 - To participate in continuous improvement activities (audits/surveys).

DATE LAST REVIEWED 23 DECEMBER 2015

	<ul style="list-style-type: none"> To attend all Mandatory Training and other in-service education as required. Attend meetings as required Complete CQI Forms/Hazard Forms/Feedback Forms to identify problems and make suggestions for improving the working and living environment.
Required qualities	<ul style="list-style-type: none"> Professional approach. Ability to work under pressure. Good time management skills. Is reliable and punctual. Has the ability and is willing to maintain harmonious interpersonal and working relationships
Desired competencies	<ul style="list-style-type: none"> The ability to support a safe environment within the Facility. The ability to safeguard the dignity and privacy of the Residents. The ability to prioritise care and make decisions about care needs of the residents

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> Maintains a current registration as a Registered Nurse with APHRA Current CPR Certificate Has a current Police Certificate
Experience	<ul style="list-style-type: none"> Experience in Aged Care is an advantage A minimum 2 years post registration experience
Knowledge	<ul style="list-style-type: none"> Current knowledge of personal and environmental hygiene Effective interpersonal and communication skills with other staff and Residents. Knowledge of Infection Control Guidelines. Has a genuine interest in Aged Care
Skills & competencies	<ul style="list-style-type: none"> Customer service focused: committed to providing customer service across all channels – written, phone and face to face. Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience. Attention to detail: attention to detail when communicating with others, both internally and externally. Commerciality: ability to apply knowledge in a practical, commercial manner. Teamwork: willingness to assist and support others as required and get on with team members. Time management/organisation: accomplish objectives effectively within time frames given, and carry out administrative duties within portfolio in an efficient and timely manner.
Personal attributes	<ul style="list-style-type: none"> Professional approach Confident manner Positive approach to change Has good health

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date