



# Position Description

## POSITION DETAILS

Position Title:	<b>Registered Nurse Grade 4</b>
Reports To:	Co-CEO Clinical Care
Enterprise Agreement:	Woorayl Lodge Inc., ANMF and HSU Enterprise Agreement 2017
Classification Level/Grade:	Registered Nurse 4A

## ABOUT US

Woorayl Lodge Inc. is a not-for-profit aged care facility nestled in the lush, rolling hills of South Gippsland, with pristine beaches nearby. Situated in Leongatha, Woorayl Lodge is conveniently located near many of the region's natural attractions, including Wilson's Promontory National Park, Agnes Falls, and Tarra-Bulga National Park. The surrounding area boasts charming cafes, restaurants, and wineries to delight all palates.

Founded in 1956 by the local Rotary Club, Woorayl Lodge opened on December 14, 1960 with just three permanent residents. Today, it has grown to 41 private rooms in the residential aged care section and 29 independent living units, yet remains a proudly community-owned and run facility with a voluntary Board of Management.

As Woorayl Lodge prepares to break ground on stage one of a new building that will add approximately 40 beds, its commitment to providing specialist residential aged care in small communities remains strong. Woorayl Lodge continues to build long-lasting relationships and thrive within its Gippsland community.

## MISSION, VISION AND VALUES

### Mission

Our mission is to provide services and an environment that **enables** residents to **live the life they choose**.

As a long standing Provider of Aged Care services in a small **community**, Woorayl Lodge understands and accepts the responsibility and the importance of treating each person as an **individual**.

Through open discussions, our team of professionals will listen and work with you to **personalise care and services** to meet your needs and choices, enabling you to “**live the life you choose**”.

At Woorayl Lodge, **we are inclusive** of all people. No matter your background, **you are welcome here**.

Woorayl Lodge is committed to providing a friendly environment that supports a lifestyle of wellbeing.

We recognise that to remain viable and to meet changing market demands in Aged Care, a new facility and expanded services need to be explored.

Woorayl Lodge is building a path to a new facility at Boags Road and is committed to keeping all stakeholders informed in a timely and transparent manner and we look to your feedback at all times.

**Woorayl Lodge is excited to enter a new phase and direction of providing a unique model of care to the Leongatha and South Gippsland communities.**

### **Vision**

“Live the Life You Choose”

### **Values**

Inclusive – Community – Understanding – Individuality – Wellbeing

## **POSITION OVERVIEW**

This Registered Nurse Grade 4 role’s overall purpose within Woorayl Lodge is to provide leadership and high quality, contemporary nursing services for all residents. The role will liaise closely with the Co-CEO Clinical Services in relation to providing a range of holistic, safe aged care services for residents.

In the delivery of best nursing services, the role maintains an ongoing focus on cost effective resources management, the promotion of a continuous quality improvement culture and an ongoing commitment to excellence.

As with all roles within Woorayl Lodge , this role is integral in actively fostering and encouraging a learning culture where ongoing development and safety are prioritised.

Practice must always be in a manner consistent with:

- Your registration with the Nursing and Midwifery Board of Australia and Australian Health Practitioner Regulation Agency (AHPRA) and your duty of care.
- The vision, values, mission, policies and procedures of Woorayl Lodge.
- The Charter of Aged Care Rights.
- The Employee Code of Conduct.
- The Australian Privacy Principles (Cth).
- The Aged Care Act (Cth) and the Aged Care Quality Standards (Cth).
- The Occupational Health and Safety Act 2004 (Vic).
- Work Health and Safety Act 2011 (Cth).
- The Drugs and Poisons Act (Vic).

## KEY SELECTION CRITERIA

### Essential

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and at least five years full time equivalent post registration experience.
- Current First Aid and CPR certificates.
- Experience in aged care, preferably in residential and/or community setting.
- A strong commitment to excellence and quality in the provision of aged care related services with a sound working knowledge of quality principles and accreditation.
- Sound practical working knowledge of the AN-ACC and its application.
- Highly developed leadership skills and the ability to act as a positive role model for staff.
- Strong planning, time management and organisational skills with the ability to prioritise accordingly.
- Excellent people management and interpersonal skills for the achievement of quality outcomes.
- Well-developed communication, problem solving and conflict resolution skills.
- Well-developed computer skills.
- Current satisfactory Police Check.

### Desirable/Highly Regarded

- Tertiary qualifications in gerontology or a related discipline.
- Post graduate qualifications in a related Nursing discipline.
- Middle to senior management experience in a health care setting.
- Previous experience in the application of quality assurance and/or continuous improvement systems.
- Relevant post graduate studies/professional development e.g. continence management, dementia care, OHS training.

## PROFESSIONAL RESPONSIBILITIES

- Maintain professional and ethical practice in line with legislative requirements, Australian Health Practitioner Regulation Agency (AHPRA) requirements and the Nurses' Code of Conduct with accountability for own service delivery and clinical practice.
- Maintain abreast of current best practice and trends in the provision of aged care services as well as other areas such as health and safety and infection control.
- Recognise the need for, and actively participate in, continuing education and development designed to maintain competencies.
- Complete mandatory competencies as specified in the "Mandatory Competency" policy.
- Where care delivery issues are unclear or beyond own abilities and qualifications, seek assistance and clarification.
- Comply with all Privacy Legislation requirements and Woorayl Lodge confidentiality policy when communicating any and all information pertaining to residents, staff and the operations of Woorayl Lodge .

## KEY RESULT AREAS, ACCOUNTABILITIES & PERFORMANCE MEASURES

The following table outlines the Key Result Areas for this role and the specific accountabilities and performance measures which reflect the primary functions of the position and should not be interpreted as an exhaustive list of duties and activities.

Key Result Areas	Accountabilities	Performance Measures
<b>HR Management / Clinical Leadership</b>	<ul style="list-style-type: none"> <li>▪ Woorayl Lodge Human Resource policies and procedures are adhered to allow consistent and transparent practices occur within the service.</li> <li>▪ Provide clinical leadership and supervision to care staff.</li> <li>▪ Facilitate effective teamwork between care staff.</li> <li>▪ Support clinical competency of care staff by providing direction. Report any skills gaps, actions taken or plans to remedy them to Co-CEO Clinical Services.</li> <li>▪ Ensure that care employees perform in a capacity that meets/exceeds resident requirements and within their scope of practice.</li> <li>▪ Referral of performance problem situations to Co-CEO Clinical Services.</li> <li>▪ Delegate to Enrolled Nurses (ENs) and Personal Care Assistants (PCAs) activities commensurate with their abilities and scope of practice.</li> <li>▪ Supervise aspects of treatment and care delegated to ENs and PCAs. Maintain an open communication process and employee's consultation by attending regular senior employees and general staff meetings.</li> <li>▪ Provide leadership, act as a positive role model and resource for all organisation staff members.</li> <li>▪ Analyse resident care needs daily and the care roster is responsive to changing resident care needs.</li> <li>▪ In the absence of Co-CEO Clinical Services, ensure appropriate employee numbers and skill mix in the clinical areas.</li> <li>▪ Contribute to a harmonious workplace that recognises the role of other team members in the delivery of a quality service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of effective clinical leadership (e.g. achievement of team goals, workplace harmony).</li> <li>▪ Effective delegation and monitoring of care employees.</li> <li>▪ Evidence of clinical supervision and teaching (e.g. input at handover, coaching sessions).</li> <li>▪ Evidence of timely reporting of staffing issues to Co-CEO Clinical Services.</li> <li>▪ Evidence of new care employees receive orientation and checklists signed off.</li> <li>▪ Evidence of care employees attending mandatory training/evidence of follow up when non-compliant.</li> <li>▪ Evidence of management support for the transfer of learning to the workplace, after training.</li> </ul>
<b>Residents</b>	<ul style="list-style-type: none"> <li>▪ Delivery of services meets legislative requirements and any policy and administrative guidelines as set by the Commonwealth Government.</li> <li>▪ Understand and uphold the Charter of Aged Care Rights.</li> <li>▪ Demonstrate an empathetic approach and positive attitude to residents.</li> <li>▪ Residents have access to timely information/ advocacy so that they understand their rights and responsibilities.</li> <li>▪ Care plans are developed, implemented and evaluated in consultation and partnership with residents/representatives to assist in assessment and planning; ensuring the resident gets the care and services needed for their health and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Positive resident feedback/resident outcomes.</li> <li>▪ Evidence of empathy for the needs of residents and ability to provide flexible care in accordance with residents needs and preferences.</li> <li>▪ Evidence of timely care consultations with residents/representatives e.g. signed consultations on care plan.</li> <li>▪ Resident/representative satisfaction with care and outcomes e.g. comments, complaints, surveys.</li> <li>▪ Timely actions and resolutions of complaints including</li> </ul>

Key Result Areas	Accountabilities	Performance Measures
	<ul style="list-style-type: none"> <li>▪ Review all comments, compliments and complaints as these relate to care. Communicate and follow up actions to initiator and document.</li> <li>▪ Investigate and resolve issues of complaint regarding care and document their level of satisfaction.</li> <li>▪ Oversee day to day clinical operations. This includes checking the clinical roster and ensuring appropriate allocations each shift i.e. delegation of care duties.</li> <li>▪ Handovers provide effective and timely communication of care issues e.g. falls.</li> <li>▪ Assume accountability for assessing, planning, implementing and evaluating care to accreditation and professional nursing standards.</li> <li>▪ Undertake specialised nursing assessments e.g. Cornell, pain.</li> <li>▪ Monitor and manage complex care/needs of high care residents.</li> <li>▪ Residents get personal care and/or clinical care that is safe and right for them.</li> <li>▪ Timely follow up of clinical issues and identification of clinical risk e.g. falls, wounds, infections, agitation, violence, absconders, pain, and 'adverse change' in resident condition.</li> <li>▪ Specialised nursing care (SNC) is provided e.g. monitoring of BGLs, complex pain and complex wound management.</li> <li>▪ Safe administration of medication and monitoring of complex medication management.</li> <li>▪ Respect residents' right to refuse care and treatment, document in progress notes and update care plans, as may be required.</li> <li>▪ Timely reporting of clinical issues to the Doctor or Co-CEO Clinical Services as necessary.</li> <li>▪ Assist Doctor in that care changes are documented, communicated and implemented.</li> <li>▪ Monitor pathology and provide timely reports to the Co-CEO Clinical Services e.g. INR, Epilim levels, LFTs, FBE, Hb1Ac, etc.</li> <li>▪ Monitor and manage any high-risk resident behaviour e.g. smoking and alcohol.</li> <li>▪ Monitor and evaluate the quality of care in partnership with resident/family/advocate. Review each resident weekly, formal review monthly and as their care needs change.</li> <li>▪ Update and sign off care plans at least monthly or as care needs change.</li> <li>▪ Support 1:1 dementia specific programs and programs for isolated individuals, as well as group activities.</li> <li>▪ Facilitate open communication with the kitchen employees so residents' needs and preferences are met as per the residents' care plan e.g. appropriate food and textures.</li> <li>▪ Supervise meal services; monitor resident intake and any deterioration in swallowing or ability to feed. Take corrective action as required.</li> <li>▪ Ensure care employees meet food safety standards and compliance with hand hygiene.</li> </ul>	<p>reporting of serious complaints to Co-CEO Clinical Services within 24 hours with actions to address.</p> <ul style="list-style-type: none"> <li>▪ Evidence of the identification/ reporting of clinical risks and the prioritisation of clinical care.</li> <li>▪ Evidence of effective monitoring and management of clinical issues/changing healthcare needs, accidents and incidents e.g. falls, violence and aggression, unintended weight loss or gain.</li> <li>▪ Evidence of appropriate clinical care e.g. care plan evaluations and progress notes, current assessment and care planning documentation.</li> <li>▪ All high care residents have care plans signed off (at least monthly) as care needs change. All complex and specialised health care is signed off by RN.</li> <li>▪ Complete and accurate original AN-ACC records.</li> <li>▪ Current, accurate handover sheet; review daily, formal review weekly.</li> <li>▪ All residents have terminal wishes/advanced directives completed.</li> <li>▪ Evidence of timely referral to medical officer and transfer to hospital.</li> <li>▪ Specialised nursing care in progress notes, care plans, tracking via SNC register and timely referrals.</li> <li>▪ Contribution to quality care practice e.g. preventative falls management, incident/accident management, monitoring, contribution via a portfolio role and sharing of clinical knowledge.</li> <li>▪ Effective liaison with lifestyle employees/care interface with lifestyle program.</li> </ul>

Key Result Areas	Accountabilities	Performance Measures
	<ul style="list-style-type: none"> <li>▪ Monitor clinical supplies and usage e.g. dressings.</li> <li>▪ Advice to the Co-CEO Clinical Services of nursing requirements regarding clinical resource needs e.g. adjust roster as AN-ACC claiming patterns fluctuate.</li> <li>▪ Be a positive role model and promote excellence in resident focus i.e. respectful communications, maintain resident privacy, dignity and confidentiality.</li> <li>▪ Treat the resident with dignity, respect and support them to maintain their identity, make informed choices about their care and live the life they choose.</li> <li>▪ Encourage and support residents to provide feedback.</li> <li>▪ Facilitate and maintain a homelike environment that is culturally appropriate, as much as possible.</li> </ul>	
<b>Continuous Improvement / AN-ACC / Accreditation</b>	<ul style="list-style-type: none"> <li>▪ Comply with Woorayl Lodge's policies and procedures.</li> <li>▪ Clinical documentation is updated each shift.</li> <li>▪ Contribute to the clinical component of the Continuous Improvement plan; review and regularly evaluate.</li> <li>▪ Monitor care trends and constantly evaluate the quality of service delivery; act upon identified areas for improvement.</li> <li>▪ Encourage initiative from care staff. Provide them with positive feedback on their ideas and achievements.</li> <li>▪ Actively participate in quality improvement initiatives and audits designed to evaluate the quality of care and services.</li> <li>▪ Actively participate in the Accreditation process.</li> <li>▪ Conduct quality audits as directed by the Co-CEO Clinical Services.</li> <li>▪ Participate in the AN-ACC validation process as required from time to time.</li> <li>▪ Maintain knowledge and skills relevant to the position and as an RN e.g. attain minimum 20 hours continuing professional development each year in relevant areas e.g. CPR, infection control, complex healthcare, mandatory reporting.</li> <li>▪ Develop specialist knowledge e.g. complex wound management.</li> <li>▪ Participate in ongoing personal/professional improvement e.g. clinical care topics.</li> <li>▪ Practice in accordance with ANMC RN competencies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improvement logs (care); evidence of appropriate/timely follow up/improvements.</li> <li>▪ Achievement of clinical audits conducted to schedule/ evidence of timely corrective actions taken.</li> <li>▪ Commitment to continuous improvement across Aged Care Quality Standards.</li> <li>▪ Participation in continuous improvement activities and sharing of knowledge.</li> <li>▪ Encouragement of care staff ideas and implementation into practice.</li> <li>▪ Satisfactory training attendance record and staff development records (minimum 20 hours of CPD per annum).</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>▪ Adhere to Health and Safety regulations, policies and procedures.</li> <li>▪ Undertake all duties in a manner with due regard for the wellbeing and safety of self, colleagues and residents.</li> <li>▪ Provide guidance to staff on manual handling. Report any non-compliance to the Co-CEO Clinical Services.</li> <li>▪ Follow up and investigate care staff incidents and promote a risk management approach to prevent any further incidents.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate competency in fire and emergency procedures.</li> <li>▪ Ability to demonstrate competency in manual handling.</li> <li>▪ Evidence that staff are able to demonstrate competency in manual handling.</li> <li>▪ Ability to demonstrate competency in relevant clinical areas e.g. hand hygiene.</li> </ul>

Key Result Areas	Accountabilities	Performance Measures
	<ul style="list-style-type: none"> <li>▪ Act as primary First Aid Officer when on duty.</li> <li>▪ Act as the Emergency Controller when on duty</li> <li>▪ Monitor the workplace for evidence of bullying and act in accordance with policies and procedures.</li> <li>▪ Demonstrate an understanding of own role and responsibility in the event of fire and/or other emergency including the ability to evacuate self and residents as appropriate.</li> <li>▪ Monitor the safety of equipment and ensure equipment is maintained and used in a safe manner in line with manufacturers' instructions and organisational guidelines.</li> <li>▪ Report immediately all accidents / incidents in accordance with organisational guidelines.</li> <li>▪ Comply with infection control requirements e.g. washing hands before and after attending residents, following standard precautions, complying with food safety regulations.</li> <li>▪ Participate in training and education sessions regarding health and safety.</li> <li>▪ Escalate issues which put other staff or residents at risk to the Co-CEO Clinical Services. If the response is unsatisfactory or a response has not been received, it is understood that it can be escalated to the Australian Aged Care Quality and Safety Commission. It is understood that vexatious complaints can result in prosecution.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contribution to workplace safety; minimise workplace injuries and the accurate reporting of staff accidents and incidents.</li> <li>▪ Accurate and timely completion of resident/staff/visitor incident form including any first aid/follow up actions.</li> <li>▪ Accurate and timely hazard alert reports and corrective actions.</li> </ul>

## PERFORMANCE REVIEW

The Registered Nurse's performance shall be evaluated by the Co-CEO Clinical Care or delegate at three months service, 5.5 month's service and at the conclusion of 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

Woorayl Lodge's policy is that concerns over skill and performance of employees are addressed, wherever possible, through a performance review which is not related to the Disciplinary Procedure.

## EMPLOYEE POSITION DECLARATION

I have read and understand the Position Description and agree that I have the ability to fulfil this position. I understand that the information provided in this Position Description is a general outline and may not encompass every aspect of the position.

**Signature\*:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*If completing electronically, typing your name is acceptable.*