## POSITION DESCRIPTION



**HUMAN RESOURCES**  
Kellock Lodge Alexandra Inc.   
15 Bon Street  
ALEXANDRA VIC 3714

Phone: 035770 2100  
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ABN: 82 586 866 464

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| Position Title: | Registered Nurse |
| Location: | Kellock Lodge Alexandra Inc., 15 Bon St, Alexandra VIC 3714 |
| Status: | Full time/Part time |
| Award/Agreement: | **Kellock Lodge ANMF & HSU Enterprise Agreement 2014** |
| Reporting to: | Manager Clinical Care |

**Kellock Lodge Alexandra - Overview**

Kellock Lodge is an accredited and certified residential aged care facility, operating in a sustainable way. Our Mission is “Quality and ethical aged care is provided within a safe friendly environment”. At Kellock Lodge Alexandra, our objectives are simple. To provide people with accommodation facilities and services in a manner which promotes:

* Dignity, purpose and real meaning in their lives
* Decision making, self-care, self-reliance and assistance in the maintenance of all people in the way most appropriate to their needs
* Family relationships, companionship and genuine inter-personal relationships
* An awareness of the value of people in residential care
* Short term (respite) and long-term needs
* Integration with the local community and maintains a full accreditation at all times under current legislation.

Kellock Lodge is an independently run, Not for Profit Company primarily funded by the Commonwealth. The organisation has a Board of Governance and Chief Executive Officer. Kellock Lodge employs full time, part time and casual staff comprising nursing, personal care, maintenance, management and administrative staff.

**Role Objective**

The Registered Nurse is responsible working with the dedicated Kellock team in the provision of high quality care for care recipients in line with Kellock Lodge Mission, Philosophy and Values. In addition, the Registered Nurse will ensure that recognised standards are adhered to in line with quality and accreditation standards and Kellock Lodge Organisational Policies and Clinical Procedures.

**Key Result Areas & Responsibilities**

**Care**

* Provide clinical leadership to ensure care recipients receive safe, effective and appropriate care interventions
* In conjunction with other staff, the care recipient, family members and a multidisciplinary team, plan and communicate care interventions based on a comprehensive assessment of care recipient needs for support, nursing and personal care needs
* Contribute to the delivery of care to ensure positive care recipient outcomes in line with care plans
* Contribute to the delivery of person centred individual care to care recipients that reflects a non-institutionalised approach and encourages independence, honours care recipient dignity and privacy while displaying empathy towards the care recipient
* Contribute to the monitoring of care recipient condition; report on changes to all parties and undertake appropriate actions
* Contribute to the development of initiatives designed to maintain or improve the quality of care and the quality of life outcomes for the care recipient
* Assist with meetings with family members or nominated representatives to discuss care recipient care levels, condition and individual needs; provide emotional support to care recipients, family members and nominated representatives as required
* Act as a care recipient advocate to assist individuals to make choices and informed decisions
* Undertake collation of assessment and care information to complete the funding claim process
* Contribute to the quality handover of care recipient issues to change of shift staff
* Participate in the after-hours on call clinical care requirements
* Maintain the confidentiality, dignity and respect of care recipients at all times
* Ensure the safe and effective management of medication, infection control and Work Health and Safety practices
* Actively participate in accreditation audits and ensure all activities in the workplace comply with accreditation requirements

**Compliance & Systems**

* Ensure that systems that are in place are utilised by all staff to document care recipient care needs in line with Kellock Lodge policy and government requirements
* Actively evaluate care services and assist to develop systems to enhance the standards of care
* Monitor and review care and service Clinical Procedures and ensure they occur in line with recognised standards
* Participate in the development and implementation of quality improvements that directly enhance the quality of service to care recipients
* Participate in re-accreditation activities as required
* Participate in the development, implementation and evaluation of contemporary practice in response to clinical issues identified within the unit/facility
* Effectively utilise management systems to accurately record and research data
* Ensure the upkeep of the environment is maintained through regular inspection and reporting systems as part of your Work Health and Safety Duty of Care
* Ensure equipment is in good working order, utilising maintenance systems to promptly report any defects or need for replacement

**Knowledge**

* Maintain a thorough knowledge of contemporary issues relating to the aged care industry
* Maintain an understanding of the Aged Care Act 1997, Nurses and midwives - key legislative requirements in Victoria, Health Services Act, Privacy and Personal Information Protection Act, Poisons and Therapeutic Goods Act (2000), Guardianship Act and the Aged Care Funding Instrument (ACFI).
* Maintain knowledge of Work Health and Safety legislation and relevant Workers’ Compensation / rehabilitation legislation
* Maintain thorough knowledge of Kellock Lodge’s policies and work practices including those related to employment conditions

**Work Health & Safety**

* Take reasonable care for your own WHS ensuring that actions or omissions do not adversely affect the WHS of others in the workplace
* Encourage the Work Health and Safety of all staff, care recipients, visitors, volunteers and work experience participants
* Understand the operations and general hazards / risks in the workplace and monitor performance regarding incidents, hazards and risks
* Lead by example and provide visible commitment to WHS and procedures
* Contribute to the ongoing development of WHS procedures
* Participate in the development of formal Disaster and Emergency Management plans
* Immediately advise the Manager Clinical Care of staff injuries, serious incidents and other incidents (including those involving unsafe practice)
* Support injured staff working under return-to-work programs
* Maintain equipment safety through recognised maintenance systems.

**Team**

* Participate as an active team member in department initiatives and projects as directed
* Contribute to the effective operation of the team by contributing at staff and team meetings
* Aid other team members as identified
* All other duties as reasonably requested.

**Personal Qualities**

* Honesty, initiative, reliability and discretion
* Leadership, cooperation and team participation
* Communication and interpersonal skills
* Empathy and consideration for older persons
* Willingness to develop professionally
* Self-motivation and organisation
* Flexibility and responsiveness

**Selection Criteria**

*Essential*

1. Previous experience in aged care nursing as a Registered Nurse including the clinical assessment and management of medical issues relevant to elderly care recipients.
2. Experience working with a multi-disciplinary team to provide positive outcomes in aged care.
3. Demonstrated knowledge of contemporary issues relating to the aged care industry.
4. Current knowledge and experience with the ACFI and accreditation standards.
5. Demonstrated leadership and team building experience within a care environment.
6. Ability to plan work, establish priorities and service standards and delegate effectively.
7. Well-developed written and verbal communication skills with the ability to relate effectively to a wide range of people.
8. Well-developed problem-solving skills.
9. Demonstrated commitment to maintain and developing professional skills.
10. Intermediate level computer skills.

*Desirable*

1. Post graduate education in Aged Care.
2. Experience utilising electronic documentation systems (progress notes/client records however termed).
3. Experience in the use of electronic rostering and time in attendance systems.

**Relationships**

This role has specific responsibility to contribute RN skills and experience to the team. Key relationships include:

*Internal* – Care Staff including Registered and Enrolled Nurses, Allied Health and Lifestyle staff, Manager Clinical Care, Hotel Services Staff, Maintenance Staff and all levels of management.

*External* – Care recipients and family members, medical practitioners and other external allied health providers.

**Acknowledgement**

I hereby acknowledge that I have read and understood the Position Description for this role and am committed to complying with all aspects of the role as described.

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Employee Name, Sign & Date Manager Name, Sign & Date