

**KIAMA MUNICIPAL COUNCIL
BLUE HAVEN AGED CARE FACILITY
Job Description**

POSITION TITLE: Registered Nurse

DEPARTMENT: Blue Haven Aged Care Facility

ACCOUNTABLE TO: Director of Nursing

DATE: 31 January 2012

OBJECTIVES:

1. To supervise and participate in the provision of holistic care to residents
2. To supervise and monitor staff in relation to care delivery
3. To meet documentation requirements as outlined by the Aged Care Funding Instrument (ACFI)
4. To ensure resident care meets Accreditation Standards.
5. To portray the image of Blue Haven as being caring, courteous, professional and efficient.

SCHEDULE OF DUTIES

1. Provide holistic care to residents as documented in their care plans including medications in consultation with other health care professionals as appropriate.
2. Provide supervision and consultation when another competent staff is providing physical assistance with medications.
3. Monitor staff in relation to care delivery and take initiative accordingly if areas of concern are encountered – including on the spot education and/or recommendations to the nurse educator.
4. Provide feedback to DON & DDON with regard care staff work performance
5. Co-ordinate, and / or conduct and document individual resident's assessments in accordance with professional nursing standards and guidelines.
6. Monitor and review residents' progress and care needs and maintain documentation in accordance with ACFI requirements.
7. Monitor and review holistic care to residents
8. Mentor students in the provision of holistic care to residents
9. Delegate tasks as outlined in their job description to other staff deemed competent in the care of the resident
10. Evaluate and update resident care plans as per Blue Haven policies
11. Support DDON to lead and convene case conferences
12. Contribute actively to continuous improvement including ongoing improvements to the Facility's policies and procedures.

Registered Nurse Schedule of Duties cont.

13. Ensure appropriate registers of drugs are kept and recorded in accordance with relevant legislation.
14. Assist to establish and maintain effective communication systems within the Facility and with resident's families.
15. Participate in team meetings and in-service training and development as required.
16. Accompany Medical Officers on consultations as required.
17. Supervise staff and address areas of concern in relation to manual handling, occupational health and safety, infection control, team work and the provision of care.
18. Employ the policies and practices of Blue Haven Aged Care Facility and ensure staff compliance with these policies and practices.
19. Assist with staff replacements to ensure daily compliment of staff maintained.
20. In the case of an emergency in the Hostel the Registered Nurse is responsible to assess the resident and advise the Care Service Worker on duty.

MULTISKILLING CLAUSE

The incumbent of this position may be directed to carry out such other duties as are within the limits of the employee's skill, competence and training.

I accept the responsibility for completing the above duties and understand that I am accountable for their achievement.

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Accepted

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Director of Nursing/Supervisor

Date:

Date: