

Position Details			No.
Position Title:	Registered Nurse	Employment Status: <i>Continuing/Fixed Term/Casual</i>	Continuing
Portfolio:	Corporate Services	FTE: <i>Full-time/Part-time</i>	Part-time
Business Unit:	Lerwin	Award /Level or Grade <i>SAMSOA GO Level 1-8 or LGE ME Grade 1 - 14</i>	Nurses South Australian Local Government Sector Award RN Level 1
Group/Team:	Lerwin		
Reports To:	Clinical Care Manager	Date Last Reviewed:	November 2023
Direct Reports:	Enrolled Nurses & Personal Care Assistants		
Relationships Internal:	This position is required to liaise with and communicate with staff and residents of Lerwin. The position works collaboratively with and takes advice from the Clinical Nurse and other key nursing staff.		
Relationships External:	The position interacts and communicates with a range of external parties including residents' families and representatives, allied health professionals, government departments and agencies, the community and various other external bodies.		

Organisational Core Values

The Rural City of Murray Bridge has six organisational core values That guide its decision-making processes and the high quality of services it delivers to its staff and community. All employees are required to perform their duties with regard to these core values, which are:

- Accountable** – Effective, equitable, open, honest governance and administration
 - Respectful** – Respect and support for the diversity of our ideas and culture
 - Innovative** – Strong commitment to continuous improvement in all business processes
 - Collaborative** – Focus on teamwork within our organisation and create external partnerships to achieve our vision
 - Inclusive** – Value and incorporate local knowledge and viewpoints
 - Integrity** – Being open and honest in all dealings and maintaining high ethical standards
- Lerwin has two additional values:
- Compassion - Strive to understand the needs and feelings of our residents, families, and colleagues. Act with kindness and decency in everything we do through mutual respect. Understand and accept that all residents have the right to make individual choices
 - Positive Attitude - Take individual responsibility or our actions, commitment and wellbeing. Work willingly as a team to ensure the highest quality of care is provided to our residents and families

Primary Purpose of Position [relate to Council’s Strategic Plan and long-term objectives]

Working in partnership with the Clinical Nurse, Registered Nurses will deliver holistic, professional, evidence based nursing practices & care to residents & their representatives.

Registered Nurses supervise & guide Enrolled Nurses & Personal Care Assistants to provide a personalised continuum of nursing & lifestyle care. Registered Nurses set, run & check care plans, monitor results, keep careful records & ensure comprehensive shift handovers.

Process and Service Responsibilities

Leadership and guidance

Clinical Practice

Systems support

Criterion	Description
Qualifications	<ul style="list-style-type: none"> Registered Nurse with the Australian Health Practitioner Regulation Agency (essential)
Experience	<ul style="list-style-type: none"> Experience in the aged care sector Experience in total care planning for residents with complex care needs Experience with electronic client management systems (Leecare advantageous) Experience in leading, guiding and supporting team outcomes and performance Demonstrated success in building and facilitating strong networks and relationships with key stakeholders Experience in planning and delivering plans, programs and projects Experience in identifying and facilitating continuous improvement opportunities and documenting processes and procedures
Knowledge	<ul style="list-style-type: none"> Sound knowledge of aged care legislation, systems, policies and processes Sound knowledge of Aged Care Funding Knowledge of principles, practices and legislation related to the role's discipline and functions Understanding of local government's role in providing services to the community
Skills and Attributes	<ul style="list-style-type: none"> Interpretive skills and the ability to translate legislative and statutory obligations into practical procedures and work practices Effective written communication skills including the ability to prepare clear and concise reports Well developed communication and interpersonal skills including consultation and communication Ability to establish effective relationships with residents, staff, external parties and other key stakeholders Ability to exercise judgment, emotional intelligence and maturity Effective organisation skills, time management and prioritisation
Relevant Legislation	<ul style="list-style-type: none"> Aged Care Act Nurses Act Freedom of Information Act Work Health and Safety Act 2012 All other relevant legislation related to the role
Specific Job Requirements	<ul style="list-style-type: none"> Act as Shift Supervisor when on shift Evidence of the achievement of 20 Competency Professional Development points per annum in accordance with AHPRA registration requirements Required to attend Lerwin for emergency situations National Police Clearance maintained National Disability Insurance Scheme (NDIS) workers clearance Attend educational programs, training courses and meetings as required
Authorisations and Delegations	<ul style="list-style-type: none"> Authorisations and delegations are in accordance with the appropriate Acts, Regulations, Council Guidelines and the Council's Register of Authorisations and Delegations.

Key Result Areas	Key Responsibilities [Activities that Achieve Each KRA]
<p>Clinical Practice</p>	<ul style="list-style-type: none"> – Liaise with multidisciplinary team members to ensure the provision of nursing, personal care, lifestyle and individual case management – Undertake resident assessments and undertake the development, implementation and evaluation of holistic resident care plans – Liaise with medical practitioners and allied health professionals to ensure effective care outcomes for residents – Oversee, manage and facilitate safe and effective medication administration practice in line with Lerwin policy and regulatory frameworks – Oversee and provide guidance on wound management principles and practices – Record, investigate and resolve day to day resident care operational matters – Contribute to the recording, reporting, investigation and resolution of formal complaint matters related to clinical care
<p>Systems Support</p>	<ul style="list-style-type: none"> – Contribute to the investigation, implementation and evaluation of audit and indicator data, in consultation with the Clinical Nurse and other staff engaged in quality assurance strategies and practices – Undertake a range of tasks to contribute to and assist Lerwin with meeting the Aged Care Quality Standards – Facilitate the collection, analysis and dissemination of accurate clinical information – Contribute to various strategies and practices that promote a culture of continuous improvement and quality assurance – Contribute to the ongoing review and development of the electronic clinical information systems – Contribute to an effective Infection Control program – Contribute to the development and review of policies, guidelines, operating procedures and practices – Promote and monitor adherence to the Manual Handling Guideline
<p>Leadership and Guidance</p>	<ul style="list-style-type: none"> – Provide leadership and guidance to EN's & Personal Care Assistants – Contribute to the supervision, support and orientation of new staff – Contribute to annual performance reviews and ongoing performance management processes – Identify and contribute to learning and development initiatives – Contribute to and facilitate effective communication systems and practices between staff, particularly in shift handovers – Contribute to and assist with effective conflict resolution strategies and processes

Leadership Contribution	Responsibilities
Shapes Direction	<ul style="list-style-type: none"> - Shows an awareness of the team's work plan by prioritising daily activities - Follows supervisor's direction to support the teams, portfolio's and organisations goals - Is enthusiastic and committed to delivery of goals and outcomes for the greater good of the community
Continuous Improvement	<ul style="list-style-type: none"> - Contributes to innovation and ideas within the workplace - Is open to change initiatives to improve performance - Contributes to implementing change initiatives for efficiency and productivity - Continues to embrace new ideas and opportunities to ensure effective delivery - Contributes positively to development of alternative methods and innovations
Works with Others	<ul style="list-style-type: none"> - Acts and adheres to ABC's and core organisational values - Fosters team play and supports teamwork within teams - Shares information and cooperates with team members - Builds and forms relationships - Respects, supports and encourages team members and peers
Achieves Results	<ul style="list-style-type: none"> - Uses initiative and judgement to achieve quality outcomes - Supports other staff and team members to deliver quality outcomes - Uses initiative and judgement to deliver services within levels of services defined - Holds self and others accountable for actions and work - Manages risks and safety in line with policy, procedures and guidelines

Key Result Areas	Responsibilities [activities that achieve each KRA]
General conditions of Employment	<ul style="list-style-type: none"> - The Rural City of Murray Bridge is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its work place - Council provides a smoke free environment. Smoking within Council premises and vehicles is prohibited - Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions
Policies and Procedures	<ul style="list-style-type: none"> - The role is performed in accordance with Council's Policies and Procedures and the Code of Conduct for Employees
Work Health and Safety	<p>Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:</p> <ul style="list-style-type: none"> - Carry out their roles and responsibilities as identified in the Rural City of Murray Bridge's WH&S and Injury Management Roles and Responsibility policies and procedures - Comply with the requirements of the WH&S Act 2012. - Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management - Undertake training provided to protect the Employee's health and safety whilst at work - Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee's health and safety and the health and safety of others - Have a sound understanding of human resource principles concerning training and development, equal opportunity and occupational health, safety and welfare and associated policies - Actively participate in rehabilitation and return to work programs
Financial Responsibilities	<ul style="list-style-type: none"> - Monitor & contribute to achieving resident care related consumables e.g.: continence, medical supplies
Records Management Responsibilities	<ul style="list-style-type: none"> - Employees have an obligation to meet the requirements of the State Records Act, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems
Customer Service	<ul style="list-style-type: none"> - Establish a culture within the business unit that values and respects customer service as a critical success factor in identifying and achieving key goals and objectives - Manage relationships and interactions with internal and external customers
Risk and Environmental Management	<ul style="list-style-type: none"> - Comply with Council's Risk Management Policy and procedures. Identify, rate and minimise risks within the Department - Comply with relevant environmental legislation, council policy and procedures. Participate in activities associated with the implementation of environmental plans and strategies - Be aware of and use any equipment provided for environmental pollution protection - Report all spills, incidents and environmental damage in accordance with Council procedures

Signature		Date
Incumbent		
Manager		
General Manager		
Manager, Organisational Development		