

Staff
Initials



Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

On Luck Chinese Nursing Home

Job Description: **Registered Nurse**

Qualification and other requirements:

Current Registered Nurse registration with the Australian Health Practitioner Regulation Agency (APHRA)

Valid Police Check

Computer literacy

Proficiency in spoken and written Chinese preferred.

Experience:

Essential:-

- Clinical skills and competencies relevant to aged care.
- Demonstrated ability in assessment and documentation.
- High level of interpersonal and communication skills.
- Reliable, responsible and trustworthy.
- Interest in working with Chinese elderly people.

Desirable:-

- Previous experience in Residential Aged Care Facility.
- Knowledge of the requirements of the Aged Care Quality Standards.
- Understanding of the AN-ACC assessments and reviews.
- Experience in managing consumers' challenging behaviour, supervising staff as well as detailed record keeping and reporting.
- Proficiency in spoken and written Chinese is highly desirable.

Hours of Work:

As negotiated and as rostered

Responsible to:

DON / his or her delegates

Key Responsibilities:

1. Specific Responsibilities relating to the position include but not limited to the following:-
 - 1.1 Practice in accordance within the philosophy, intent, and standards prescribed by Australian Nursing and Midwifery Council (ANMC), National Competencies for Registered and Enrolled Nurses, ANMC Code of Ethics for Nurses in Australia, ANMC Code of Professional Conduct for Nurses in Australia, and APHRA guidelines.
 - 1.2 Ensure compliance with statutory regulations – the Aged Care Quality Standards and Residential Aged care Manual
 - 1.3 Take responsibility for the care of care recipients at the Chinese Community Social Services Centre Inc. (CCCSSCI) – On Luck Chinese Nursing Home.

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- 1.4 Medication Management:
- To undertake the administration of medication
 - To supervise Enrolled Nurses and PCA (medication endorsed) medication management
 - Compliance with legislative requirements and organizational policies and protocols, in particular medication incidence and error recording
 - Participation in Medication Quality Assurance activities
 - Willingness to maintain contemporary knowledge and skills in relation to pharmacology of older peoples.
- 1.5 Nursing & Personal Care Plan:
Develop, evaluate and update the planned actions with other Nursing, PCA, and multi-disciplinary team member to ensure the agreed objectives are met and measured.
- 1.6 Train, mentor and supervise Enrolled Nurses, PCA in the delivery of clinical care to maintain an optimum standard of care for the care recipients.
- 1.7 Maximizing funding through accurate ACFI classification of care recipients.
- 1.8 Undertake ACFI assessments when required and train staff in ACFI assessments and documentation.
- 1.9 Ensure ACFI assessments and documentation are carried out according to plan and scheduled time, and reflect the cares needs of each care recipient.
- 1.10 Ensure compliance with statutory regulations pertaining to the delivery of care recipient’s care.
- 1.11 Ensure compliance with the philosophy and goals of the Nursing Home and Nursing Profession.
- 1.12 Liaise with visiting medical practitioners and allied health professionals regarding matters of care recipients’ care as appropriate.
- 1.13 Participate staff meetings, family conferences and other relevant meetings, implement and evaluate recommended follow up actions
- 1.14 Inform the DON / line manager of any problems that may arise with a care recipient or staff.
- 1.15 Report to the DON / line manager any breaches in the provision of care.
- 1.16 Ensure medical and other supplies are used efficiently
- 1.17 Communicate effectively with care recipients, their representatives / families and staff.
- 1.18 Ensure that staff treat the care recipients with respect and dignity.
- 1.19 Agrees to obey all reasonable lawful directions and instructions given by the Employer or a specific supervision

2. Administrative Duties:-

- 2.1 Participate in the daily management of the Nursing Home such as ensuring the correct staff mix as predetermined.
- 2.2 Coordinate the efforts of individual departments include but not limited to PCA to ensure effective working relationships and team work, and to promote harmonious collaboration.
- 2.3 Ensure all care provided and the outcomes of care are documented in the care recipients’ clinical record (electronic and paper based).
- 2.4 Ensure documentation is updated, accurate and objective, and that problems documented have also had an appropriate action noted.
- 2.5 Supervise and contribute to the evaluation of care recipients’ needs and observations on a regular basis as defined within the system of care.

- 2.6 Supervise and oversee Enrolled Nurses, PCA on their contributions in documenting care recipients' changes in care in the progress notes, during ACFI assessments and Care recipient of the Day schedule of care evaluation.
- 2.7 Demonstrate a positive attitude and commitment to the position responsibilities and organizational goals.
- 2.8 Ensure staff exercise appropriate economy in the use of stocks, equipment and energy
- 2.9 Empower staff to accept responsibilities through effective delegation of activities.

3. Quality Assurance:-

- 3.1 Actively participate the Quality Assurance of the Nursing Home to provide evidence based continuous quality improvement activities.
- 3.3 Participate actively in the development of policies and procedures pertaining to best practice of clinical care.
- 3.4 Actively participate the systematic assessments of On Luck Chinese Nursing Home Policies and Procedures as well as care practices to meet Aged Care Quality Standards and the documentation required.
- 3.5 Ensure staff compliance with relevant Acts, Agreements and On Luck Chinese Nursing Home Mission, Vision, Policies, Procedures, Staff Handbook & Code of Conduct. Report non compliances to DON / line manager.
- 3.6 Ensure staff deliver good customer service, treating all care recipients, clients, visitors and other staff in a courteous and non-discriminatory manner.

4. Infection Control

- 4.1 Ensure compliance with Infection Control Standards.
- 4.2 Ensure ongoing surveillance for the prevention of infection.
- 4.3 Ensure staff compliance with Infection Control Standards.

5. Education

- 5.1 Update nursing knowledge as appropriate and keep abreast with contemporary aged care practices.
- 5.2 Attend internal and external courses as required.
- 5.3 To provide feedbacks of the planned program for staff education and training in accordance with the training needs of staff.
- 5.4 Facilitate the Education Program by ensuring staff attend when appropriate.
- 5.5 Conduct one to one staff observation and training in the delivery of personal to clinical care based on the individual needs of care recipients
- 5.6 Ensure the value and philosophy of the organization are known, understood and practiced by staff.
- 5.7 Ensure that staff adheres to the best practices in their delivery of care and demonstrate understanding of their responsibilities relating to duty of care.
- 5.8 To conduct audits on staff performance and random competency checks when delegated.

6. Occupational Health and Safety

- 6.1 Provide and maintain so far as is practicable a working environment that is safe and without risk to health.
- 6.2 Take care of your own health and safety; and the health and safety of any other person who may be affected by your acts or omissions at workplace.
- 6.3 Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and organization policies and promote a working environment that is congruent with these guidelines.

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- 6.4 Ensure care staff is familiar with the correct operation of equipment and staff is compliant with safety procedures with a good understanding of the Occupational Health and Safety procedure.
- 6.5 Participate in the preventive maintenance and risk management program.
- 6.6 Ensure staff use appropriate lifting techniques and adhere to care recipients' care needs when lifting / transferring care recipients.
- 6.7 Assist staff in the reporting and documentation of hazards, care recipients / staff accidents / incidents promptly and ensure documentation is accurate and complete. Nurse in charge of each shift is responsible to investigate the cause of accidents / incidents occurred during her /his shift and to take actions where appropriate.
- 6.8 Ensure that a safe, clean and comfortable environment is maintained for all care recipients.
- 6.9 Assist the OH&S Committee in their implementation of requirements of the OH&S Act.
- 6.10 Cooperate with the Return to Work Coordinator on return to work policy when and where appropriate.

7. Confidentiality

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000, the Health Record Act 2000 and Australian Privacy Principles 2014.

8. Equal Employment Opportunity

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behavior and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. Workplace Relations

Treat all employees of the Organization with respect and dignity and without discrimination or harassment. Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal care recipient/performance outcomes.

Appraisal:

Within 6 months / as per contract term, then after annual performance appraisal.

* Statements included in this job description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

* Prior to accepting any offer of employment, prospective employee will be required to read and commit to the On Luck Chinese Nursing Home Staff Handbook & Code of Conduct, including (but not limited to) issues of Occupational Health & Safety, Equal Opportunity and Confidentiality.

I _____ have read, understood and accept the above job description

Signed by staff

Date

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Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

On Luck Chinese Nursing Home

Job Description: **Enrolled Nurse**

Qualification:

Current Enrolled Nurse / Enrolled Nurse – Medication Endorsed registration with the Australian Health Practitioner Regulation Agency (APHRA)

Valid Police Check

Computer literacy

Experience:

Essential:-

- Minimum 2 years of nursing experiences (applicants with less nursing experiences in Aged Care may also be considered, if appropriate)
- Clinical skills and competencies relevant to the specialty
- High level of interpersonal and communication skills
- Flexible work style
- Demonstrated the capacity of conflict resolution and negotiation
- Able to speak at least 1 Chinese dialect

Desirable:-

- Previous experience in Residential Aged Care Facility
- Knowledge and understanding of the requirements of Aged Care Accreditation Standards
- Knowledge and experience in ACFI assessments and reviews
- Experience in managing staff on a supervisory role, managing care recipients' challenging behaviour, liaising with senior and middle management staff, mentoring staff as well as detailed record keeping and reporting
- Proficiency in writing and spoken Chinese, able to speak both Cantonese & Mandarin is highly desirable

Hours of Work:

As negotiated and as rostered

Responsible to:

DON / his or her delegates

Key Responsibilities:

1. Specific Responsibilities relating to the position include but not limited to the following:-
 - 1.1 Practice in accordance within the philosophy, intent, and standards prescribed by Australian Nursing and Midwifery Council (ANMC), National Competencies for Registered and Enrolled Nurses, ANMC Code of Ethics for Nurses in Australian, ANMC Code of Professional Conduct for Nurses in Australia, and APHRA guidelines.
 - 1.2 Ensure compliance with statutory regulations – 44 expected outcomes of the Accreditation Standards and Residential Aged care Manual

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- 1.3 Take responsibility for the care of care recipients at the Chinese Community Social Services Centre Inc. (CCCSSCI) – On Luck Chinese Nursing Home.
- 1.4 Medication Management:
- To undertake the administration of medication (for Enrolled Nurse – Medication Endorsed) and or under the guidance Registered Nurse.
 - Compliance with legislative requirements and organizational policies and protocols, in particular medication incidence and error recording
 - Participation in Medication Quality Assurance activities
 - Willingness to maintain contemporary knowledge and skills in relation to pharmacology of older peoples.
- 1.5 Nursing & Personal Care Plan:
Develop, evaluate and update the planned actions with other Nursing, PCA, and multi-disciplinary team member to ensure the agreed objectives are met and measured.
- 1.6 Train, mentor and supervise PCA in the delivery of clinical care to maintain an optimum standard of care for the care recipients.
- 1.7 Maximizing funding through accurate ACFI classification of care recipients.
- 1.8 Undertake ACFI assessments when required and train staff in ACFI assessments and documentation.
- 1.9 Ensure ACFI assessments and documentation are carried out according to plan and scheduled time, and reflect the cares needs of each care recipient.
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- 2.6 Supervise and oversee PCA on their contributions in documenting care recipients' changes in care in the progress notes, during ACFI assessments and Care recipient of the Day schedule of care evaluation.
 - 2.7 Demonstrate a positive attitude and commitment to the position responsibilities and organizational goals.
 - 2.8 Ensure staff exercise appropriate economy in the use of stocks, equipment and energy
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Appraisal:

Within 6 months / as per contract term, then after annual performance appraisal / as deemed necessary in conjunction with Attachment 1: Key Result Areas / Key Performance Indicator.

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