

Position title:	Registered Nurse	Position reports to:	Facility Manager			
Background						
<p>Shepparton Retirement Villages (SRV) is a non-for-profit community based organisation that was founded by the Rotary Club of Shepparton back in 1968. Since that time SRV has become the largest provider of aged care services in the Shepparton region.</p> <p>SRV is responsible for the delivery of care across 271 residential aged care beds, 288 independent living units and 26 aged care packages. Services are delivered across 3 campuses however our care packages are delivered across Shepparton and the region. The 3 campuses are:</p>						
<table border="0"> <tr> <td style="vertical-align: top;"> <p>Rodney Park based in Mooroopna consists of:</p> <ul style="list-style-type: none"> • Mooroopna Place: 101 bed residential aged care facility • 93 Independent Living Units </td> <td style="vertical-align: top;"> <p>Kialla Gardens based in Kialla consists of;</p> <ul style="list-style-type: none"> • Banksia Lodge: 64 bed aging in place residential care facility • 109 Independent Living Units </td> <td style="vertical-align: top;"> <p>Tarcoola based in Shepparton consists of</p> <ul style="list-style-type: none"> • Administration • Maculata Place: 120 bed residential care facility • Hakea Lodge: 57 bed aging in place residential care facility • 70 Independent Living Units • Support at Home Program </td> </tr> </table>				<p>Rodney Park based in Mooroopna consists of:</p> <ul style="list-style-type: none"> • Mooroopna Place: 101 bed residential aged care facility • 93 Independent Living Units 	<p>Kialla Gardens based in Kialla consists of;</p> <ul style="list-style-type: none"> • Banksia Lodge: 64 bed aging in place residential care facility • 109 Independent Living Units 	<p>Tarcoola based in Shepparton consists of</p> <ul style="list-style-type: none"> • Administration • Maculata Place: 120 bed residential care facility • Hakea Lodge: 57 bed aging in place residential care facility • 70 Independent Living Units • Support at Home Program
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Role Statement						
<p>This is a Clinical Role which is to undertake day to day management of the facility.</p> <ul style="list-style-type: none"> • Provide clinical leadership and support to Team Leaders • Undertake assessments and implement best practice interventions that bring about positive outcomes for residents and their NOK and staff. • Oversee medical interventions. • Consultation with allied health and medical personnel regarding the care needs of residents. • Provide appropriate and timely documentation that meets regulatory requirements. • Report issues and risks to the Care Manager/ Operations Manager/ After Hours Coordinator. • Ensure that there are adequate staff to meet the acuity needs of residents but are within budget. • All of the above is to be completed in line with the policy and procedures of SRV and relevant legislation. 						
Additional Information						

All staff within Aged Care Facilities work as members of a team and tasks are divided between team members. Facilities operate on a 24 hour basis and all staff are required to work variable shifts. The requirement for flexibility of work location, the willingness to work varied shifts and occasionally at short notice is considered of utmost importance to the smooth running of the Facilities at Shepparton Villages Inc.

Reporting Statement/ Working Relationships

The position will report to the Facility Manager and will work in collaboration with all care staff and Department Managers

Key Selection Criteria

Qualifications/Skills:	<p>Essential:</p> <ul style="list-style-type: none"> • Registered Division 1 Nurse with a current National Practicing Registration • Preferably having completed a Graduate Nurse Program • Three years experiences post graduate experience • Excellent problem solving, assessment and care planning skills • Experience in both clinical and staff management of a unit/ facility • An ability to work independently and is self motivated • An ability to utilise computer medical records • Experience working within a residential aged care setting • Qualifications / Experience in aged care / Gerontology • 	
Additional Information	<ul style="list-style-type: none"> • A police check/criminal record and NDIS checks are required prior to employment and periodically during employment • Working across all sites, is required. • The probationary period for this position is 6 months (if a permanent role). • All employees are required to be fully COVID vaccinated in accordance with Victorian Government directives or must be able to provide appropriate medical exemption documentation 	
Key Result Areas	Key Activities	Standard Measures
Demonstrate and uphold the mission, values, foundation of care and vision of Shepparton Villages	<ul style="list-style-type: none"> • Ensure that the values of Shepparton Retirement Villages are incorporated into daily practices in relation to all your activities. 	<ul style="list-style-type: none"> • Demonstrate behaviours of choice, respect, care, passion and teamwork at all times while interacting in an employed capacity.

<p>Adheres to all Health and Safety requirements for self, colleagues and residents</p>	<ul style="list-style-type: none"> • Ensure that health and safety is at the forefront of your mind and actions and that you operate only in a safe manner at all times. 	<ul style="list-style-type: none"> • Prevention - reporting areas of concern, in an appropriate manner, without delay. • Ensuring incidents are reported immediately and all paperwork is correctly completed and in a timely manner.
<p>Promotes and implements individualised, resident focused care that reflects the persons values and beliefs</p>	<ul style="list-style-type: none"> • Promotes a resident focused approach in all activities and behaviours. • Involves the resident in their care. • See the resident as a person and treats them as an individual. • Include resident's beliefs and values in care plan. • Activities are resident focused based on input from residents. <p>Structures in place to ensure resident confidentiality are maintained at all times.</p>	<ul style="list-style-type: none"> • All documents utilise a language that adheres to the values of Shepparton Retirement Villages • Care reflects an extension of the resident's prior lifestyle. • Communication reflects respect and a non paternalistic manner. • Demonstrate a sound knowledge of the nursing process and to be able to accurately assess Residents needs • Demonstrate each Resident is regarded and valued as an individual • Demonstrate commitment to the involvement of family in the planning of care for the Resident • Display the ability to assess, plan, implement and evaluate care for Residents • Demonstrates the ability to plan and organize resources to achieve established goals. Accepts accountability for Residents progress • Demonstrates the ability to plan, organize resources to complete assigned responsibilities
<p>Provide clinical leadership which is of best practice</p>	<ul style="list-style-type: none"> • Ensure residents are provided with appropriate and timely clinical care in consultation with the GP, Allied Health Services and the family • Ensure specialised nursing needs of residents are managed appropriately • Provide clinical advice to care staff • Manage complex clinical care issues in a timely manner 	<ul style="list-style-type: none"> • All intervention are of best practice and in line with policies and procedures of SRV and relevant legislation • Residents care is well documented, communicated and evaluated • Clear directives and guidance is provided to care staff • GP's and allied health professionals are referred to for complex clinical care issues and emergencies are responded to quickly and appropriately
<p>Contribute to assessment and care plans ensuring they are individualized, resident focused and completed in consultation with the resident, staff and NoK</p>	<ul style="list-style-type: none"> • Ensures residents have accurate up to date assessments/ care plans based on their needs. • Assessments are conducted in consultation with care staff. 	<ul style="list-style-type: none"> • Assessments and Care Plans are updated when there is a change in resident care needs. • Assessment and Care Plans are of best practice
<p>Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.</p>	<ul style="list-style-type: none"> • Reports hazards, near misses and injuries immediately • Uses personal protective equipment as required • Complete incident reports as required • Elect and support health and safety 	<ul style="list-style-type: none"> • Accidents are minimised and incidents are reported • Team members are assisted where required to minimise the risk of accidents • Comply with risk management policies and procedures and instructions • Safety meetings and training sessions are attended as required

	<p>representatives</p> <ul style="list-style-type: none"> • Comply with risk management policies and procedures and instructions • Contribute to risk assessments • Participate in training and meetings regarding safety • Active support and demonstration of manual handling skills. • Works within policy, procedures and accreditation standards. 	
Use resources efficiently and effectively and maximize income	<ul style="list-style-type: none"> • Work with Team Leaders to replace staff who may have called in sick. • Monitor acuity levels to ensure that staff have the right resources to ensure that both the staff and residents are safe. 	<ul style="list-style-type: none"> • Staff replacement is within budgeted resources.
Communication	<ul style="list-style-type: none"> • Promotes and actively demonstrates open, honest communication with excellent listening, verbal and non verbal skills. • Communicate effectively but respectfully to external health providers to ensure positive outcomes for residents. • Identify risks and communicate to the Facility Manager, After Hours Coordinator and the Operations Manager. 	<ul style="list-style-type: none"> • All residents who require emergency treatment are referred to appropriate health facilities and or professional in a timely and effective manner. • All residents NOK are notified of any changes in care and transfers to hospital. • All issues that place the organisation at risk are reported immediately to the Facility Manager/Operations Manager on call such as: <ul style="list-style-type: none"> ○ All assaults and missing residents ○ All Gastro and Respiratory outbreaks ○ Major complaints ○ Major medical issues.
Be an effective team member	<ul style="list-style-type: none"> • Work collaborately with team members in order to capture resident's needs. • Assists and supports staff in a manner that is empowering. • Promotes positive culture through active engagement in the workplace through concepts of <ul style="list-style-type: none"> ○ Choose your attitude ○ Be there for all ○ Make their day ○ Have fun 	<ul style="list-style-type: none"> • Responds quickly and appropriately to issues raised by Team Leaders (Key Holders), residents and their NOK and other stakeholders.
To be aware of appropriate infection control procedures	<ul style="list-style-type: none"> • To read and obtain a thorough understanding of policies and procedures relating to Infection Control. 	<ul style="list-style-type: none"> • Demonstrate a sound understanding of appropriate infection control in accordance with the policies and procedures as outlined in the Infection Control Manual of SRV.

Demonstrate a commitment to staff and professional development, education and performance reviews	<ul style="list-style-type: none"> • Develop and maintain a professional approach to personal and other team members work performance. • Develop goals for improved work efficiency to produce positive resident outcomes • Develop and practice self-evaluation in regard to nursing skills and delivery of resident care • Recognise the importance of personal professional development, education and performance reviews. 	<ul style="list-style-type: none"> • Demonstrate positive attitude to own personal performance and other team members work performances. • Demonstrate the ability and willingness to identify and develop short term goals that improve service to the Residents. • Education on current clinical best practices and competencies maintained • Identify areas for improvement and suggest a plan for continuous improvement • Demonstrate a commitment to continuing personal professional development and participation in staff performance reviews.
Meet the needs of the organisation, residents and staff	<ul style="list-style-type: none"> • Undertake any other tasks commensurate with the classification of this position 	<ul style="list-style-type: none"> • Meet the needs of organisation, residents and staff

INHERENT POSITION REQUIREMENTS

Shepparton Villages has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. This role may require the following tasks among other things:

	Tasks – delete all not applicable to role	Occasionally (1 - 33%)	Frequent (34 - 66%)	Very frequent (67 - 100%)
Physical	Assisting residents to reposition, transfer and ambulate	Y		
	Standing and walking	Y		
	Bending, kneeling, squatting, crouching	Y		
	Tasks involving manual dexterity	Y		
	Tasks involving pushing and pulling	Y		
	Lifting and carrying objects (as per our minimal lift policy)	Y		
	Computer work		Y	
	Sitting for extended periods	Y		
	Neck flexion/extension and rotation			
	Climbing stairs, ladders			
	Driving motor vehicles/machinery			
	Working standing/walking for extended periods	Y		
Walking over uneven surfaces				

	Handling unstable objects or people	Y		
	Exposure to vibration			
Psychosocial	Dealing with distressed staff, residents, families and visitors	Y		
	Working with residents with cognitive impairments and associated behaviours	Y		
	Working with residents at their end of their life	Y		
	Requirement to meet urgent timelines	Y		
	Exposure to distressing situations	y		
Environmental	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances eg, cytotoxic medication	Y		
	Working in confined spaces	Y		
	Working in temperature extremes and exposure to outdoor elements, eg cool rooms and working outdoors			
	Slippery or uneven surfaces			
	Biological hazards – body fluids, bacteria, infectious diseases	Y		

I acknowledge:

- That I have read and fully understand this Position Description
- I agree that I have the ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I agree that I will participate in a performance review six months after appointment and thereafter every two years with my Manager
- I will be required to work in accordance with Shepparton Villages Values and Behaviours, Code of Conduct and policies and procedures
- Shepparton Villages may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

PRINT Name: _____ Signature: _____ Date _____

Approved by:	Chief Executive Officer
Issued:	April 2022
Reviewed:	