BANKSIA VILLAGES

BROULEE

POSITION DESCRIPTION

Registered Nurse

1. POSITION OBJECTIVES
   - To work as part of the Clinical Leadership team to provide clinical care at a Registered Nursing level to the residents in the residential aged care facility, Banksia Lodge.
   - To lead and provide clinical support to the multi-disciplinary team, including care workers, nursing staff and allied health providers.
   - Guide and mentor the development of care staff in their skills and confidence within an accountable framework.
   - Support the resident's enablement and empowerment care philosophy at Banksia Lodge.
   - Support the evolution of care as resident's frailty increases.

2. SCOPE

   The role of the RN as part of the Clinical Leadership team, is to deliver and support the clinical care to residents, including supervision, coordination and delegation of resident clinical care needs to Care staff. The RN is responsible for the liaison with, and between, internal stakeholders to ensure standards and objectives for residential care are met and internal communication channels are open and functional.

3. REPORTING

   The position of Registered Nurse reports to the Care Manager.

4. DUTIES & RESPONSIBILITIES

4.1 Clinical Care

Main activities

- Provision of direct nursing care to residents.
- Liaison with and delegation of clinical care requirements of residents to care staff team.
- Liaison with doctors and other health professionals regarding technical nursing procedures.
- Attending to initial assessments and documentation of new residents.
- Attending assessments and reviews of high care residents and their care plans in consultation with care staff and management.
- Attending care plan documentation on technical and nursing needs for all residents assessed as requiring this service.
- Coordinating the auditing and review of residents' medications and attending the medical advisory committee meetings.
- Reviewing PRN medications as per accreditation requirements.
- Provide clinical support to visiting health professionals attending the Doctors Clinic.
- Assisting the Lodge Management Team and the carers to uphold residents' rights.
- Being proactive in encouraging residents' independence and the provision of holistic care.
- Provision of in-service clinical training to all care staff.
- Work in conjunction with management and the care staff, monitoring and improving clinical procedures in line with best practice.
- Monitoring of the care team and reporting to the management to ensure the provision of best practice clinical care.
- Participate in and contribute to the clinical leadership team of excellence in clinical care, continuous improvement, support of management and the delivery of quality services to residents.
- Following the organisation's policies and procedures, working with the care staff team to comply with these policies and procedures, and providing feedback to management on the development of the organisation's policies and procedures.
- Assisting the facility to maintain compliance within all legislations and accepted professional guidelines and practices, including industrial, occupational health and safety, infection control and risk management.
- Demonstrate a commitment to continuing professional development.

4.2 General Duties

Main Activities

- Maintain an open and supportive customer service relationship with Lodge residents.
- Respond to telephone, email and face to face enquiries from residents, their families and/or representatives.
- Maintain and contribute to professional and co operative relationships within Banksia Lodge, a culture that is open, supportive, and responds constructively to suggestions comments and complaints from residents, relatives and staff.
- Other duties that are within the employee's skill level that are consistent with the scope of the position and the relevant level of the EA.

5. KNOWLEDGE SKILLS & ATTRIBUTES

5.1 Knowledge

- Working knowledge of Microsoft Office software.
- Ability to adapt to sector specific software.
- A demonstrable working knowledge of the Aged Care sector.

5.2 Skills

- Highly developed clinical nursing skills at an Registered Nurse level.
- Ability to work effectively in a leadership team.
- Excellent customer service skills.
- High level of communication, interpersonal and problem solving skills.
- High level of time management skills.
- Documentation and care planning skills.
- Ability to work in a holistic social model of care.

5.3 Attributes

- Honest, trustworthy and reliable.
- Ability to be an effective team leader.
- Able to work independently and as part of a team.
- Ability to respond to changing situational circumstances and pressures.
- Able to explain review and absorb complex information and explain to others in lay terms.
- Able to maintain a high level of confidentiality and discretion.
- Able to cultivate and maintain relationships with other relevant service providers and networks.
- Reliable, punctual and well presented.

6. QUALIFICATIONS, EXPERIENCE & OTHER REQUIREMENTS

6.1 Qualifications

- Registered Nurse

6.2 Experience

- Experience in the aged care sector or the community nursing environment.

6.3 Other Requirements

- Successfully pass a National Police Check and maintain professional suitability
- Successfully pass a physical assessment and maintain physical ability to perform inherent duties of the role

7. WORKING CONDITIONS

7.1 Hours of Work

Up to and including 76 hours per fortnight

Hours and days of work are on a rotational 7 day a week 24 hour per day roster and are subject to change in accordance with operational requirements.

7.2 Award/Industrial Instrument

Remuneration and working conditions will be in accordance with the Banksia Village NSWNMA and HSU Enterprise Agreement 2023. The following classifications apply;

Classification	First pay after 1/8/2026
Registered Nurse Level 1 PP1	$46.79
Registered Nurse Level 1 PP2	$49.65
Registered Nurse Level 1 PP3	$52.22
Registered Nurse Level 1 PP4	$54.96
Registered Nurse Level 1 PP5 thereafter	$57.79

This is a permanent position.

Salary packaging arrangements are available for this position.

8. PERFORMANCE MANAGEMENT

Performance management is a critical component in aligning individual performance and behavior with company goals and values. Performance management sessions allow a formal and objective opportunity to communicate on all matters relating to the position. This process provides the employee with feedback on individual performance and allows an opportunity to communicate directly with management.

See the performance management policy for further information on the objectives of performance management and the process that is followed.

Performance Measurement

The following table lists the key areas of performance that will be assessed.

Key Performance Area	Key Performance Indicator	Example
1. Clinical	1. Clinical Leadership	To provide clinical leadership to care staff including proficient support, documentation, guidance and training on the clinical requirements of residents.
	2. Clinical care	To perform clinical tasks soundly within the organisation's policy and procedures, meeting best practice and the 4 aged care standards.
	3. Customer Service	Communicate effectively with the residents and their family and/or representatives in an open and supportive manner.
2. Teamwork	1. Workplace Relations	The ability to take direction, communicate openly, delegate tasks and work with other team members whilst promoting a supportive and positive workplace relation. Ability to maintain critical relationships at department and inter-department level and ensure smooth flow of information.
3. Employee behaviour	1. Company values	The extent to which the employee has behaved in accordance with company values.

Assessment

File notes will be recorded (for good and poor performance) throughout the assessment period and referred to when the formal assessment is completed. Only a member of management or the HRM may complete a file note relating to this position.

Assessment will be conducted by the Care Manager and will be reviewed by HRM. The review meeting will be conducted in accordance with approved policy.

Review Cycle

Performance will be reviewed after an initial period of employment of 3 months, then at 12 month intervals.

Self-Assessment

Self-assessment will be requested if deemed required by management.

9. REVIEW

This job description is a working document and is subject to continual review. The employee will be involved in any review process and entitled to contribute to and/or question any proposed changes before implementation.