

### Position Description – Registered Nurse Incharge

<b>Position Title:</b>	Registered Nurse Incharge	<b>Reports To:</b>	Care Manager
<b>Supervising:</b>	Personal Care Assistant, Registered Nurse, Enrolled Nurse	<b>Liaises With:</b>	General manager, employees, residents, resident families, allied health
<b>Employment Instrument:</b>	Mayflower Nurses Enterprise Agreement 2021		
<b>Classification:</b>	RN Grade 5 (B 51-200 beds)		

<b><u>Our Vision:</u></b>	<b>Care without Compromise</b>
<b><u>Our Mission:</u></b>	<i>“Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery”</i>
<b><u>Our Values:</u></b>	<p><b>Compassion</b>      We care for those in need with empathy and understanding</p> <p><b>Excellence</b>      We strive for quality and distinction</p> <p><b>Integrity</b>      We are honest, ethical, and sincere</p> <p><b>Respect</b>      We recognise the value, uniqueness, and dignity of every</p>

<b>Position Purpose:</b>	<p>As an integral member of Mayflower Residential Care Team, the Registered Nurse Incharge is responsible for the after-hours operations including clinical care delivery, staff management, operational management, roster management and complaint management.</p> <p>Working closely with the external services and family/advocates of residents this role ensures a person-centred approach and quality service to all residents after hours.</p>
<b>Qualifications checks and licences:</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• NDIS Worker Screening Check.</li> <li>• Full COVID vaccination.</li> <li>• RN Div 1 AHPRA Registration.</li> <li>• Minimum 3 years of experience within the aged care industry as RN.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• After hours/ team leader experience within aged care industry.</li> </ul>

<b>Key Selection Criteria</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of aged care standards and other relevant government policy and legislation.</li> <li>• Knowledge and understanding of the diverse needs of older people and people with disabilities.</li> <li>• Demonstrated clinical and leadership skills.</li> <li>• Understanding of SIRS and other incident management.</li> <li>• Excellent oral and written communication skills including computer literacy.</li> <li>• Knowledge and understanding of electronic documentation system.</li> </ul>	

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<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Knowledge of AN-ACC.</li> </ul>	
<b>Responsibilities/Duties</b>	
Quality Service	<ul style="list-style-type: none"> <li>• Oversee all after-hours operational tasks.</li> <li>• Evaluate, review and update care plans and resident of the day in a timely manner.</li> <li>• Oversee medication assessment competency for junior RN, PCA Meds and EN.</li> <li>• Provide on-the-ground clinical leadership and guidance on infection prevention and control.</li> <li>• Ensure that medications are managed in accordance with policies, procedures, and protocols.</li> <li>• Provide updates to clinical team leaders during handovers.</li> <li>• Attend to ILU emergencies call outs on site.</li> <li>• Attend to all after hours serious incidents in a timely manner.</li> <li>• Ensure resident charting are completed and updated in a timely manner.</li> <li>• Manage after hours rosters.</li> <li>• Ensure that residents are encouraged to maintain their independence and are provided with an environment that encourages residents to maintain lifestyles of their choice.</li> <li>• Complete staff performance appraisal as directed by the GM and CM.</li> <li>• Actively participate in aged care accreditation and external agency visits.</li> <li>• Deliver toolbox training to staff as required.</li> </ul>
Reporting and Documentation	<ul style="list-style-type: none"> <li>• Complete incident reports including SIRS as per policy and procedure.</li> <li>• Complete audits, reports and other surveys as directed by the GM and CM.</li> <li>• Oversee after hours admission process including admission assessment and onboarding for new residents.</li> <li>• Ensure all documentation is reflective of individualised care delivered.</li> <li>• Document any required communication with team members.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Liaise with allied health and external service – GP, locum services, external healthcare providers.</li> <li>• Manage/participate in collaborative communication with clinicians, care team, resident, resident families/guardians and broader stakeholders.</li> <li>• Provide detailed communication to relevant stakeholders regarding SIRS and any other after-hours emergency incident.</li> <li>• Actively participate in clinical and staff meetings.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Facilitate a team environment and inclusive culture.</li> <li>• Provide timely and constructive feedback to the team.</li> <li>• Manage RN, EN and PCA work schedules and ensure adequate support is provided to them.</li> <li>• Lead and participate in problem solving as required.</li> <li>• Excellent stakeholder management skills.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Operate in accordance with legislative and quality standards.</li> <li>• Ensure audits are completed in line with audit plans.</li> </ul>

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Skills and competencies	<ul style="list-style-type: none"> <li>• Remain aware of relevant legislative standards and guidelines.</li> <li>• Ability to adjust to changing needs, prioritise and effectively manage time.</li> <li>• Pursue ongoing development and contribute to continuous improvement.</li> </ul>
Work Health Safety	<ul style="list-style-type: none"> <li>• Comply with the OHS Act 2004.</li> <li>• Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety equipment, report hazards and injuries, and cooperate with Mayflower to meet OHS obligations.</li> </ul>
Responsible Person	This role is a Responsible Person position under the Aged Care Act, carrying a duty to exercise due diligence to ensure Mayflower complies with its legislative obligations. This position may be held personally accountable for serious failures to meet these duties.

<b>Key Performance Indicators</b>
<ul style="list-style-type: none"> <li>• Undertake all mandatory reporting within the required timeframes.</li> <li>• Manage after hours rosters. Ensure minimum use of agency.</li> <li>• Nil errors in medication management an administration.</li> <li>• Effectively communicate with staff, residents and families and external services.</li> <li>• Address all clinical concerns in a timely manner.</li> <li>• High level satisfaction with care and service from residents and their family members/representatives.</li> </ul>

*I have read, understood and accept the above position description.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Manager Name:</b>		<b>Signature:</b>		<b>Date:</b>	

Copy to Employee

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Completed By: ..... (Initials)

Date: / /