JOB DESCRIPTION
Clinical Nurse

Immediate Supervisors: Facility Manager

Qualifications/experience
Preferred: 2 years experience in a similar position.
Ability to communicate in spoken and written English

Responsible for:
The Clinical Nurse is responsible for the day-to-day management of the clinical care delivered to the residents of RSL Care WA facility.

Accountable to:
Facility Manager
Co-workers and self
Residents

Performance appraisal:
Three months after appointment, then at least annually and on resignation/termination of employment.

Positions under Direct Supervision: Enrolled Nurses & Carers

KEY RESPONSIBILITIES
• To accept responsibility for the supervision of clinical care in the Aged Care Facility.
• To accept responsibility for the standard of nursing care delivered to residents and the care for their families and friends.
• To keep the Facility Manager informed of changes in residents’ health status.
• To uphold the RSL Care WA philosophy and objectives.
• To maintain knowledge of contemporary nursing issues and practice.
• To develop the clinical and problem solving skills of all nursing staff.
• To institute and encourage research projects.
• To maintain documentation standards related to the Resident Classification Scale and Outcome Standards.

NURSING PRACTICES
• To provide and develop expert individualised clinical care to residents and support for families and friends.
• To assist nursing staff to anticipate and meet individual resident needs.
• To evaluate nursing practice and institute change where necessary.

Consultation

Date last updated: 6/08/2007
• To interpret the nursing role to other health professionals

**Management**

• To act as the clinical leader for the care team.
• To collaborate with the Facility Manager in trialling products and advise as appropriate.
• To liaise with the Facility Manager regarding appropriate rostering of staff.
• To facilitate effective implementation of change.
• To uphold the principles of equal employment opportunity, occupational health and safety and industrial democracy.
• To develop and uphold RSL Care WA’s policies, procedures and standards.
• To investigate resident and/or family complaints and provide a written account in the residents notes.
• To actively participate in RSL Care WA’s meetings as appropriate.
• To represent the clinical stream at meetings as required.
• To deputise for the Facility Manager as required.
• To counsel staff on clinical performance
• To participate in the grievance and disciplinary procedure as required.
• To maintain confidentiality of information
• To utilise resources effectively and economically; and encourage nursing staff to do the same.
• To provide feedback to Facility Manager when there are difficulties in meeting resident needs.

**QUALITY IMPROVEMENT**

• To participate in Quality Improvement activities as requested by the manager
• To participate in regular reviews of the planning process and achievement of its goals with the aim to promote continual improvement.
• To utilise information from outside organisations in developing plans.

**STAFF SUPPORT**

• To provide staff with emotional and situational support
• To promote a supportive, friendly and fair working environment

**EDUCATION**

• To engage in ongoing professional education.
• To initiate/promote/utilise opportunities for ‘on the spot teaching’.
• To participate in Staff Development programs as appropriate.

**COMMUNICATION**

• To keep the Facility Manager informed of relevant issues
• To ensure effective communication within the team.

**OCCUPATIONAL HEALTH AND SAFETY**

• Takes appropriate action to maintain own health and safety.
• Complies with all legislation, regulations, and external guidance material and in house policies and procedures pertaining to Occupational Health and Safety in all areas of the Aged Care Facility.
• Report incidents and accidents promptly and accurately. (Investigate resident accidents, incidents and drug errors, and initiate appropriate action.)
• Consistently uses correct manual handling techniques.
• Uses effective workstation and time management procedures to reduce the risk of occupational health hazards.
• Contributes to workplace risk assessment and hazard control activities as required.
• Anticipates potential hazards in the work environment and take appropriate action to minimise risks.
• Contributes information to determination of occupational health safety training needs as required
• Attends scheduled occupational health and safety training as required to maintain knowledge and skills.
• Acts as a role model of correct occupational health and safety behaviours.

REGULATORY COMPLIANCE MATRIX
The Clinical Nurse will be expected to be aware and comply with:
• The Occupational Health and Safety Act
• The Equal Employment Opportunity Act
• The Poisons Act
• The Nursing Act
• The Aged Care Act

CLINICAL NURSE SELECTION CRITERIA

ESSENTIAL QUALIFICATIONS & EXPERIENCE
• Be currently registered with the Nurses Board of Western Australia.
• Computer skills.
• Understand the RCS funding structure.
• Principles of continuous improvement
• Knowledge in infection control
• Knowledge of Accreditation for Aged Care Facilities
• Be committed to positively support the mission of RSL Care WA
• Demonstrate a high standard of oral and written communication skills
• Demonstrate extensive planning, organisational and negotiation skills
• Demonstrates initiative and positive constructive attitude.
• Works effectively as a team member with staff in all departments