

## POSITION DESCRIPTION

- Position Title:** Registered Nurse Division 1
- Reports To:** Residential Care Manager
- Supervising:** Registered Nurse Division 2, Personal Care Workers, Cleaners, and Catering staff (weekends only)
- Liaises With:** Recreation staff, Residents, Relatives and External Service Providers
- Location:** Mayflower Brighton  
7 Centre Road, Brighton East
- Classification:** Nurses Private Sector Award (Private Sector) Vic
- Hours:** As rostered

### **Organisational Environment:**

Mayflower Brighton is a registered company that has been established to provide residential high and low accommodation, care and support services to aged men and women.

In addition to the provision of direct care and service, Mayflower is involved in a variety of forums that seek to widen and improve the access to community service for aged people.

The co-ordination of all services is the responsibility of Mayflower and it's Chief Executive Officer. Assisting with the administration is the Director of Nursing, Finance Manager and other administrative staff.

### **Program Description:**

Mayflower Brighton Hostel provides quality residential care for 91 older men and women who have been assessed by a Commonwealth Aged Care Assessment Service. Three places are reserved for short-term, respite care and 88 places are reserved for permanent residents. The Hostel consists of a number of buildings; John King House, Katharine Chestney House and Helen Macpherson Smith House offering accommodation for 45 permanent residents; Keith Norman House offers accommodation for 22 permanent residents and has 2 places available for respite or temporary accommodation. Margaret Beynon House is a secure, dementia specific service for 21 permanent and 1 respite resident. Mayflower Brighton Nursing Home provides quality residential care for 30 older men and women who have been assessed by a Commonwealth Aged Care Assessment Service.

The objectives of the position are to:

## POSITION DESCRIPTION

- Ensure that all work practices are consistent with Mayflower's aims and objectives, philosophy and values.
- Take responsibility for all personal care functions within Mayflower to ensure that quality care is provided to all residents and that duty of care is met.
- Ensure that residents are encouraged to maintain their independence, and provide an environment that encourages residents to maintain lifestyles of their choice.
- Ensure that Quality of Care and Accreditation Standards are met.

### **Responsibilities/ Duties:**

- In consultation with the Manager, Personal Care Workers and Cleaners, assess and monitor the care needs of all residents. This includes assisting with the development and implementation of detailed personal care plans, assessments and programs as required.
- To ensure confidentiality is maintained at all times.
- Be aware of occupational health and safety requirements and report any area of concern to the RCM and Director of Nursing.
- Contribute to the evaluation, review and development of procedures.
- Ensure that medications are ordered, delivered, stored and administered in line with medication policy and procedures.
- Co-ordination of Bi monthly reviews, care plans, medication charts and funding documentation.
- Roster management which includes preparation of rosters and ensuring daily staffing levels are maintained.
- Processing fortnightly timesheets in accordance with policies and procedures.
- Co-ordinate admissions into the residential care facilities. This includes, resident orientation, medication and coordinating contracts as per Mayflower policies and procedures.
- Respond to emergency situations as the delegated person in charge and notify the Director of Nursing and Residential Care Manager as required.
- Duties as directed by the Director of Nursing and Residential Care Manager.
- You will be aware of relevant legislative standards and guidelines.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To pro-actively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

## POSITION DESCRIPTION

### **Health & Safety Responsibilities:**

As a Mayflower employee you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

### **Extended Management Responsibilities:**

- Ensuring that employees have the information, instruction, training and supervision that they need to work safely.
- Consulting with employees on proposed changes.
- Identifying, assessing and controlling hazards.
- Maintaining a safe working environment

### **Supervision Duties:**

- Manage the facility in the absence of the Residential Care Manager.
- Direct supervision of staff to ensure that staff are meeting the care needs of residents and maintaining appropriate documentation to satisfy funding and accreditation requirements. This includes provision of hands on support where required.

### **Liaison Duties:**

- Liaise with doctors, nurses, other health care providers and the pharmacist to facilitate optimum health care and clinical practice for the residents.
- Assist with the development of appropriate recreation and leisure options to meet social and cultural needs of residents
- Liaise with residents, family and friends and participate in the orientation of new residents.
- To supervise, support and provide orientation for new staff when required.
- Record all maintenance and pest control requirements and liaise with the maintenance manager as required.

### **Mandatory Qualifications:**

- Current registration as a Registered Division 1 Nurse

## POSITION DESCRIPTION

### **Skills and Experience:**

#### **Essential**

- Knowledge and understanding of the special needs of older people.
- Sound knowledge of the Aged Care Standards funding and Accreditation.
- Knowledge of and skills to perform personal care tasks.
- Understanding of issues related to OH&S including infection control, manual handling and hazard identification.

#### **Desirable**

- Ability to work as part of the team.
- A non-judgemental approach.
- Good communication skills both written and oral.
- Ability to encourage and motivate older people.
- Ability to be creative and innovative.
- A flexible attitude.
- Experience in a supervisory role.

*Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Mayflower.*

***This position may, after due consultation, be revised and amended from time to time in accordance with the needs of Mayflower Brighton.***

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

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_