

## POSITION DESCRIPTION

<b>Position Title:</b>	RN Division 2
<b>Reports To:</b>	Residential Care Manager or Delegate
<b>Supervising:</b>	Personal Care and Environmental staff
<b>Liaises With:</b>	Other staff members and residents
<b>Location:</b>	Mayflower Brighton –
<b>Classification:</b>	Health and Allied Services (Private Sector) Vic Consolidated Award
<b>Hours:</b>	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.

### **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 which provide care for 67 residents together with 21 places in a secure dementia area for specific residents.

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 as requiring high care.

### **Objectives of the Position:**

The objectives of the position are to:

- Provide quality services in a manner that maintains and enhances the independence of residents and maximises their lifestyle options.
- Ensure all residents are provided with a safe, secure, and friendly environment where individual choice and decision making are encouraged.

### **Responsibilities/Duties:**

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- Ensuring residents receive assistance with personal care, including personal hygiene, dressing, grooming, activities of daily living and the processing of personal items of laundry including ironing, folding and repair.
- To provide emotional support to residents, families and significant others
- To ensure confidentiality is maintained at all times.
- Review care services as detailed in the Residents individual care plan.
- To assist with the collation of resident assessments and the completion of resident care plans.
- To maintain documentation as required for individual residents progress.
- To oversee and submit completed funding applications for all residents as required.
- To assist in the assessment of residents, development and implementation of individual care plans and documentation for individual residents.
- To be responsible for the administration of medication and treatment programs.
- To comply with the Emergency policies and procedures manual requirements in an emergency.
- To report any maintenance issues arising in the maintenance system.
- To ensure care staff change bed linen on allotted days at all times.
- To observe and report changes in residents behaviour or physical condition.
- To ensure that environmental and personal care staff perform cleaning and other duties as per position descriptions and as directed.
- To participate in meetings and in-service sessions.
- To 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 proactively 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.
- Other duties as directed by the Residential Care Manager or delegate.
- To administer medication from dose administration aids and according to Treatment sheets.
- To complete dressings and associated documentation as per RN 1 schedules and RCM advice.
- To respond to ILU resident emergencies as per pager.

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

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

- To take reasonable care to ensure your own safety
- To not place others at risk by any act or omission
- To follow safe work practices and procedures
- To use and care for equipment as instructed
- To not wilfully and recklessly interfere with safety equipment
- To report hazards and injuries
- To cooperate with the employer to meet OHS obligation under OHS Act 2004.

### **Qualifications:**

#### **Mandatory**

- First Aid Certificate-CPR.
- Completion of Medication Module for Registered Nurses Division 2

#### **Desirable**

- Certificate IV Health/ Nursing

### **Demonstrated Skills/Experience:**

#### **Essential**

- Knowledge and understanding of the special needs of older people.
- Knowledge of and skills to perform personal care tasks as required.
- Understanding of issues related to OH&S including infection control, manual handling and hazard identification.
- Relevant experience appropriate to the work required by this position.

#### **Desirable**

- Ability to work as part of a team.
- Good communication skills both written and oral.
- Ability to encourage and motivate older people.
- Knowledge of the Residential Aged Care Standards.



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*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: \_\_\_\_\_