



Employment Opportunities at Baptistcare for Registered Nurses

Baptistcare is an established and growing provider of quality residential and community aged care, together with programmes in the fields of disability support, mental health and community services in Western Australia.

We offer our staff

- A safe and friendly work environment
- Attractive Salary Package
- Continuous learning and training opportunities

Your role as a Registered Nurse will be to be responsible for the day to day oversight of total Resident Care and to supervise Enrolled Nurses and Personal Carers in supporting the maintenance or restoration of residents independence. This career offers many rewarding opportunities for a dedicated person looking for a new career path or a person looking for a new and exciting change for the new year.

Baptistcare provides nursing and respite services through the following locations:

Great Southern region:

- Bethel Hostel, Albany
- Moonya Nursing Home and Hostel, Manjimup
- William Carey Court, Busselton

Perth Metropolitan region (South):

- Gracewood Hostel and Leslie A. Watson Nursing Home, Salter Point
- Graceford Hostel, Byford

Perth Metropolitan region (North):

- David Buttfield Centre, Gwelup

Perth Metropolitan region (East)

- Sunshine Park Hostel, Lesmurdie

Perth Metropolitan region (South West)

- Gracehaven Nursing Home, Rockingham
- Gracehaven Hostel, Rockingham

For more information about these positions and locations please write to:

recruitment@baptistcare.com.au

Baptistcare
Employee Relations Officer
PO Box 1067
CANNING BRIDGE WA 6153

POSITION TITLE:	REGISTERED NURSE
LOCATION:	Residential Aged Care Facility
RESPONSIBLE TO:	Manager Residential Care
AGREEMENT/ AWARD:	Baptistcare (Registered Nurses) Agreement 2005
CLASSIFICATION:	

Key Result Areas:

1. Responsible for the day to day oversight of total Resident Care
2. Complying with occupational safety and health requirements
3. Contributing to the continuous quality improvement of the organisation
4. Working within our "Philosophy of Care"

This position description describes the selected range of tasks for this position. This list is not intended to be complete. From time to time often tasks may be assigned to meet the needs of the organisation.

Statement of Tasks

1. Responsible for the day to day oversight of total Resident care

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> • Provide supervision of Enrolled Nurses and Carers 	<ul style="list-style-type: none"> • Direct and assist other staff members in performing their duties • Assist in performance appraisal of staff as directed • Assist in performance management of staff as directed • Ensure Enrolled Nurses and Carers provide care in accordance with expected standards
<ul style="list-style-type: none"> • Provide individualised assessments through documentation 	<ul style="list-style-type: none"> • Undertake clinical assessments for each resident during admission process • Undertake clinical assessments for residents as required as care needs change. • In conjunction with the facility manager, ensure all assessments are completed for each resident during the admission process and as required.
<ul style="list-style-type: none"> • Develop and maintain individualised care plans 	<ul style="list-style-type: none"> • Write care plans for each resident, utilising from assessments and in liaison with resident, family, GP, allied health professional and other staff. • Ensure care plans are written accurately and in terms that can be practically applied. • Review and adjust care plans three monthly and as required as care needs change
<ul style="list-style-type: none"> • Ensure that care needs of facility resident are met in accordance with care plans 	<ul style="list-style-type: none"> • Liase with Medical practitioners and allied health professionals • Ensure that staff are informed of identified changes in the care needs of Residents • Ensure medications are administered as prescribed • Ensure treatments and dressings are undertaken as required • Ensure spiritual activities of daily living needs are met.

POSITION DESCRIPTION

<ul style="list-style-type: none"> Using the documentation process ensure continuity of resident care is achieved 	<ul style="list-style-type: none"> Maintain progress notes through exception reporting Encourage input into progress notes from GP, Allied health professional and other staff Ensure other forms of documentation used as part of the residents care are maintained
<ul style="list-style-type: none"> Be responsible for accurate documentation to support RCS claims 	<ul style="list-style-type: none"> Ensure appropriate data is collected in order to legitimately maximise RCS income Educate care staff and other staff in documenting for RCS purposes
<ul style="list-style-type: none"> Assist in the provision of workplace education 	<ul style="list-style-type: none"> Provide ongoing, informal training Assist in the provision of formal, clinical education as required. Supervise and assess competencies for EN's and care staff Undertake ongoing, personal professional development
<ul style="list-style-type: none"> Maintain effective communication in the workplace 	<ul style="list-style-type: none"> Inform facility manager of changes to resident status, and any other exceptional circumstances Liase with visiting medical officers (VMO's), allied health professionals, and other staff in order to provide on-going care. Notify family members of significant incidents or changes in the residents status Actively participate in regular staff meetings.

2. Complying with occupational safety and health requirements

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> Demonstrates regulatory compliance in occupational health and safety. 	<ul style="list-style-type: none"> Report any hazards or potential hazards suggesting possible solutions in the appropriate manner. Assists in maintaining a safe work environment. Complies with Baptistcare safety policies and procedures. Be aware and comply with universal precautions for infection control.
<ul style="list-style-type: none"> Compliance with the Baptistcare Occupational Health and Safety programme in all aspects of your duties. 	<ul style="list-style-type: none"> Attend and participate in safety meetings, Follow established practices and procedures and use the techniques documented in the Baptistcare Occupational Health and Safety programme.

3. Contributing to the continuous quality improvement of the organisation

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> Contribute to the continuous quality improvement of the organisation. 	<ul style="list-style-type: none"> Look for and suggest ways to improve systems and processes in the facility. Complete Improvement logs where appropriate. Work with other staff on Continuous Quality Improvement projects when required. Attend staff meetings as required.



POSITION DESCRIPTION

4. Working within our “Philosophy of Care”

Core Values	Performance Outcomes
Respect	Deliver quality health care services whilst preserving and maintaining independence dignity and individual rights with responsibility
Integrity	To manage out day to day operations and relationships in such a way that demonstrates our commitment to openness, truth and honesty
Commitment	Provide a team of committed, competent staff and volunteers who will develop and encourage caring relationships between themselves, those in need and their families.
Excellence	Provide a high standard of appropriate care and support for people with special needs.

Signatures

Accepted and agreed by:

Employee Signature:

Date:

Manager Signature:

Date:

Next Review Date:



POSITION DESCRIPTION

Selection Criteria

Essential:

- Current registration with NBWA
- Ability to relate to older people with empathy and understanding
- Demonstrate effective verbal, written and interpersonal communication skills
- Ability to work flexibly in a team environment
- Ability to complete busy workload and respond to changing priorities
- Willingness to work within the Christian ethos of the organisation and its Vision, Mission and Philosophy of Care.

Desirable:

- Working knowledge of Aged Care standards and legislation

BAPTISTCARE
PHYSICAL JOB DESCRIPTION
for a
REGISTERED NURSE ©

INTRODUCTION

This document is a Physical Job Description / Task Analysis of the work performed by a Registered Nurse employed by Baptistcare.

It gives a broad outline of the tasks undertaken by a Registered Nurse, and the physical parameters in performing the tasks.

The analysis has been undertaken by a Certified Professional Ergonomist.

RELEVANT INFORMATION

Registered Nurses are responsible for the overall clinical and administrative management of residents in Nursing Homes operated by Baptistcare.

The Registered Nurse undertakes a range of tasks in the overall care of residents.

Primary tasks include:

1. Overall responsibility for resident care in the facility
2. Assessment of residents/ care plan drafting and review/ Resident Classification Scale (RCS) assessing
3. PRN medications/ assessment for appropriateness of medications/ dispensing of Schedule 8 drugs/ pouring of liquid medications/ review of medications charts/ review of residents' medicine drawers/ liaison with pharmacists
4. Documentation / RCS schedules
5. Dressings
6. Liaison with GP's, hospital staff, families etc/ follow up of treatment regimes and requirements
7. Presentation at handover/ review of special resident needs/ coordination of special needs
8. Making up medications
9. Delegation of duties
10. General clinical care
11. Organisation of staff replacement e.g. sick leave
12. Checking of O2 and suction apparatus

Secondary tasks include:

1. Doctors rounds
2. Ordering of consumables
3. Dealing with out of hours phone calls
4. Medicine rounds if required

PHYSICAL JOB DESCRIPTION

REGISTERED NURSE

SCALE of ACTIONS

RARELY = < 10 x/shift or < 1/2 hour/shift
 OCCASIONALLY = 10-40 x/shift or <1 hour/shift
 FREQUENTLY = 40-100 x/shift or 1-3 hours/shift
 VERY FREQUENTLY = > 100 x/shift or 4-6 hours/shift

POSTURE & LAYOUT		SCALE
1.	<u>Work height</u> <ul style="list-style-type: none"> below knee height between knee and waist height between waist & shoulder height above shoulder height loads are held away from trunk 	Rarely – accessing lower cupboards Occasionally – accessing lower items such as clients in bed Frequently – desk and bench heights Rarely –reaching to overhead cupboards Rarely
2.	<u>Awkward positions</u> <ul style="list-style-type: none"> reaching, stretching, stooping are maintained for periods of up to 5 minutes. Crouching or kneeling 	Rarely – dressings Rarely
3.	<u>There is prolonged</u> <ul style="list-style-type: none"> sideways, backwards or forward bending of the neck sideways, backwards or forward bending of the back twisting of the neck twisting of the back above shoulder reach 	Frequently – written tasks Occasionally(<45 degrees), Rarely (> 45 degrees) Frequently Occasionally Rarely
4.	<u>Posture can vary between</u> <ul style="list-style-type: none"> sitting, standing & walking 	Occasionally – more standing & walking
5.	<u>Work is easy to reach and can be performed</u>	

	close to the body.	Frequently
6.	<u>Seating is:</u>	Standard office chairs
7.	<u>Stairs</u> are climbed.	Rarely (may be external stairs in some facilities)
8.	<u>Vigorous movements</u> are required.	Rarely
TASK & OBJECT		SCALE
9.	<u>Manual Handling</u> is undertaken.	Occasionally
10.	<u>Weight of items handled</u> ranges between <ul style="list-style-type: none"> • 0 - 4.5kg • 4.5 - 10kg • > 10kg 	Frequently Occasionally Rarely
11.	<u>Specific items</u> of equipment or tools are used in the work.	Occasionally – oxygen cylinders, medicine trays
12.	<u>Pushing/pulling</u> is involved.	Rarely
ENVIRONMENT		SCALE
13.	<u>Work</u> is performed in a confined space.	Rarely
14.	<u>Floor surfaces</u> are <ul style="list-style-type: none"> • level, mainly tidy 	Continually
OTHER FACTORS		
15.	Nil relevant	



POSITION DESCRIPTION

PHYSICAL REQUIREMENTS OF THE JOB

Overall strength level required to perform the job: Low to moderate

A high strength level is required:	Rarely
A medium strength level is required:	Frequently
A low strength level is required:	Frequently

Overall endurance/fitness level required to perform the job: Moderate

The average duration of a **high** level of physical activity is 0 hr/day.
The average duration of a **medium** level of physical activity is 1 – 3 hrs/day.
The average duration of a **low** level of physical activity is 2 – 6 hrs/day.

Overall flexibility level required: Moderate

Spinal – Moderate
Shoulder girdle/arm/hand – Moderate
Hip/knee/ankle/foot – Moderate

Must be able to:

Maintain a slight to moderate degree of cervical and lumbar flexion for periods of a few minutes at a time repeatedly throughout a working day.
Stand for lengthy periods.
Walk reasonable distances.

Must have:

Medium levels of aerobic and anaerobic capacity
Reasonably strong and stable leg joints for prolonged standing and walking activities.

INJURY RISK RATING

The following Injury Risk Rating gives some guidance as to the degree of risk involved in this position.

1. Probability that an injury will occur
 - low to medium = conceivable but unlikely; remotely possible, or, unusual but possible
2. Exposure i.e. frequency of risk of an injury.
 - medium = occasional exposure to the risk factor
3. Severity of injury that is likely to occur.
 - low to medium = minor symptoms not requiring treatment; moderate symptoms requiring treatment off-site

4. Consequence if an injury occurs
 - low to medium = no significant impact on work ability; first aid and/or medical treatment required, modification to duties may be required for a short period
5. Costs if an injury occurs
 - low to medium = no compensation or cost less than \$500; workers compensation costs expected to be between \$500 & \$5000, non-compensable costs expected to be under \$5000

CONCLUSIONS

The work undertaken by a Registered Nurse is predominantly managerial, clerical and clinical in nature with a low to moderate physical intensity more centred around walking and standing.

The work carries a mild risk of injury given that part of the job involves clinical care with residents and a degree of bending over them / dealing with them.

Date compiled – August 2006