



cultura.

Position Description:
Registered Nurse

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| Position title | Registered Nurse |
| Job type | Full time, part time, casual |
| Hours of work | Varies |
| Reports to | Charge Nurse Nurse Unit Coordinator Clinical Manager General Manager Residential |
| Location | Cultura - Residential |
| Department | Residential Aged Care |
| Direct reports | N/A |
| Budget | N/A |
| Agreement/Award | <i>Multicultural Aged Care Services Geelong INC Nurses Enterprise Agreement 2022</i> |
| PD date | November 2023 |

Cultura

Cultura is the new organisation resulting from the merger of Geelong Ethnic Communities Council (trading as Diversitat) and Multicultural Aged Care Services Geelong (MACS).

Our Purpose: Provide innovative services to support, care for and celebrate culturally diverse individuals through their life journey

Our Vision: Empowering diverse individuals and communities to reach their full

Our Values: potential Inclusion Integrity Sustainability Kindness

MACS and Diversitat have been serving the Geelong community for more than 40 years with a focus on our multicultural communities. As the new entity, Cultura operates across various sites delivering a range of services including residential aged care, home care and aged support services, settlement, training and education, financial counselling and disability support. We also operate a range of social enterprises including The Pulse community radio and various community events including the popular Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and we aspire to provide an innovative and high-quality response to the changing needs of a culturally diverse community. Every day we act and behave according to our values, with our communities, clients, residents and consumers, and with each other. These values are a key part of our identity and are what brings us to work together successfully.

Cultura has around 400 staff, 300 volunteers and an annual operating budget of \$34 million.

Position summary

The Registered Nurse: Grade 1 (RN1) and Grade 2 (RN2) works as a team member responsible to the General Manager, Residential and under the day-to-day supervision of the Charge Nurse, Nurse Unit Coordinator or Clinical Manager. The RN1 and RN2 undertakes various duties including taking responsibility on the shift for personal care and hygiene of a group of residents as allocated. This includes supervision of Enrolled Nurses/personal carers and liaison with other staff and, as appropriate, family members and other health professionals, to ensure the individual needs of residents are met and all essential care and clinical procedures are completed.

Duties

Resident Care

- Liaise with care staff, medical, allied health, hospital and other specialist health practitioners to ensure Cultura residents receive high level clinical care.
- Provide regular direct care handovers from shift-to-shift to enrolled nurses and personal carers and other staff as allocated that convey essential information, are concise and comprehensive, and that share information in a professional manner on a need-to-know basis, respecting resident confidentiality at all times.
- As allocated, complete individualised assessments for all new residents, including respite residents, ensure they are completed according to written guidelines/checklists and meet current Aged Care Funding Instrument (ACFI) guidelines.
- Review individualised care plans for all residents updating these according to written guidelines/checklists.
- Demonstrate and supervise Enrolled Nurses/personal carers to ensure residents receive person-centred care appropriate to their individually assessed needs and according to client/family choices, in the least restrictive environment.
- As directed by the Charge Nurse, undertake clinical care for individual residents as required, including complex wound care, pain management, behaviour management, end-of-life care and other clinical procedures as may be necessary from time-to-time.
- Ensure all aspects of medication management for residents including pharmacy liaison, drug checking, dangerous drugs storage and recording, medication administration, and reporting any adverse drug reactions are completed as directed by the Charge Nurse, Nurse Unit Coordinator or Clinical Manager.

Leadership

- Demonstrate clear, unambiguous communication within the direct care team, other staff, residents, family members and with others in contact with Cultura face-to-face, via the telephone and electronically.
- Undertake duties and responsibilities as allocated, including taking responsibility for the day-to-day care of a group of residents, demonstrating clear understanding of the human rights of residents and staff, and cultural sensitivity, and being sufficiently flexible to meet unforeseen circumstances, including provision of spontaneous positive experiences for residents.
- Liaise with all direct care staff and lifestyle team members, to ensure resident care is coordinated and opportunities for residents are maximised.
- Work within relevant current legislation relating to Cultura workplace (including but not being restricted to Commonwealth Aged Care Act 1997, Victorian Drugs, Poisons and Controlled Substances Act 1981, Victorian Occupational Health and Safety Act 2004).
- Supervise Enrolled Nurses/personal care staff within your team, ensuring each one operates in Cultura workplace within their scope of practice and level of competence.

- Be responsible for ensuring any incident and/or complaint, including a report that could be interpreted as elder abuse, is clearly documented and the appropriate authority notified on the shift the event.
- Ensure all staff members within your team follow formal processes and procedures at times designated as in Cultura policies and procedures, to maximise health and safety of residents and staff, for example, in case of infection outbreak and/or heatwave, and in relation to work health and safety guidelines.
- Contribute to the on-going maintenance and upgrading of direct care staff skills and knowledge by role-modelling clinical competence and sensitive resident care within your scope of practice.
- Liaise with the Charge Nurse regarding any on-going issues regarding gaps in skill, knowledge and/or competence in Enrolled Nurses and/or personal carers within your team.
- Contribute to the formal performance appraisal of direct care staff as designated by the Director of Care/Clinical Care Manager.
- Work with all direct care staff to ensure residents and family members:
 - have the opportunity to experience Cultura as a warm and welcoming home in which they can relax, and where they know their cultural beliefs and practices are respected and they are free from discrimination;
 - have the confidence in Cultura nursing and personal care staff to provide high quality clinical care, and
 - will report to Cultura when there is a situation/event that is of concern or does not reflect the organisation's intended high care and service standards.

Organisational

- Liaise with the Charge Nurse on any emergency/incident involving outside personnel or other out-of-the-ordinary occurrences that are actual/potential hazards to the quality of care/services Cultura is able to provide for residents.
- Report immediately to the Charge Nurse, and follow instructions re calling in contractors to deal with utilities breakdowns including listed tradespeople, communications contractors etc.
- Ensure all messages regarding staff sickness received are communicated directly and immediately to the Charge Nurse.
- Ensure any messages received for other Cultura departments, including Cultura Community Services, are relayed according to set procedures and in a timely manner.
- Understand the role and be able to fulfil the role of 'Deputy Chief Warden' in an emergency as part of Cultura Emergency Management Organisation.
- As a 'Deputy Chief Warden' in an emergency, ensure any other Cultura staff present on-site after hours are informed of, and instructed in how to respond, any emergency situation that arises as instructed by the 'Chief Warden'.
- Demonstrate active commitment to the development of Cultura clinical and direct care management processes, including working with other registered nurses, enrolled nurses, personal carers, Director of Care and Clinical Care Manager to effect smooth transition in planned changes affecting direct care staff within the organisation.
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Qualifications and experience

Essential

- Current registration with the Nurses Board of Australia via the Australian Health Practitioners Regulation Agency as a Registered Nurse.
- Bachelor of Nursing (or equivalent)
- Demonstrates a friendly manner and clear verbal communication skills.
- Computer literate and able to use care software package.
- Contributes usefully and sensitively to workplace team.

Desirable

- Has an understanding of the migrant experience, with empathy and sensitivity to the needs of the elderly from different cultural backgrounds
- Languages other than English are highly regarded
- Current Victorian driver's license

Other Terms and Conditions of Employment:

- Staff will comply with Cultura OHS policies and procedures including the requirement to take reasonable care for their own health and safety and that of other people who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OHS representative and staff are encouraged to raise health and safety concerns in accordance with policy and procedure.
- Employment is subject to the satisfactory completion of a Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check, Work Rights Check, Medical Check and providing evidence of sufficient COVID 19 vaccinations. Cultura will pay for the costs associated with Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check and Medical Check.
- Staff are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that staff will maintain contemporary knowledge of the policy and enact the policy at all times. Staff have a responsibility to raise any concerns they have about child safety to their direct manager or a senior manager immediately.

Child Safety

Cultura is committed to the safety and wellbeing of all children and young people. Cultura has zero tolerance for child abuse. Cultura is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and linguistically diverse backgrounds, children who identify as part of the LGBTI Community as well as the safety of children with a disability. Every person involved at Cultura has a responsibility to understand the important and specific role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

Inclusion and Diversity

Cultura is committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us. If you would like further information about this role, please feel free to contact us. We encourage you to apply.

Expected Behaviors

- acts in accordance with the Cultura code of conduct, and is committed to the Cultura vision, purpose and values;
- acts in accordance with health and safety policy and management system;
- actively promotes inclusion and diversity, and is not discriminatory against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities;
- demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers;
- acts in a manner consistent with Cultura policies, including by valuing diversity, inclusion, equal opportunity, privacy and confidentiality;
- demonstrates teamwork and collaboration and positively contributes to group activities;
- acts with agility, leading to innovation and continuous improvement;
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery;
- provides evidence of relevant immunisation status, such as serological immunity or vaccination history, as required for the inherent requirements of the role;
- performs duties within scope of practice for the role, and according to the applicable credentials including qualifications, registrations and professional competencies;
- maintains current and valid credentials in accordance with relevant legislation and industry requirements.

Acceptance of offer

I understand the role, responsibilities and outcomes required to successfully meet the requirements of this position and I accept this Position Description.

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| Name | |
| Signature | |
| Date: | |

Please return a signed copy of this Position Description to People and Culture, prior to commencing the role.

