

JOB DESCRIPTION & SELECTION CRITERIA

Assistant in Nursing

Location

Bentley Park

Reporting To

Residential Care Facility Manager
Registered Nurses
Enrolled Nurses

Direct Reporting Staff

Nil

Award / Agreement

Aged Care Award 2010

Normal Hours

As per rostered hours

Position Objective

To support Registered Nurses (RN) and Enrolled Nurses (EN) in the delivery of resident care.

Key Roles:

- Providing direct care to residents.
- Administration of Medications as per medication manual.
- Completion of specific or required documentation.
- Compliant with Occupational, Safety and Health requirements.
- Compliant with Customer Service and Quality standards.
- Appropriate reporting to RN and EN.

This job description explains the activities of the above position by describing a selected range of tasks for each of the six (6) key roles. Other tasks may be assigned from time to time to meet the needs of the organisation and to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations. All tasks should be performed in a manner which complies with SwanCare Group Occupational Health and Safety policies and procedures.

Staff will be required to attend and comply with the mandatory training as specified by the Residential Care Facility Manager.

Selected Tasks

1. Provide comprehensive care to residents in accordance with individual care plans.

Key tasks	Performance Standards
Assists the resident with eating and drinking.	<p>Prepare the table appropriately in the dining area or take tray to resident.</p> <p>Ensure the safe positioning of residents to receive meals.</p> <p>Assist with cutting up food and opening packages.</p> <p>Physically feed residents who are unable to do so for themselves under the direction of a RN.</p> <p>Position residents appropriately to receive Bolus PEG feeds.</p> <p>Administer Bolus PEG feeds under the supervision of a RN or EN.</p> <p>Refill water jugs and/or prepare drinks for food service times and routine drink rounds.</p>
Assists the resident with personal hygiene includes bathing, dental hygiene, dressing, grooming, toileting and continence hygiene needs.	<p>Ensure the resident is clean and comfortable.</p> <p>Provides assistance in accordance with the needs and wishes of the resident and as per residents care plan.</p> <p>Assist the resident with showering, bathing and bed washes.</p> <p>Assist the resident with oral hygiene, brushing teeth, and cleaning of dentures.</p> <p>Assist with dressing and grooming of residents.</p> <p>Observe the residents basic skin integrity and report skin condition to the RN, paying particular to skin folds and contractures of the arms, hands, fingers legs, feet and toes.</p> <p>Assist with shaves of residents, as documented in residents care plan.</p> <p>Provide hair care (exclusion: no prescribed treatments are to be used by the Assistant in Nursing).</p> <p>Provide nail care, as per resident care plan.</p> <p>Wash residents face including the corners of residents' eyes, to remove unusual accumulated crusted exudate or discharge.</p> <p>Assist with last offices under the supervision or a RN or EN.</p> <p>Assist residents with all to the toileting needs. Pay particular attention to continence aids.</p> <p>Provide the resident with a bedpan / urinal as needed.</p> <p>Empty, measure and record urine collecting drainage bags.</p> <p>Report any abnormalities to the RN (i.e. increased frequency in passing urine, offensive odour of urine, unusual colouring of urine, unusual consistency of urine, constipation and consistency of excreta).</p> <p>Record urine output on fluid balance chart.</p> <p>Perform routine urinalysis on all new admissions or on return from an episode of care from hospital. Record information and report findings to the RN.</p>
Completes or assists residents with general tasks to further enhance resident wellbeing.	<p>Settle residents for sleep and rest periods.</p> <p>Undertake bed making and ensure residents personal space in clean and tidy.</p> <p>Make up 'discharge beds'. Ensure room is prepared for welcome of new admission.</p> <p>Provide meaningful social companionship as identified by Social & Human Needs Care Plan.</p> <p>Apply practical intervention procedures for dementia or behavioural problems. As identified in Specific Behaviour Care Plan under <i>Interventions</i>.</p> <p>Record all outcomes of interventions of above interactions into observation file and enter information onto Autumn Care.</p>

Perform basic clinical care tasks.	<p>Basic wound care, BGL, blood pressure and weight measurements in accordance with current clinical competency.</p> <p>Take, record and report residents' observations, temperature, pulse, respirations, blood pressure and pulse oximetry on admission or as directed by RN/EN.</p> <p>Attend to simple dressings as explicitly directed, on a case-by-case basis, by the RN/ASEN, record and report observations.</p>
Assists with repositioning, transferring & mobilizing of residents.	<p>Assist residents to transfer from bed to chair or to change position in bed, as per Manual Handling Care Plans.</p> <p>Use appropriate equipment, report and record faulty equipment in Maintenance File.</p> <p>Use safe practices in accordance with SwanCare Group Manual Handling & Occupational Health and Safety Guidelines.</p>
Supports resident's independence and mobility.	<p>Provide assistance/guidance in the use of mobility aids.</p> <p>CLEAN and ensure aids are in good working order.</p> <p>Support resident therapy and activities to prevent falls and to maintain mobility as directed by Physiotherapist or Occupational Therapist. Follow directions of supervisory staff in relation to pressure care.</p> <p>Utilise massage and exercise as indicated in care plans.</p> <p>Use of heat packs and other non-clinical activities to manage pain.</p>
Responds to additional resident care needs which may include auditory, sensory support aids and visual aids and allied health support aids, splints etc.	<p>Observe and document changes in health status of residents and obtain and or provide appropriate assistance or advice of aids as per individual care plans.</p> <p>Report any damage or issues with aids to RN / EN, Allied Health identified needs.</p>
Assists and encourages residents with communication and socialisation with others.	<p>Use clear and relevant communication with respect to resident issues or concerns.</p> <p>Residents are greeted appropriately using preferred name.</p> <p>Demonstrates patience, tolerance and understanding.</p> <p>Recognize cultural differences and cognitive ability for different residents.</p>
Supports the rights, interest and needs of the resident.	<p>Assist residents with emotional, psychological and spiritual and cultural needs.</p>
Maintains a clean and comfortable environment for residents.	<p>Resident rooms and communal areas kept tidy when not in use.</p> <p>Dirty linen and clothes collected and placed in laundry bags as appropriate.</p> <p>Bodily fluids removed in accordance with standard precautions.</p> <p>Mop up spill and notify RN if further cleaning is required.</p> <p>Maintain infection control standards with all work undertaken.</p>

2. Administration of Medications

Key tasks	Performance Standards
Assists residents with the administration of medications.	<p>Medication from Webster multi-dose packs administered to correct resident.</p> <p>Ensure Medications are stored correctly.</p> <p>All records are authorised and maintained in accordance with SwanCare policy and procedures.</p> <p>Medication incidents are reported to RN and/or EN.</p>

3. Completion of Documentation

Key tasks	Performance Standards
Maintains effective communication with colleagues, residents, and families.	<p>All documentation completed to required standard.</p> <p>All appropriate verbal and written information is provided.</p> <p>All SwanCare Group policies and procedures are followed.</p> <p>Effective strategies for effective communication are maintained, implemented and evaluated.</p> <p>Maintain confidentiality, privacy and dignity of residents.</p> <p>Demonstrate empathy towards residents and relatives.</p> <p>Act tactfully and diplomatically with sensitive situations, report immediately to RN/EN.</p> <p>Encourage independence in respect to delivery of Activities of Daily Living.</p> <p>Relay messages to residents.</p> <p>Answer call bells in a timely manner.</p> <p>Assist with telephone calls as required.</p>
Maintains records and information.	<p>Written reports are prepared when necessary.</p> <p>Procedures are followed to protect confidentiality.</p> <p>SwanCare Group forms and documents are accurately completed.</p> <p>Resident information, assessments and referral records are accurately maintained.</p> <p>All information and data regarding residents is recorded on appropriate charts and reported to the RN as required.</p> <p>Complete resident documentation. Assistant in Nursing may write in the residents' progress notes, however, the RN must countersign all entries.</p> <p>Complete Advanced Incident Management Systems forms as necessary.</p>
Maintains compliance with SwanCare Group policies and procedures.	<p>All SwanCare Group policies and procedures are followed.</p> <p>Inadequacies in procedures relating to resident care are reported to the RN.</p>
Develops an awareness of government regulation, policy and legislation.	<p>Residents Charter of Rights</p> <p>Aged Care Act 1997</p> <p>Health Act 1911</p> <p>Health (Food Hygiene) regulations 1993</p> <p>Occupational Safety and Health Act 1984</p> <p>Occupational Safety and Health Regulations 1996</p>

4. Compliance with OSH requirements

Key tasks	Performance Standards
Occupational Safety and Health.	<p>Use safe practices in accordance with SwanCare Group Occupational Health and Safety Guidelines.</p> <p>All incidents and hazards are promptly and correctly reported/recorded.</p> <p>Ensure equipment that is broken or has malfunctioned is reported/removed from the work area and a request is logged in the maintenance book.</p> <p>Attends relevant OSH and fire safety training.</p> <p>All SwanCare Group policies and procedures are followed.</p> <p>Ensure compliance with standard precautions for infection control.</p> <p>Ensure compliance with legislation, regulations, external guidance material and internal performance standards.</p> <p>Ensure safety of self, colleagues and visitors.</p> <p>Conduct safety audits when requested.</p>

5. Compliant with Customer Service and Quality Standards

Key tasks	Performance Standards
Customer Service and Quality	<p>Maintain a professional standard of personal presentation and paying particular attention to grooming, personal hygiene and standard of dress.</p> <p>Provides excellent customer service to residents and visitors.</p> <p>Demonstrates a commitment to Continuous Improvement.</p> <p>Supports accreditation compliance through maintaining SwanCare Group policy and procedures.</p> <p>Participate in Quality Assurance and Best Practice Programs.</p> <p>Actively participates to ensure continuous improvement is maintained.</p>

6. Appropriate reporting to Registered Nurses and Enrolled Nurses

Key tasks	Performance Standards
Report to Registered and/or Enrolled Nurses	<p>Registered and/or Enrolled Nursing staff are informed of care and health concerns.</p> <p>Incoming staff are informed of specific resident issues.</p> <p>Attend handover at beginning of shift.</p> <p>Report conflict to the RN immediately; seeks advice on dealing with the conflict from the RN.</p>

Legislation

- Aged Care Act 1997
- Health Act 1911
- Health (Food Hygiene) regulations 1993
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

Prepared by:

Name:

Position: People and Culture

Signature: _____

Date: _____

Accepted and Agreed by:

Name:

Signature: _____

Date: _____

SELECTION CRITERIA

Assistant in Nursing

Essential Criteria

- Highly developed communication, presentation and interpersonal skills.
- Ability to read and write English.
- Current First Aid Certificate.
- Federal Police clearance
- Possession of Cert III Aged Care or agreeance to undertake traineeship to achieve same.
- At least 12 months experience in an aged care environment.

Desirable Criteria

- Stress tolerance to operate in a demanding corporate environment.
- Ability to organise and prioritise work commitments and manage personal time to achieve set outcomes.
- Ability to operate in a team environment using participative management practices.