

POSITION DESCRIPTION

Position Title:	Registered Nurse
Department/Location:	Community
Employment Status (Full-time/part-time/casual/fixed term):	Please refer to Letter of Offer
Reports To:	Clinical Operations Coordinator/Service Manager
Direct Reports:	Nil
Key Relationships/Interactions:	Internal: Service Manager, Clinical, Registered and Endorsed Enrolled Nurses, Personal Care Workers, Administration Officers and CRA.
	External: Clients and their carers, referrers, external funding bodies, other professional health staff within the community and industry.

About Spiritus:

Our **Vision**

To create a more caring, just and inclusive society consistent with the teachings of Christ.

Our **Mission**

As a caring ministry of the Anglican Church we will:

- enrich people's lives through compassionate service and advocacy for social justice in partnership with communities and parishes;
- respond with innovation and courage to the needs of our community, especially those most at risk; and
- demonstrate a passionate and determined commitment to excel as leaders in quality caring service.

Our **Values**

Dignity: We accept, value, encourage and empower others to pursue their personal goals

Respect: We exhibit profound respect, integrity and humility in all our relationships

Care: We demonstrate thoughtful stewardship and take personal responsibility in all we do

Joy: We actively embrace opportunities to share, and experience, hope and happiness

Our **Environment**

Spiritus is an Anglican not-for-profit organisation providing caring and supportive services in partnership with government and other support organisations, to respond to identified needs in our community.

Spiritus is committed to enacting a Christian response to social and community welfare issues and aged and community care needs, particularly with respect to disadvantaged members of the community. Whilst serving the community as a whole we value and respect the needs, rights and personal choices of the individual.

Spiritus is the name for all services operating within the Anglican Community Services which was formed by the combination of St Luke's Nursing Service, Anglican Care of the Aged and Anglicare Southern Queensland.

The Anglican Community Services Commission (ACSC) operates under a Diocesan Governance Canon defining its role in terms of Corporate Governance, Strategic Direction of the organisation and the regulation of

Management, and reports to the Archbishop in council. The Canon authorises the ACSC to operate in the areas of community welfare, social justice, health, aged and community care.

All Spiritus services are enhanced and supported by a centralised Shared Services structure.

Position Statement / Overall Purpose:

The Registered Nurse's major responsibility is to:

- Provide comprehensive and accurate nursing assessments, case management of clients and apply clinical knowledge to implement planned care.
- Work in conjunction with professional colleagues and other community agencies external to Spiritus, thereby upholding the mission and purpose of the organisation.
- Work in accordance with the values of Spiritus and will support core business by providing guidance and advice within this positions specialty area.

Key Selection Criteria: (includes education, experience, skills and knowledge required)

- 1 Ability to work effectively, respectfully and collegially in team environments.
- 2 Knowledge of Total Quality Management and Continuous Improvement Process.
- 3 Demonstrate competence in clinical and problem solving skills.
- 4 Evidence of planning and coordination skills in the clinical management of client care.
- 5 Current Registration with the Queensland Nursing Council and current practicing certificate.
- 6 Possession of current open Queensland Driver's Licence or ability to acquire the same.
- 7 Experience within a community service (desired but not essential).
- 8 Proven ability to work independently whilst demonstrating behaviours consistent with Spiritus values and mission.

Key Accountabilities and Responsibilities:

1. Accountability: Professional Conduct

Perform all clinical practice in a manner that complies with all relevant legislation, common law, regulatory requirements and professional standards affecting nursing practice.

Responsibilities:

- Maintain registration requirements of QNC and adhere to all legislative and regulatory requirements;
- Be aware of and comply with legislation and organisational requirements relating to Workplace Health and Safety and infection control;
- Individually conduct practice in a manner consistent with professional standards and ethical principles;
- Provide service to clients and carers which respects and protects their rights, maintains their privacy and confidentiality;
- Demonstrate collegiality, respect and team work within the work environment.

2. Accountability: Clinical Knowledge and Skills

Possess, apply and continually develop contemporary clinical knowledge to effectively support clients and/or carers in the community when developing and delivering planned care to meet their needs.

Responsibilities:

- Demonstrate contemporary nursing knowledge and skills by maintaining practice standards in alignment with professional registration requirements.
- Actively participate in professional development activities (internally and externally) to maintain contemporary nursing knowledge and skills as well as acquire new knowledge and skills.

- Complete competencies as required and record in Professional Development Folder.

3. Accountability: Assessment and Case Planning

Effectively manage care needs of a client and demonstrate effective utilisation of available resources.

Responsibilities:

- Conduct and document assessments accurately, presenting the client's current status and requirements, while complying with Spiritus policies and procedures;
- Develop holistic and effective care plans from the client assessment process;
- Identify and mobilise appropriate resources to deliver care, utilising Spiritus and agency provided services.
- Effectively communicate with the client and other key stakeholders in ongoing development and review of care delivery;
- Regularly review the client's progress against the care plan and amend the care plan as necessary;
- Network with Spiritus colleagues and other health care service providers involved in client care plans.

4. Accountability: Direct care Delivery

Personally deliver contemporary clinical care and service to clients and carers, safely and competently.

Responsibilities:

- Effectively communicate with and inform clients/carers of client's status, progress and care plan;
- Deliver care in a safe and competent manner;
- Ensure resources and/or knowledge of self and others is utilised to deliver care in the most optimal and timely manner;
- Complete a defined and agreed caseload including an "on call" component as necessary and agreed;
- Document the care provided as per organisational documentation guidelines and client management systems, (provide periodic clinical reviews in the field).

5. Other Duties

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within Spiritus Policies and Procedures;
- Work in collaboration with other team members;
- Do not, during or after employment, disclose information relating to residents, clients and staff of Spiritus or damage the reputation, viability or profitability of Spiritus services;
- Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.