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## Registered Nurse (Div 1)

**REPORTS TO:** Residential Care Manager or Clinical Coordinator

**CLASSIFICATION:** Grade 4A Year 2

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### POSITION OBJECTIVES

To provide clinical care to elderly people within established policies, guidelines and procedures of Fronditha Care, recognised Australian nursing practices and Accreditation standards.

In the context of the linguistic, cultural heritage and traditions of Greek speaking elderly to:-

- Achieve the highest standards of clinical and personal care and well being of care recipients and assist the Clinical Coordinator or Manager Residential Care in ensuring the environment is safe and clean.
- Maintain accurate and comprehensive knowledge of relevant laws, Acts, regulations, standards and guidelines that affect the health and personal care of the elderly in residential care.
- Meet the requirements of the Department of Health and Aged Care and the Aged Care Act 1997 and ensuring compliance with the Standards Agency.
- Day to day management (relevant to the shift) of the Aged Care Facility and including the completion of all documentation that is necessary for the consistent and optimal care of the elderly.
- Maintain and consistently update knowledge and skill base to ensure safe practice and effective performance at the workplace.
- Understand the need for flexible work commitments that require working a variety of shifts.
- Other duties consistent with the function and role of the position as directed by the Residential Care Manager

### DUTIES

- Assess clinical care needs; develop care plans and intervention strategies to meet the needs of the elderly.
- Assist with ACFI documentation.
- Regularly review care plans and maintain up to date progress notes.
- Manage the administration of medication as per the AHPRA Code for Guidance.
- Ensure clinical equipment is in proper working order.
- Liaise with key personnel in relationship to the care needs of the residents.
- Supervise Personal Care staff in day to day care needs of residents.
- Ensure appropriate documentation for Accreditation is recorded and up-dated.
- Ensure a home-like environment, which is culturally and spiritually relevant.
- Allow each resident to exercise their individuality and independence in the decision making process.
- Participate in the development of policies and procedures through the continuous improvement process.
- Participate in the maintenance of all capital assets and equipment ensuring that equipment is in optimum condition and safe to use.
- Report daily and/or weekly to the Manager on key issues and events of the Aged Care Facility.
- Participate and encourage good communications amongst fellow staff members in order to maintain harmonious relationships.
- An awareness of relevant Occupational Health and Safety policy and procedures.
- Maintain and improve own education developments.
- Attend staff meetings and staff training sessions.

## Position Description

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### INHERENT REQUIREMENTS OF POSITION

Working in compliance with Fronditha Care's 'No Lift Policy':

- Dress wounds and replace wound dressings as required
- Push drug trolley during medication round
- Push residents in wheelchairs and airchairs
- Assist with repositioning of residents in bed using slide sheets and other manual handling equipment.
- Transfer residents in accordance with 'No Lift Policy' using aids and lifting equipment.

### PHYSICAL DEMANDS OF THE POSITION

The incumbent is required to have the degree of physical fitness necessary to safely perform all the **manual handling** tasks, particularly:

- Pushing
- Pulling
- Stretching
- Bending
- Reaching
- Carrying
- Squatting
- Writing for long periods

necessary to fulfil the **Inherent Requirements** of this position without risk of personal injury to themselves or others

### OH&S Responsibility:

- To observe and abide by all OH&S and WorkSafe regulations at all times.
- To report any potential hazards or breaches to direct management immediately.
- Take any or all appropriate action that is safe to do so to remove or reduce hazards or risks.
- Report any observed breaches of OH&S policies and/or regulations by other staff members to senior management immediately.

### RELATIONSHIPS

**Internal:** Other Fronditha Staff  
All residents and their families  
Volunteers  
Board Members

**External:** Residents, families and friends  
Other staff from relevant services  
Suppliers and Contractors  
Community people  
Relevant Government officers

### KEY SELECTION CRITERIA

#### Essential

- Recognised tertiary nursing qualification
- Registration with Australian Health Practitioners Regulation Agency
- A current police check.
- Intermediate computer skills.

#### Desirable

- Well developed knowledge and understanding of the physiology of the ageing process.
- Excellent skills in assessing, documenting and implementing resident's care planning objectives.
- Commitment to Ageing in Place and demonstrated ability in assisting staff to practice principles.
- The ability to work in a team setting, both as a participant and a leader.

**Position Description**

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- The ability to interpret the philosophies and policies of the Aged Care Facility and assist in obtaining staff support.
- A knowledge and understanding of the Accreditation Process.
- An understanding of and commitment to Continuous Improvement Principles.
- Well developed communication skills.
- Ability to set and achieve objectives
- Lead and direct staff to ensure all work is achieved in a timely and efficient manner.
- Well developed problem solving skills
- Clear and concise report writing skills.
- Excellent decision making skills.
- Sensitive to confidential issues.
- Ability to speak Greek an advantage.
- Knowledge of the Aged Care Act, Government Requirements and Accreditation Process is desirable.

**The contact details for any prospective candidates who wish to work for Fronditha are:**

**Kathleen Fisher****Manager, Human Resources****Phone: +613 9552 4123****Fax: +613 9552 4139****Email: [kathleenf@fronditha.org](mailto:kathleenf@fronditha.org)**

Interested parties that wish to be considered by Fronditha will need to submit the following information:

1. An updated CV – written in English
2. Copies of all qualifications
3. Copies of any registration

The following qualifications, which **must** have been commenced after 1 January 1981 (the date Greece implemented the EU standards for general nurses) are considered to be the most acceptable:

1. Πτυχίο Νοσηλευτικής Παν/μίου Αθηνών
  2. Πτυχίο Νοσηλευτικής Τεχνολογικών Εκπαιδευτικών Ιδρυμάτων (Τ.Ε.Ι.)
  3. Πτυχίο Αξιωματικών Νοσηλευτικής
  4. Πτυχίο Αδελφών Νοσοκόμων πρώην Ανωτέρων Σχολών Υπουργείου Υγείας και Πρόνοιας
  5. Πτυχίο Αδελφών Νοσοκόμων και Επισκεπτριών πρώην Ανωτέρων Σχολών Υπουργείου Υγείας και Πρόνοιας
  6. Πτυχίο Τμήματος Νοσηλευτικής
1. Nursing Degree, University of Athens
  2. Degree Nursing Technological Education Institutes (TEI)
  3. Bachelor of Nursing Officers
  4. Diploma Nurses former Senior Schools Ministry of Health and Welfare
  5. Diploma Nurses and Visitors Former Senior Schools Ministry Health and Welfare
  6. B.Sc. Nursing