

POSITION TITLE	Registered Nurse
CLASSIFICATION	Individual Contract
FUNCTIONAL AREA	Independent Living

1. POSITION PURPOSE

The Registered Nurse is to manage Orana’s health support services that align to the National Disability Insurance Scheme (NDIS) Quality and Safeguarding Framework, individual client NDIS goals and outcomes and other relevant compliance standards. To ensure compliance in terms of practice; ensuring all client care plans, policies and procedures are up to date; and facilitating or conducting the necessary training and credentialing of service delivery staff.

To provide specialist health advice and support to Orana’s clients residing in metropolitan and regional South Australia. They will advise and lead all complex clinical care case management processes in conjunction with Service managers and Staff. They will work with the General Manager, Independent Living to create the infrastructure and oversee the management of the aged care service delivery in Orana.

To develop Orana’s aged care service delivery capabilities by 1 July 2020.

2. POSITION RESPONSIBILITIES

- Case manage and monitoring the health of all Orana Independent Living clients and assist with other Orana clients where needed.
- Conducting client health assessments and overseeing client care plan reviews.
- Providing advice to Service Managers, Senior Client Coaches and Client Coaches where a client’s health is deteriorating or requiring medical intervention.
- Developing and reviewing health support policies; procedures and work instructions to guide best practice.
- Monitoring Client Coach performance in health support activities.
- Recommending and/or conducting training and credentialing of staff within a performance management framework around clinical support.
- Reviewing all client medication and providing advice to Client Coaches on expected side-effects and what might require or prompt further medical intervention.
- Training relevant Service Managers, Senior Client Coaches and Client Coaches on chemical restraints prescribed in the context of restrictive practices and monitoring the impact on the client.
- Monitoring and reporting on health support risks and incidents; Client Coach capabilities and client outcomes.
- Provide advice as necessary to the General Manager, Independent Living on the scope of Orana’s capacity to deliver health support to Orana clients.
- Work with the General Manager, Independent Living to develop Orana’s capacity to deliver aged care services by 1 July 2020.

3. REQUIREMENTS OF THE JOB

3.1 Qualifications, Skills and Experience

- Tertiary qualifications in Nursing
- Current Registration with the Nurses Board of South Australia
- Current industry experience in Management, Disability and/or Aged care and/or Home and Community care essential
- Excellent interpersonal, time management and communication skills with an ability to communicate and support a wide range of staff and liaise effectively with key stakeholders
- Intermediate or advanced level of computer skills including the use of Microsoft word, excel PowerPoint and other relevant software
- Experience working with clients of the National Disability Insurance Scheme and Aged Care is highly desirable
- Knowledge of case management practices and standards desirable
- Ability to work effectively autonomously and within a team environment

3.2 Special Conditions/Requirements

- Driver's licence and willingness if needed to use own vehicle for business.
- Occasional work out of normal hours may be required.
- A Provide First Aid certificate.
- Medication Certificate.
- DHS Disability screening valid at commencement of employment and renewed every three years.
- Orana may require the incumbent to carry out other duties as directed that are commensurate with the skills and competencies of the classification level.

4. REPORTING RELATIONSHIPS

- Reports to the General Manager, Independent Living
- Directs Service Managers, Senior Client Coaches and Client Coaches in the delivery of health support to Orana clients.
- Works collaboratively with the Quality Coordinator, Service Managers, Senior Client Coaches and Client Coaches in the first instance and other senior managers in Orana as necessary.

5. AUTHORITY AND ACCOUNTABILITY

Authority to work within the scope of the position description within a team environment.

6. WORKPLACE HEALTH, SAFETY AND WELFARE

The incumbent must take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.

In particular, the incumbent must:

- Comply with statutory and organisational requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public.
- Use equipment provided to protect health and safety.
- Follow reasonable instructions given on health and safety.
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others.
- Report accidents injuries, property damage and health and safety incidents.
- Participate in activities associated with the management of workplace health and safety.

As a senior practitioner/adviser of people undertaking health support, you must:

- Ensure Orana Australia Limited WHS program for your area of responsibility is maintained, monitored for its effectiveness and regularly reviewed for its adequacy.
- Ensure Orana Australia Limited WHS program for your area of responsibility provides for the systematic identification of hazards and their risk assessment and control.
- Ensure accidents and injuries are adequately investigated and reported.
- Consult relevant staff when planning changes to the workplace, practices, procedures, plant, equipment and substances where these changes may affect the WHS of staff.
- Assist in the rehabilitation of injured staff and employees.

7. PERFORMANCE STANDARDS

The performance of the incumbent will be measured by:

- Achievement is in accordance with Orana Australia Limited's Strategic and Operational Service Plans, and the incumbents Performance Management Program.
- Orana's compliance with the NDIS Quality and Safeguarding Framework in terms of practice and reporting.
- The extent to which position responsibilities are achieved, including:
 - Working within the Independent Living budget
 - Client Coach competencies in providing health support
 - Referrals and escalation of client, family or stakeholder complaints within 48 hours
 - 100% compliance with recording and reporting requirements
 - 100% compliance with audits
 - Reduce medical incidents to reach zero errors in medication dispensing
 - Billable hours recorded weekly in billable spreadsheet
 - Nil breaches of Orana policies and procedures
- The degree of professionalism, flexibility displayed.
- Reliability, quality, efficiency and courteousness of services delivered.
- Effective teamwork and contribution to the achievement of team goals.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.

In signing this document, I confirm that I have read, understood and acknowledge the Position Description for this position and agree to operate within its bounds.

PRESENT INCUMBENT :
PRESENT INCUMBENT SIGNATURE :
DATE OF APPOINTMENT :
VERSION NO : 1
DATE ISSUED : November 2019
EXECUTIVE MANAGER APPROVAL : Grant Pearson
CEO APPROVAL : Nicholas Mihalaras