

## REGISTERED NURSE POSITION DESCRIPTION

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<b>CLASSIFICATION</b>	Individual Contract
<b>SERVICE AREA</b>	Independent Living

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### 1. POSITION PURPOSE

The Registered Nurse is to manage Orana's health support services for providing quality nursing services to meet individual client goals and outcomes that align to the National Disability Insurance Scheme (NDIS) Quality and Safeguarding Framework and all other relevant compliance standards. To be proactive in meeting compliance 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.

The Registered Nurse will advise and lead all complex clinical care case management processes in conjunction with General Manager Independent Living, Service Managers and Client Coaches.

### 2. POSITION RESPONSIBILITIES

#### Person Centred Knowledge and Application

- Accept responsibility to deliver person-centred care services within a community setting, by practicing within own abilities and qualifications.
- Provide support and guidance to all staff within the Independent Living department.

#### Service Outcomes, Development and Evaluation

- Initiating training schedules to support the credentialing of staff within a clinical performance management framework.
- Conduct training with Independent Living staff to meet satisfactory and required levels of credentials.
- Review all client medication in conjunction with GP parameters and care plans.
- Provide clinical advice to Client Coaches on expected side-effects of medication and indicators to prompt further medical intervention.
- Support Service Managers and Client Coaches on chemical restraints prescribed in the context of restrictive practices and monitoring the impact on the client.
- Advise Orana management on meeting compliance within the Clinical Governance Framework.
- Inform General Manager Independent Living of legislative updates and requirements to be implemented.

#### Reporting, Documentation and Administration

- Manage effectively the health of all Orana Independent Living clients through case notes and incidents recorded on the CRM database.
- Provide advice to Service Managers and Client Coaches on deterioration of client's health and recommend medical intervention required.
- Continuous Improvement of health support policies; procedures and work instructions to guide best practice.

- Provide support and assistance to Client Coaches in maintaining a high standard of health support activities.
- Report on potential health support risks and any incidents that have taken place.
- Review Client Coach capabilities in delivering client outcomes and identify any staff development or procedure updates.
- Provide advice as necessary to the General Manager Independent Living on the scope of Orana's capacity to deliver health support to Orana clients.

### **3. REQUIREMENTS OF THE POSITION**

#### **3.1 Qualifications, Skills and Experience**

- Tertiary qualifications in Registered Nursing and current registration with the Nurses Board of South Australia.
- Certificate IV in Training and Assessment.
- Current First Aid Certificate, renewed every three years.
- Medication Administration Certificate to be renewed every twelve months.
- Knowledge of case management practices and standards.
- Current industry experience in Management, Disability and/or Aged care and/or Home and Community care essential.
- Intermediate or advanced level of computer skills including the use of Microsoft Word, Excel, PowerPoint and other relevant software.
- Experience working with participants of the National Disability Insurance Scheme is highly desirable.
- Ability to work autonomously, effectively and within a team environment.

#### **3.2 Employment Screenings and Professional Memberships**

- DHS Disability Services Employment Check to be renewed every three years
- DHS Working with Children check to be renewed every three years
- Current Registration with the Nurses Board of South Australia

#### **3.3 Special Conditions and Requirements**

- Occasional work out of hours may be required
- Orana may require you to carry out other duties as directed that are commensurate with the skills and competencies of the classification level
- Current Driver's Licence permitting driving in Australia and willingness if needed to use own vehicle for Orana business
- Regional travel may be required to provide support and training to staff and participants in regional areas

### **4. REPORTING RELATIONSHIPS**

- Reports to the General Manager – Independent Living.
- Provides support and guidance to Service Managers and client coaches in the delivery of health support to Orana clients.
- Works collaboratively with the Quality and Compliance Coordinator, Human Services department, Service Improvement Administrator and Senior Managers as necessary.

### **5. AUTHORITY AND ACCOUNTABILITY**

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

## 6. PERFORMANCE STANDARDS

The performance of the incumbent will be measured annually by:

- Provide a comprehensive monthly report to the General Manager Independent Living relating to WHS incidents, medication errors and Restrictive Practice.
- Complete initial investigations of all Incidents within a 24 hour timeframe and provide follow up and completion within 5 days.
- Work with all staff on reducing medication incidents to within 95% compliance.
- Attend monthly Independent Living meetings and report on Restrictive Governance and incidents.
- Attend Bi- Monthly Restrictive Governance Committee meetings.
- Nil breaches of Orana Policies and Procedures.
- Deliver training to Independent Living staff as per Annual Training schedule.

**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.**

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**PRESENT INCUMBENT** :  
**PRESENT INCUMBENT SIGNATURE** :  
**DATE OF APPOINTMENT** :  
**VERSION NO** : 2  
**DATE ISSUED** : November 2020  
**SENIOR MANAGER APPROVAL** : Suzanne Wilson

**Purpose**

Orana provides people with disability the opportunity to live and work within their local community, fulfil their dreams and become valued and productive community members.

**Vision**

Contributing to a socially inclusive community.

**Mission**

Creating responsive and sustainable partnerships that empower our clients within the community.