



## POSITION DESCRIPTION

<b>Position Title:</b>	Associate Charge Nurse [ACN]
<b>Position Number:</b>	
<b>Classification</b>	Registered Nurse Division I
<b>Award:</b>	Nurses-Victorian Health Services-Award 2000
<b>Department:</b>	Residential Services and Dimboola Campus
<b>Reports to:</b>	Residential Services Manager through the Nurse Unit Manager
<b>Hours:</b>	As per rotating roster including weekends and public holidays

### 1. ORGANISATIONAL INFORMATION

#### 1.1 Mission Statement

We are committed to achieving the best health for all the Wimmera.

#### 1.2 Vision Statement

To be the best provider of rural health services in Australia.

#### 1.3 Our Values

- We are responsive to the health needs of the community.
- We believe that our customers are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.
- We recognise our customers' total needs in order for them to achieve optimal health and wellbeing.
- We are committed to continuous quality improvement.
- We deliver quality health services that are value for money.
- We care for the wellbeing and encourage the ongoing development of our staff whom we recognise as our most valuable resource.

### 2. PURPOSE OF POSITION

**The purpose of this position is to provide clinical and administrative leadership to the facility staff on a shift by shift basis and  
To manage the facility in the absence of the Nurse Unit Manager/Clinical Coordinator and  
To provide direct and indirect care to the patients/residents of the facility**

### 3. KEY SELECTION CRITERIA

#### 3.1 Essential

Division I Registered Nurse currently registered with the Nurses Board of Victoria  
A minimum of two years post-graduate nursing experience  
Organisational skills congruent with experience  
Excellent communication and problem solving skills  
Commitment to quality improvement and superior customer service  
Proficiency in the use of information technology and aged care-related computer programs

#### 3.2 Desirable

Experience at a senior nurse level in aged and/or acute care  
Post Graduate / Certificate qualifications

#### **4. PERFORMANCE MANAGEMENT**

##### **4.1 Pre-employment Check**

In accordance with current legislation the Employee must be willing to undertake a police check, with ongoing employment dependant on a satisfactory check.

##### **4.2 Review**

A performance review will occur after commencement of this position and annually. It will be based on the duties and responsibilities outlined in this position description.

##### **4.3 Equal Employment Opportunity**

WHCG is committed to equality of employment opportunity. The Employee will agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The WHCG will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

##### **4.4 Confidentiality**

Any private and health information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. The Employee is bound by the Information Privacy Act 2000 and the Health Records Act 2000 and shall be required to sign a statement on commencement of employment agreeing to comply with WHCG Privacy Policies.

**5. KEY RESPONSIBILITIES / PERFORMANCE INDICATORS**

Performance Objectives	Performance Indicators
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Manages the day to day clinical and administrative operations of the facility</li> <li>• Manages the facility in accordance with the agreed Model of Care</li> <li>• Ensures the delivery of individualised nursing care as part of a multi-disciplinary team</li> <li>• Coordinates, and is responsible for, the assessment of residents care needs.</li> <li>• Coordinates, and is responsible for, the compilation, monitoring and evaluation of the residents' care plans</li> <li>• Demonstrates competence to perform clinical skills to ensure residents specialised needs are identified and met by appropriately skilled staff acting within their designated role</li> <li>• Supervises, mentors and directs practice of registered nurses division 1 &amp; 2, PCA's, and students</li> <li>• Promotes evidence-based, best- practice nursing processes and procedures</li> <li>• Acts as an advocate for residents and their families</li> <li>• Ensures that all documentation is completed in accordance with the WHCG clinical documentation policy</li> <li>• Manages a clinical portfolio relevant to the requirements of the facility</li> <li>• Ensures appropriate use of all supplies- linen, equipment, drugs, energy.</li> </ul>	<ul style="list-style-type: none"> <li>• Organises work load in order to meet the needs of individual residents</li> <li>• Encourages resident/carers and families to participate in all stages of the care continuum</li> <li>• Implements effective admission and discharge processes</li> <li>• Monitors documentation compliance to standards required for accreditation and funding</li> <li>• Manages staffing requirements in the out of hours periods</li> <li>• Completion of all documentation as per the requirements</li> <li>• Completion of all admission and discharge processes</li> </ul>
<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• Recognises the need for ongoing commitment to personal and professional development</li> <li>• Keeps informed about current clinical practice and research in health care</li> <li>• Maintains a level of competency required for the position</li> <li>• Maintains awareness of professional issues in nursing and the health care system</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates evidence of ongoing education</li> <li>• Attends all mandatory training sessions as deemed necessary for the position.</li> <li>• Completes mandatory competencies- Basic Life support No Lift Hand hygiene Fire training Medication competency No-Lift/manual handling Diabetes Management</li> <li>• Completes an annual performance development review</li> </ul>

Performance Objectives	Performance Indicators
<p><b>Occupational Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensures compliance with Workcover regulations and other occupational health and safety legislation / initiatives</li> <li>• Maintains current knowledge of WHCG emergency procedures</li> <li>• Ensures a safe living and working environment for residents, visitors, staff and others</li> <li>• Ensures equipment is utilised in a proper and safe manner</li> <li>• Recognises the need for self care and acts to promote same</li> <li>• Complies with Occupational Health and Safety Act 2006</li> </ul>	<ul style="list-style-type: none"> <li>• Attends annual fire and evacuation training</li> <li>• Responds to the action required in the event of an internal or external emergency situation</li> <li>• Reports any incidents / matters which affect the health and safety of the work environment</li> <li>• Takes corrective action when faulty equipment reported</li> </ul>
<p><b>Organisational Improvement</b></p> <ul style="list-style-type: none"> <li>• Embraces the WHCG, Mission, Vision and Value statements to direct work practices</li> <li>• Contributes to achieving the WHCG Strategic Plan</li> <li>• Promotes a quality culture within the organisation highlighting the values of customer service</li> <li>• Acts to positively promote WHCG both internally and externally</li> <li>• Provides prompt and courteous service to clients, families / carers and colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to the facility's quality improvement activities and development of the annual quality plan.</li> <li>• Participates in the identification of achievements and outcomes for reporting annually in Wimmera Health Care Group annual report.</li> <li>• Seeks feedback from patients and residents and follows up all related complaints within area of authority and reports them to the Nurse Unit Manager/Clinical Coordinator</li> <li>• Understands and actively contributes to the Aged Care Agency and /or ACHS Accreditation processes</li> <li>• Treats residents, families and colleagues with respect and dignity at all times</li> </ul>
<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Complies with the WHCG risk management and infection control policies</li> <li>• Participates with the implementation of strategies to reduce risks / potential risk in the work setting</li> <li>• Has knowledge of and understands the philosophy and intent of guidelines and standards prescribed by professional nursing organisations</li> <li>• Functions in accordance with all state and commonwealth legislation affecting WNH in the delivery of aged care services.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports any identified or potential risks</li> <li>• Keeps informed about WHCG policies and procedures</li> <li>• Complies with all relevant legislation</li> <li>• Reports all incidents of elder abuse as soon as becomes aware of occurrence</li> <li>• Practices in accordance with the <u>Health Professional Act (2005)</u>; <u>Nurses Board of Victoria Scope of Nursing &amp; Midwifery Practice (2007)</u>; <u>Drugs, Poisons and Controlled Substances Act (1981) and Regulations (2006)</u>; <u>Australian Nursing and Midwifery Council Code of Ethics (2002)</u>, <u>Code of Professional Conduct (2003)</u>, <u>National Competency Standards for the Registered Nurse (2006)</u>, <u>Enrolled Nurse (2002)</u>, <u>Midwife (2006)</u>.</li> </ul>

Performance Objectives	Performance Indicators
	<ul style="list-style-type: none"> <li>Participates in critical incident reviews including sentinel events as required.</li> </ul>
<p><b>Information Management</b></p> <ul style="list-style-type: none"> <li>Liases and communicates with all departments and employees (as required by the position)</li> <li>Maintains appropriate communication channels</li> <li>Completes documentation (as required by the position)</li> <li>Utilises effective written and verbal communication methods</li> <li>Supports staff in the collection and analysis of data for care planning and improving services</li> </ul>	<ul style="list-style-type: none"> <li>Attends scheduled committee and other meetings as required.</li> <li>Provides verbal/written reports to committee meetings as requested</li> <li>Ensures that required data is collected in a timely manner</li> <li>Ensures patient/resident privacy is protected at all times</li> </ul>

**6. VERIFICATION**

<p><b>INCUMBENT STATEMENT</b></p> <p>I _____ have read, understood and agree to comply with the above Position Description.</p> <p>Signed: _____ (Incumbent)</p> <p>Signed: _____ (Manager)</p> <p>Date: ____ / ____ / ____</p> <p>(Original to be placed in personal file; photocopy to incumbent)</p>
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**7. REVIEW OF POSITION DESCRIPTION**

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

Date Issued: March 1989

Last Date Reviewed: February 2009; February 2010