

# Position Description

<b>Position Title:</b>	Registered Nurse; Disability Services	<b>Division:</b>	Residential and Respite Support Services
<b>Position Reports to:</b>	Service Manager	<b>Direct Reports:</b>	NIL
<b>Classification</b>	Nurses Award 2010	<b>Band</b>	
<b>Approved by:</b>	Service Manager	<b>Date approved</b>	October 2016

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## Primary Position Objective:

The registered nurses employed within Clarendon Street are responsible for providing a range of support designed to ensure that the specialist health and medical needs of residents and respite users are met in a way that reflects their individual needs in a dignified manner. The Registered Nurses will be expected to engage in a direct care role.

Four community based houses were established in 2007 in Thornbury to provide permanent accommodation and regular planned respite support to people who are ventilator dependent. The service is funded by the Department of Human Services and is supported by a Steering Committee, chaired by the President of the Australian Ventilator User's Network (AVUN).

The service is based on a strong partnership between the residents, respite users, AVUN, the Department of Human Services and Yooralla. Residents and respite users are actively involved in the management, development and day to day running of the support service through the Steering Committee. The service is designed to provide residents an alternative home through encouraging self direction and self management of supports and independent decision making.

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## Organisational Overview

Yooralla is a not-for-profit organisation offering high quality support services for people with disability. Established in 1918, Yooralla offers a wide range of services to people of all ages who are either born with or acquire a disability as the result of accident, ill health or age. Over 2000 Yooralla employees work alongside more than 30,000 Victorians with a disability and their families.

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## Vision

A world where people with disability are equal citizens

## Mission

To provide quality, sustainable and flexible services that uphold human rights and create opportunities, empowering individuals to live the life they choose

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## Values

**Customer Focused** in our service, creative in our solutions  
**Courageous** in speaking up, determined in facing challenges  
**Authentic** in our relationships, honest in our conduct  
**Accountable** in our work, responsible for our actions  
**Respectful** of choices, embracing of diversity  
**Passionate** about our work, driven by our vision

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## Organisational Accountabilities (applicable to all employees)

### Positive Working Relationships

- Demonstrated ability to work as part of, and contribute to, a person centred team.
- Facilitate good working relationships with the community, customers, their families, and carers, and all departments in Yooralla through clear communication and a willingness to work towards positive outcomes.
- Demonstrated ability to initiate and maintain contacts with a broad range of people and community organisations to facilitate customers' access to services, appropriate communication with fellow workers, families and other people involved with the service and in the life of the customer.

### Customer Safeguards and Wellbeing

Safeguard and promote the rights and wellbeing of every individual so they are recognised, respected, protected and fulfilled.

In providing quality services, Yooralla staff must comply with

- the Disability Service Standards
- Victorian Charter of Human Rights and Responsibilities Act 2006
- the Principles and Objectives of the Disability Act 2006
- the United Nations Convention of the Rights of Persons with Disabilities 2006

### Cultural and Linguistic Diversity

Undertake all interactions with customers and co-workers in a culturally sensitive manner.

### Occupational Health and Safety

Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by Yooralla, including:

- Work in a manner that considers the health and safety of self and others
- Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances
- Ensure that all work areas are maintained in a safe condition
- Complete site induction
- Identify, report and record all safety hazards, incidents and injuries
- Participate in OHS training programs
- Participate in OHS consultation and communication meetings
- Wear and maintain personal protective equipment and clothing correctly

### Quality Assurance and Continuous Improvement

- Attend meetings, workshops, conferences and training as required.
- Become familiar with and follow Yooralla's policies, procedures and management instructions.
- Be open to new ways of doing things that enhance the quality of life of people with disabilities; respond to challenges with innovative ideas and solutions.
- Strive for and promote a continuous quality improvement culture in the quality system and work practices, and offer strategic advice to improve customer relations.

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## Decision Making Authority:

Please refer to the delegation schedule available on the Yooralla Intranet <http://intranet.yooralla.com.au>

## Position Specific Responsibilities

Key Result Area	Key tasks	Indicative Time
<b>Resident/Respite User Personal Support</b>	<ul style="list-style-type: none"> <li>• Deliver and document nursing procedures on a daily basis, eg. Insertion, monitoring and care of catheters; administer bowel care regimes; tracheostomy management and care etc. as required for residents.</li> <li>• Be responsible, and take appropriate action, for residents and respite users in the event of emergency situations involving acute illness or injury</li> <li>• Assess continence needs of residents and respite users and implement recognised management strategies</li> <li>• Administer those medications which, in accordance with Yooralla medication policy, must not be administered by direct support staff e.g. intramuscular/subcutaneous injections</li> <li>• Ensure monitoring of difficulties with swallowing is maintained and managed according to current best practice</li> <li>• Troubleshoot ventilator breakdown and problems as outlined in formal protocols with the Victorian Respiratory Support Service (VRSS)</li> <li>• Monitor and ensure that emergency equipment is maintained.</li> </ul>	<% of time>
<b>Training/Educating</b>	<ul style="list-style-type: none"> <li>• Provide support and advice to residents, respite users and direct support staff regarding health care issues.</li> <li>• Assess direct support staff competence in relation to specific health care procedures</li> <li>• To report on, and assist with developing strategies, to address gaps in direct support worker training</li> </ul>	<% of time>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Implement and participate in the development of resident/respite user focussed documentation including Individual Support Plans</li> <li>• Ensure that all required resident/respite user records are accurately maintained, as required, including health care records, medical histories and transfer profiles</li> </ul>	<% of time>

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<b>Resident/Respite user lifestyle</b>	<ul style="list-style-type: none"> <li>• Ensure that residents and respite users have the opportunity to achieve a quality lifestyle through:</li> <li>• maintaining an environment which meets individual needs and contributes to personal growth</li> <li>• Ensuring that residents are at all times accorded privacy, dignity and confidentiality</li> <li>• Encouraging and assisting residents to pursue their own individual interests, hobbies and friendships, and to exercise choice, initiative and self expression</li> <li>• Enabling residents to participate and be involved in the life of the community.</li> </ul>	choosequality
<b>Communication, liaison &amp; networking</b>	<ul style="list-style-type: none"> <li>• Take lead responsibility for all health care liaisons as required for residents and respite users. This includes hospitals, allied health professionals, aids and equipment issuing centres, outreach nursing care, palliative care and any others as required by residents.</li> </ul>	
<b>Leadership and Supervision</b>	<ul style="list-style-type: none"> <li>• Ensure effective information dissemination and communication within the residence. This position is responsible for communicating all health care monitoring and recording requirements to direct support staff, and ensuring thorough handover to other Registered Nurses at every shift.</li> <li>• Prepare health profiles for all residents transferring to the houses</li> <li>• To liaise with the Victorian Respiratory Support Service to keep up to date with technology and techniques in mechanical ventilation</li> <li>• Facilitate good working relationships with all departments of Yooralla Society, the community, residents, respite users, their families, and other people significant to the individual, through clear communication and a willingness to work towards the resolution of any concerns.</li> <li>• Consult with other staff, follow up on, or provide information to the Manager regarding various issues or administrative tasks as required.</li> <li>• Perform other tasks as directed by the Manager of the Service including:</li> <li>• attending staff meetings</li> <li>• attending workshops, conferences, and other training activities as appropriate.</li> </ul>	<% of time>
<b>Service Management</b>	<ul style="list-style-type: none"> <li>• Assist in the development of annual goals and objectives for the Service in conjunction with the Manager and the Steering Committee</li> <li>• Key responsibility for maintaining adequate supplies of health care requirements, aids and equipment, respiratory and other medical consumables</li> <li>• Implement the incident report protocol as required in liaison with the Manager and Occupational Health and Safety Unit.</li> <li>• Provide regular written reports to the Service Manager as required</li> <li>• Undertake administrative responsibility for some aspects of timesheet management</li> <li>• Participate in relevant projects and research activities as required.</li> </ul>	<% of time>

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## Selection Criteria

<b>Mandatory Requirements</b>	<ul style="list-style-type: none"><li>• A current Victorian Police Records Check</li><li>• A current HLTF301B Apply First Aid Certification</li><li>• A current Victorian Working with Children Assessment Notice (may be required as per legislation)</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor of Nursing or recognised equivalent</li><li>• Current Division 1 Nursing Registration Certificate</li></ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"><li>• Significant extensive experience in providing specific health care procedures detailed above</li><li>• Experience in working with people who are ventilator dependent is desirable but not essential a training will be provided</li><li>• Experience in liaising with relevant health professionals</li><li>• Experience in assessment and developing formal support plans</li></ul>
<b>Key Knowledge Areas</b>	NIL
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Ability to develop and deliver training in these procedures to suitably qualified nursing staff</li><li>• Strong organisational skills</li><li>• Excellent communication skills both written and verbal</li><li>• Ability to operate under pressure and meet deadlines</li></ul>