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## **POSITION DESCRIPTION**

### **ASSISTANT IN NURSING**

Nurses Aged Care Award - State 2003

### **REPORTING TO**

Registered Nurse – Nurse Manager

### **QUALIFICATIONS**

#### **Experience**

Preferably 1 year in Geriatric Nursing or Certificate III in Aged Care

#### **Personal**

To be committed to the on-going care of all residents. To be well groomed, friendly, industrious, punctual and reliable. To be accountable for the various responsibilities of this position.

### **RESPONSIBILITIES:**

- Understanding and practicing the philosophies, policies, guidelines, procedures and objectives of the facility.
- Attending hand over reports prior to the commencement of duties - observing residents and reporting findings and the documentation of all care given.
- Actively participating in on-going and in-service education.
- Encouraging and fostering open communications in the facility.
- Maintaining confidentiality of information.
- Demonstrating sound knowledge of manual handling
- Accurate documentation.
- Knowledge of policies.

### **DUTIES**

- To provide quality nursing care to all residents.
- To promote residents optimal activity, exercise, rest and sleep.
- To promote safety.
- To maintain residents health and hygiene.

Uniform to be worn at all times.



## **KEY SELECTION CRITERIA ASSISTANT NURSE**

### **QUALIFICATIONS AND EXPERIENCE**

**KSC1** Certificate 3 in Aged Care, or is working towards same or has extensive aged care experience

### **SKILLS AND ABILITIES REQUIRED**

**KSC2** Promote the philosophy of Rosevale Court

**KSC3** Identify satisfactory knowledge base for safe practice

**KSC4** Demonstrate effective communication skills and identify the ability to work as a team member

**KSC5** State knowledge of legal requirements pertaining to their scope of practice

**KSC6** Accept accountability for their own actions

**KSC7** Promote and uphold quality nursing care and continuous quality improvement

**KSC8** Recognise the need for continuing education

**KSC9** Possession of a current Police Certificate

### **ORGANISATION AND WORK ROLE COMPETENCIES**

- Demonstrate a satisfactory knowledge base for safe practice
- Participates in orientation and on-going education
- Functions in Accordance with Legislation and Common Law affecting nursing practice
- Protects the rights of individuals and groups

### **THE HELPING ROLE**

- Contribute to Nursing Assessment to plan, implement and evaluate care for the individual resident
- Demonstrate effective communication and interpersonal skills
- Assists in maintaining the individual's self esteem in a safe, supportive environment