ROLE DESCRIPTION

Role: Registered Nurse

Reports to: Health Manager/Accommodation Manager Venee Burges House

Role Family: Allied Health        Level: AH2

Organisational Context:

Cerebral Palsy Alliance (CPA) is the largest non-government provider of disability services in NSW and the ACT, providing a range of services to people with cerebral palsy and other disabilities. These client services include accommodation, therapy, technology, supported employment, community access and support. Services are delivered to around 5,000 clients annually and currently operate in a highly decentralised model through 55 separate outlets.

CPA’s research institute is based at the University of Notre Dame University in Darlinghurst. Its mission is to conduct high quality research to reduce the prevalence and severity of cerebral palsy and enhance the health and well-being of people with cerebral palsy.

CPA’s corporate support services include human resources management, organisational development, financial management and accounts, fundraising, marketing and events management and general administrative support and are based at the Allambie Heights campus. Their primary function is to provide the organisation with the necessary resources and support that will assist all client services areas to achieve CPA’s overall mission and strategic direction.

CPA currently employs 1100 staff, 175 of whom are supported employees.

Venee Burges House is located on Cerebral Palsy Alliance grounds at Allambie Heights and provides a 24-hour accommodation service for 32 adults living with cerebral palsy. Most of the residents have higher and complex health needs. Many residents are ageing, although the ages of the residents range from early 20’s to late 70’s.

Venee Burges house also has 2 respite beds which made be used to enable clients living in our group homes to be discharged from hospital earlier or to receive nursing care or palliative care if needed.

Venee Burges house employs approx 50 full time and part time staff who support the residents with their daily needs.

During the week most of the residents go to work at Cerebral Palsy Alliance’s corporate offices, business units or go to the Community Access Services in the region. On week-ends, the majority of residents stay home where they are provided with recreational activities or are assisted to access the community, via trips to the local shopping mall, whilst a few of the residents spend weekends with their parents or families.
Purpose, Nature and Scope of the Role:

The Registered Nurse supports and works within the team of Registered Nurses, however the role is generally as the sole Registered Nurse on shift.

The role of the Registered Nurse exists to support and provide a high level of evidence based health care to the clients of Venee Burges House and provide 24 – hour emergency health advice over the telephone for all Cerebral Palsy Alliance accommodation clients and staff. This is based on current evidence based practice.

This role also requires some supervision and support of direct care staff when they provide personal care for the residents.

Organisational Relationships:

The role reports to the Health Manager/Accommodation Manager Venee Burges who reports to the Divisional Manager Accommodation.

The organisation supports the employee with further development and career advancement, where the employee is competent to do so.

Core Competencies of the Role:

- Organisational Knowledge
- Leadership/Teamwork
- Interpersonal Skills/Communication
- Problem Solving/Decision Making
- Legislation/Standards/Practice
- Service Delivery

Must be registered with APHRA as a Registered Nurse
Must have at least 2 years experience working as a registered nurse
Experience in aged care and/or palliative care desirable.

Professional Learning & Development:

Cerebral Palsy Alliance has a strong commitment to providing our employees with evidence–based, responsive professional development which includes the delivery of nationally accredited courses through its Registered Training Organisation.

It is compulsory for all new employees to complete Cerebral Palsy Alliances, Orientation and Induction Program in accordance with the current action PACT Learning Calendar. For further information please visit http://www.cerebralpalsy.org.au/our-services/education-and-consultancy/actionpact-learning

Each employee must also ensure that learning and development, as outlined in the Annual Performance Appraisal, including knowledge of current Cerebral Palsy Alliance policies and procedures, is maintained.
Interpersonal Relationships:

Internal:

- Accommodation Managers
- House Managers
- Assistant House Managers
- Other RN's including Clinical Nurse Specialists
- Life Points therapy staff
- Dental Clinic
- Catering Staff
- Community Access Services
- Business Unit
- People and Culture
- Organisational Development

External:

- Residents' parents and family
- Community Visitors
- Advocates
- Medical Officers
- Hospitals
- Pharmacy
- Allied Health Services
- Community Continence Nurse Advisors
- Enable

Role Dimensions:

Staffing:

Direct Reports: Personal Care Attendants
Indirect Reports: Nil

Budget: Nil
<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>Competency Descriptors</th>
<th>Performance Outcomes</th>
</tr>
</thead>
</table>
| **Organisational Knowledge** | • Has a sound understanding of the mission and values of Cerebral Palsy Alliance (CPA).  
• Has a sound understanding of CPA’s Key Result Areas and Strategies.  
• Has a good understanding of other state and national issues and services.  
• Has working knowledge and application of, CPA policies and procedures. | • Able to locate and describe the mission and values of CP Alliance  
• Demonstrates core values in workplace  
• Able to locate and describe the Strategic Plan  
• Understands how own job role contributes to achievement of the strategic plan  
• Able to list key research & evidence issues in own professional field from a national and international perspective  
• Able to provide mentoring that shapes practice according to these trends  
• Documented evidence of participation in relevant orientation programs  
• Able to locate relevant policies and procedures as required  
• Operates from code of conduct in line with policies and procedures |
| **Leadership/ Teamwork**  | • Provides supervision to relevant staff and students and models behaviours that supports a firm commitment to evidence based practice. Supports the Team Leader in decision making.  
• Actively participates as part of an interdisciplinary team and contributes to team goals. Assists higher-level staff with projects. | • Demonstrates respect and accountability  
• Meets responsibilities and deadlines as agreed with team leader/ senior staff  
• Provides and receives formal supervision in accordance with mentoring guidelines  
• Supports students doing clinical placements  
• Recognises and includes client/family/carer as team members  
• Operates from the understanding that teamwork enhances care  
• Uses teamwork to minimise information sharing repetition  
• Identifies and uses expertise of others to assist clients/families/carers reach goals  
• Recognises and uses other team member skills  
• Respects others techniques, opinions and differences  
• Seeks teamwork  
• Establishes effective working relationships  
• Actively contributes to a culture of team work  
• Actively assists higher and lower level staff with projects, following tertiary service processes  
• Recognises the impact of cultural diversity on teamwork and adjusts work practices accordingly |
| **Interpersonal Skills/ Communication** | • Takes responsibility for the timely provision of advice and assistance. Builds long term effective working relationships.  
• Assists others to resolve conflict. Has a network of contacts with other relevant | • Uses language that reflects strengths  
• Communicates in an approachable and non-assumptive manner  
• Seeks and uses others expertise  
• Respects that other professional approaches may differ  
• Use core values to resolve conflict and enhance teamwork  
• Assumes responsibility for monitoring personal impact on team dynamics and is |
<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>Competency Descriptors</th>
<th>Performance Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving / Decision Making/ Research</td>
<td>organisation able to modulate • Builds external networks • Acts as a positive role-model, for excellence in practice and good communication. Identifies operational and/or work related issues requiring innovative or creative solutions. • Assists with the timely development and implementation of solutions around more complex issues. Has an in depth understanding across 2 or more areas. Assists with the timely development and implementation of solutions around more complex issues.</td>
<td>Adopts a solution-focused approach to practice and professional behaviour • Uses evidence based practice in all clinical judgements • Empowers client to generate their own solutions • Is identified and utilised as a resource by students and peers within the team • Information resources are: unique; evidence-based; and meet target group’s needs • Documented evidence of involvement in quality improvement activities</td>
</tr>
<tr>
<td>Legislation / Standards/ Practice</td>
<td>Maintains a detailed working knowledge of all standards and relevant government legislation e.g. WH&amp;S, Disability Services Standards and Disability Services Act. • Understands the importance of sharing this information across the organisation.</td>
<td>Demonstrates working knowledge of DSS &amp; DSA and provides services that reflects these standards • Freely shares and disseminates information so as to contribute to culture of organisational teamwork • My be invited to volunteer and actively participates in working parties to improve service standards as representatives of discipline</td>
</tr>
<tr>
<td>Qualifications/ Experience</td>
<td>Assists with the management and alignment of changes in practice or standards. • Has a relevant degree or equivalent, together with around three years’ experience. Where required for practice, registration with professional body maintained. Demonstrates personal commitment to ongoing professional development. Eligible for membership of relevant professional body.</td>
<td>Is registered with APHRA as a Registered Nurse. • Post graduate qualifications in aged care, disability, palliative care would be advantageous • Valid Apply First Aid Certificate</td>
</tr>
<tr>
<td>Service Delivery Management</td>
<td>Supports the philosophy of family/client centre practice. Has explicit knowledge of a number of assessment, interventions and service delivery practices.</td>
<td>Is competent to provide high level of nursing care to Residents at Venee Burges House • Is competent providing standard and emergency nursing care • Coordinates medication changes and follows up documentation thereof</td>
</tr>
<tr>
<td>Core Competencies</td>
<td>Competency Descriptors</td>
<td>Performance Outcomes</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Develops and implements client related service plans. Handles complex case management. Evaluates specific program outcomes and makes recommendations regarding improvements. Independently applies advanced clinical reasoning skills. Employs the principles of evidence based practice to service delivery • Meets assigned administrative deadlines in relations to report writing and collection of statistical data. Actively identifies own learning and development opportunities and seeks guidance and advice from senior staff as appropriate</td>
<td>• Ensures residents receive high level of hygiene with personal care • Residents have access to Medical Practitioners when necessary • Escalates health concerns to GP/hospital if needed. • Residents have annual medical checks using the CHAP tool • Ensures all relevant health documentation is completed as per CPA policies and procedures • Organises stock control for all health related equipment needs • Liaises with residents’ families re health issues as needed • Detailed documentation of shift reports and residents progress notes are carried out • Supports, supervises and trains other staff with their documentation needs</td>
<td></td>
</tr>
</tbody>
</table>
Summary of knowledge, skills, experience and values:

Essential:

- Current and experienced Registered Nurse with minimum of 2 years post registration
- Commitment to the rights of adults with a disability
- Commitment to learning and development
- Understanding of and commitment to the principals of Workplace Health & Safety
- Current Senior First Aid Certificate
- Good Numeracy and literacy skills
- Good communication skills
- Experience in working with adults with a disability
- Knowledge of, and ability to implement the Disability Services Act and the Disability Service Standards
- Strong organisational skills
- Sound time management skills
- Ability to promote new ideas and initiatives
- Leadership skills

Desirable:

- Knowledge and experience in Aged Care and Palliative care
- Supervisory experience

STATEMENT OF DUTIES

People and Culture does not require a Statement of Duties, however where duties vary amongst employees with the same (or generic) role description, the manager may choose to attach a detailed statement of duties to this document.