POSITION DESCRIPTION

Position Title:	Assistant in Nursing
Department:	Nursing
Location:	Royal Rehab Private Petersham, 275 Addison Rd, Petersham, NSW

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	No
Vaccination Category required:	Category A
Online Driving Record Check required:	No

Position Purpose:

The Assistant in Nursing is a proactive member of the multidisciplinary team who contributes to the person's rehabilitation goals in accordance with Royal Rehab Private Petersham's Mission Statement. The Assistant in Nursing is accountable for his/her practice which will reflect current knowledge of nursing and the philosophy of the Nursing Service. The Assistant in Nursing is supervised by either the Enrolled Nurse or Registered Nurse.

Organisation Context:

Royal Rehab Private Petersham is a 37-bedprivate hospital specialising in multidisciplinary medical rehabilitation for both inpatients and day patients. Specialty programs include stroke and neurological rehabilitation, orthopaedic rehabilitation and reconditioning.

Organisational Relationships:	
Reports to:	Nursing Unit Manager
Responsible for:	N/A

Performance Review & Development Planning:

Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter

Qualifications, Skills & Experience:

Essential

- Current Certificate III in Nursing or undergraduate training as a Registered Nurse.
- Demonstrated ability to communicate effectively with all staff, patients/clients, visitors
- Demonstrated ability to participate within a multidisciplinary environment
- Demonstrated ability to use computer software
- A commitment to professional development
- Demonstrated strong management skills

Desirable

- Experience in Rehabilitation Nursing
- Knowledge of and/or experience with managing challenging behaviours

Key Internal & External Relationships:	
Internal	Nurse Unit Manager(NUM), the multidisciplinary team, Medical Officers (MO's)
External	Visitors, Medical equipment supply representatives, consultants

Delegations/Authority	
Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

Key Responsibility Areas	
Key Area of Accountability	**Specific Tasks and Responsibilities**
Adopts a rehabilitative approach to the person	• Promotes the development of therapeutic relationships with the aim of facilitating rehabilitation and life skills. • Actively seeks to understand each individual in his/ her context and possess a sense of that person. • Adopts a wellness model. • Focuses on each person's abilities. • Encourages the person and his/ her significant others to see possibilities and explore opportunities. • Possesses a repertoire of interpersonal skills and techniques to facilitate rehabilitation. Uses appropriate interpersonal skills and techniques based upon an assessment of the person in his/ her context at that point in time, being mindful of their long term and short term goals. • Contributes to the creation of a physical, social and attitudinal environment that is rehabilitative.
Views every interaction with the person as a teaching/ learning opportunity Incorporates observation, assessment and interpretation in everyday practice as core activities for getting to know the person and planning the nursing response	• Bases all teaching and coaching upon an assessment of the person in his/ her context at that point in time, being mindful of their long term and short term goals. • Engages in teaching and coaching directed towards the promotion of self determination by the person. • Facilitates the development of self-care and independence of the person through teaching and coaching. • Supports the development of knowledge and skills in significant others and carers through teaching and coaching. • Uses a diverse range of teaching and coaching skills, and possesses knowledge of relevant and appropriate resources.

	• Adapts to meet the learning needs, readiness and style of the person, significant other or carer & evaluates learning and incorporates this evaluation into the teaching/ learning plan. • Is responsible for client education throughout the episode of care in preparation for discharge. • Facilitates the setting of goals, the development of a rehabilitation plan and discharge planning with the person through observation, assessment and interpretation. • Bases the choice of intervention, timing, duration, frequency and approach for the nursing response upon the assessment of the person in his/ her context at that point in time, being mindful of the long term and short term goals. • Continually gathers and interprets information to inform every stage of all planned and unplanned interactions.
Administers and monitors therapeutic interventions	• Contributes to the person's rehabilitation through a variety of independent therapeutic nursing activities aimed at: ➢ maintaining the person's current body functions, activities and participation. ➢ promoting health and wellness. ➢ preventing health breakdown, activity limitations and participation restrictions. ➢ restoring function, activities and participation. • Promotes the person's self-determination, the attainment of goals and maximisation of safety. • Contributes to the person's rehabilitation through active participation in allied health and medical interventions including collaborative assessment, planning, implementation and evaluation of interventions with the person, significant others and/or carers and the rehabilitation team. • Contributes to the person's rehabilitation by monitoring the person's response to allied health and/or medical interventions. • Additionally, delivers holistic, individualised and research based nursing care that gives consideration to the physical, psychological, social and spiritual needs of the patient and uses the nursing process to plan care. • Delivers nursing care in a manner which ensures the privacy, confidentiality and dignity of the patient are maintained.
Manages rapidly changing situations	• Possesses knowledge of situations that have the potential to change rapidly. • Conducts comprehensive and ongoing assessment to identify the early warning signs of change. • Accurately interprets the significance of each change for the individual person. • Uses ongoing assessment to determine early intervention to prevent the occurrence of adverse situations. • Uses a repertoire of skills to effectively manage a variety of rapidly changing situations, that, may be related to physiological, psychological, social or spiritual dimensions of the person, significant others, carers and/ or the rehabilitation team.
Fulfils a management, advocacy and coordination role in relation to the persons rehabilitation	• Maximises the person's safety and wellbeing. • Co-ordinates the rehabilitation of the person/s to maximise outcomes. • Manages the clinical service/unit. • Facilitates effective communication across the organisation, as well as health and community services. • Liaises with significant others and/or carers to support the achievement of the person's goals. • Advocates on behalf of the person, significant others and/or carers.

	• Ensures that patient care is appropriately documented and includes the completion of a nursing assessment, expected outcomes, plan of care and evaluation, patient negotiated goals and discharge information for ongoing.
Monitors and actively participates in the pursuit of quality health care practices at the individual level through to the health care system level	• Takes responsibility for own professional development. • Contributes to the professional development of other nurses and health professionals within rehabilitation, and other health and community services. • Incorporates knowledge of relevant legislation into practice. • Identifies constraints to best practice and addresses these in a professional manner. • Ensures standard precautions are observed and clients are protected from infection risk. • Works towards the development of proficiency in all aspects of nursing practice. • Adopts an evidence-based approach to all nursing practice. • Actively supports continuous improvement through participation in Centre and unit quality activities, clinical supervision initiatives, and review of nursing policies and procedures. Within this competency standard the registered nurse will take on a Resource person portfolio as determined by the units COM. • Contributes to the organisation's achievement of ACHS Accreditation through active participation in the Evaluation and Quality Improvement Program (EQuIP). • Actively supports and participates in Centre/ unit based research as requested. • Maintains currency with annual mandatory education as determined by Royal Rehab • Participates in the orientation of new staff to the unit and acts as a resource person for other staff.

GENERAL RESPONSIBILITIES

Work Health and Safety

Royal Rehab Private Petersham is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- Ensure that all potential hazards, accidents and incidents are identified and notified
- Ensure your own safety and that of others

Equity and Zero Tolerance to Bullying, Harassment and Discrimination

Royal Rehab Private Petersham upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab Private Petersham will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.

As an employee of Royal Rehab Private Petersham it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

Code of Conduct

Royal Rehab Private Petersham requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

Safety & Continuous Quality Improvement

All employees of Royal Rehab Private Petersham are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab Private Petersham participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab Private Petersham.

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab Private Petersham values being:

Honesty: We conduct ourselves with truth, openness and integrity.

I will:

- Be sincere and genuine will all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

Working Together: We work as a team to achieve shared goals.

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

Innovative Thinking: We embrace a culture of creativity to find the best solutions.

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab Private Petersham will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

Smoke Free Policy

Royal Rehab Private Petersham is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

Royal Rehab Private Petersham Policies and Procedures

It is a requirement that all Royal Rehab Private Petersham employees read, understand and adhere to Royal Rehab Private Petersham policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

Job Demands Checklist

Frequency Definitions	
O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
C = Constant	Activity exists more then 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	Not applicable to this role

Job Demands		**Frequency**				
		O	**F**	**C**	**R**	**NA**
Physical Demands	**Description**					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels	✓				
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	✓				
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting	✓				
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle					✓
Sitting	Tasks involve remaining in a seated position during task performance	✓				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	✓				
Walking/running	Tasks involve walking or running on even surfaces			✓		
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects			✓		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					✓
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands		✓			
	1) Light lifting/carrying 0-9kg	✓				
	2) Moderate lifting/carrying 10-15kg					✓
	3) Heavy lifting/carrying 16+kg					✓

Restraining	Tasks involve restraining clients/clients, others	✓				
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking		✓			
Grasping	Tasks involve gripping, holding, clasping with fingers or hands			✓		
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing			✓		
Sensory Demands						
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations			✓		
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals	✓				
Taste	Tasks Involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance		✓			
Psychological Demands						
	Tasks involve interacting with distressed people		✓			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited		✓			
	Tasks involve viewing/handling deceased and/or mutilated bodies	✓				
Exposure to Chemicals						
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis		✓			
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation	✓				
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances		✓			
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics		✓			
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light	✓				
Colour	Tasks involve differentiation of colour	✓				
Sunlight	Exposure to sunlight					✓
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces					✓
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	✓				
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	✓				
Heights	Tasks involve working at heights					✓
Manual handling	Tasks involve manual handling			✓		
Noise	Tasks involve working in a noisy environment	✓				
Radiation	Tasks involve exposure to x-rays	✓				
Electricity	Tasks involve working with electrical apparatus and currents		✓			
Machinery	Tasks involve use of machinery and equipment:					
	1) Light	✓				
	2) Heavy					✓
	3) Portable	✓				
Biological hazards	Tasks involve working with blood, blood products/body fluids		✓			

Other Issues						
Workplace access	Tasks involve difficult access or movement from site to site					✓
Personal protective equipment	Tasks involve use of Personal Protective Equipment			✓		
Safety critical issues	Tasks involve responsibility for safety of others			✓		

Document Control (Hiring Manager use only)	
Effective Date: 1st April 2021	**Authorised By:** Nursing Unit Manager

Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name Signature

_____ / _____ / _____

Date