



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

POSITION	Health & Aged Care Nurse
TYPE	Permanent Part Time
LOCATION	Sisters of Mercy Brisbane Congregation Office and Associated Sites
APPOINTED BY	Congregation Leader
REPORTS TO (position title)	Health & Aged Care Nurse Coordinator
SUPERVISES	N/A
FINANCIAL DELEGATION	In accordance with the Sisters of Mercy Brisbane Congregation Delegation Policy

PURPOSE OF THE POSITION

This position provides professional, compassionate, holistic, person-centred clinical care, advice and guidance to members of the Sisters of Mercy Brisbane Congregation in a manner that most appropriately meets their needs. This role may include after hours and or on call service and support.

ORGANISATIONAL ENVIRONMENT

The Brisbane Congregation of the Sisters of Mercy is a group of Catholic women religious founded in Brisbane in 1861. The Sisters draw their inspiration from Catherine McAuley who founded the Sisters of Mercy in Ireland in 1831 and Mother Vincent (Ellen) Whitty who founded the Brisbane Congregation. Together with their partners in Ministry the Sisters have and continue to respond to the needs of those experiencing poverty, disadvantage and exclusion through a commitment to mercy, justice, and compassion.

Sisters live in a variety of housing and living arrangements reflective of age, capacity and preference, with the majority living in Brisbane.

The Health and Aged Care Coordinator will be employed for duties away from the employer's place of business for the purpose of attending to the Sisters' needs at their residences and on occasions at holiday houses, arranging appointments and transporting them to and from various hospitals and medical facilities as required.

Staff of the Sisters of Mercy Brisbane Congregation provide services and support to the Congregation Leadership Team in its leadership and trusteeship of the Congregation and its stewardship of the Sisters of Mercy resources. The responsibilities and accountabilities of all roles are underpinned by Gospel values and Catholic traditions, the vision, mission and ethos of the Sisters of Mercy, Brisbane and Congregation Leadership Team approved plans, policies, procedures and practices.

The Sisters of Mercy Brisbane Congregation, its staff and volunteers take a zero-tolerance approach to child and vulnerable adult abuse and are committed to child and vulnerable adult safety.

Approved By (Name and Position): Catherine Reuter rsm, Congregation Leader

Signature:

Approval Date:

18 March 2022



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

KEY PERFORMANCE AREAS	REQUIREMENTS AND RESPONSIBILITIES
1. Mission, Vision and Values	<ul style="list-style-type: none">• Execute the duties and functions of the role within Gospel values and Catholic traditions, and the vision, mission and ethos, of the Sisters of Mercy, Brisbane.• Participate in mission formation programs and activities as required.
2. Service Delivery	<ul style="list-style-type: none">• Working in collaboration with the Community Support Manager and the broader Community Support team, the nurses, assess, monitor and record the individual health needs and independent living needs of each Sister.• Assess, monitor and record the individual health needs and independent living needs of each Sister.• Communicate with Sisters about health and aged care needs in a professional and caring manner, which recognises and respects their individuality, dignity and confidentiality.• Develop and maintain appropriate and effective relationships with Sisters that promotes trust and encourages open communication.• Liaise and collaborate with Medical Officers, other Allied Health Professionals and Community Services to achieve best possible care outcomes for Sisters.• Provide transport to, and attend, medical and other health professional appointments with Sisters, as required.• Organise ACAT assessments and other Allied Health Assessments, and community-based services for Sisters.• Respond to health emergencies of Sisters as per the roster.• Provide assistance to Sisters experiencing difficulties with independent living due to increasing frailty, and those Sisters who have short-term or on-going health problems.• Act as a resource for Sisters regarding health care, community services and programs available to people who are ageing.• Provide educational material on health topics to Sisters with particular health/ageing needs.• Develop and maintain an effective relationship with the Care Managers at Mercy Community - Aged Care Services, liaising regularly regarding ongoing care needs.• Liaise with hospital staff when Sisters are hospitalised, especially Discharge Coordinators.• Develop and maintain effective relationships with other health, community and aged care service providers delivering services to Sisters.• Liaise with Sisters of Mercy Pastoral Group involved the care of Sisters residing in residential Aged Care.• Use best practice trends in the delivery of care to Sisters.
3. Quality, Compliance and Risk	<ul style="list-style-type: none">• Maintain privacy and confidentiality regarding clinical information and obtaining consent from individual sisters for care and treatment and before disclosing information.• Organise the sourcing of and purchase of equipment and provide education to Sisters on its safe use and relevant labelling and

Approved By (Name and Position): Catherine Reuter rsm, Congregation Leader

Signature:

Approval Date:

18 March 2022



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

KEY PERFORMANCE AREAS	REQUIREMENTS AND RESPONSIBILITIES
	<p>logbook recording and ensure the ongoing maintenance of such equipment.</p> <ul style="list-style-type: none"> • Practice in accordance with the Code of Ethics and the Code of Professional Conduct for Nurses in Australia • Participate in relevant committees or working parties as directed by the relevant manager/supervisor or requested by the Congregation Leader. • Comply with relevant Sisters of Mercy Brisbane Congregation staff policy and procedures performing duties in accordance with organisation requirements. • Participate in the development, review and evaluation of relevant policies and procedures.
4. Personal Performance and Professional Development	<ul style="list-style-type: none"> • Exhibit in all personal and professional behaviours, the core values and underpinning philosophy of the Sisters of Mercy, Brisbane Congregation. • Undertake professional development as required and to maintain nursing registration. • Participate in all relevant and mandatory training and development programs organised by the Sisters of Mercy Brisbane. • Participate in organisation performance appraisal and review processes. • Work collaboratively across all staff, to ensure the best interests of the Sisters are considered, understood and actioned.
5. Workplace Health & Safety	<ul style="list-style-type: none"> • Adhere to safe work practices at all times. • Comply with Sisters of Mercy Congregation staff policies and procedures and all Safe operating procedures and protocols especially when/if working in the Community. • Promote the management of hazards, reporting incidents and hazards immediately and in line with organisation procedures.

QUALIFICATIONS, COMPETENCIES AND ATTRIBUTES	
Required to have	Beneficial to have
<ul style="list-style-type: none"> • Demonstrated nursing experience in acute, community or aged care, settings. • Current Certificate of Registration as a Registered Nurse (Division 1) from the Nursing and Midwifery Board of Australia. • Knowledge of Nursing Standards • Ability to use computer IT systems, including the Microsoft suite of products. • A commitment to Safeguarding practices and the ability to pass and maintain all relevant and legislative probity checks. • Ability to acquire and maintain a Queensland Driver's Licence. 	<ul style="list-style-type: none"> • A working knowledge of the Catholic Church in Australia, its structure and language.

Approved By (Name and Position): Catherine Reuter rsm, Congregation Leader			
Signature:		Approval Date:	18 March 2022



SISTERS OF MERCY BRISBANE CONGREGATION

POSITION DESCRIPTION

QUALIFICATIONS, COMPETENCIES AND ATTRIBUTES

Required to have	Beneficial to have
<ul style="list-style-type: none">• Integrity and sensitivity to issues of privacy and confidentiality and an ethical approach to decision making.• Ability to work collaboratively as part of both the Community Support and broader Congregational teams.• Ability to remain calm in all circumstances	

KEY SELECTION CRITERIA

1.	Demonstrated understanding of and/or capacity to understand, work within the mission, vision and values and contribute to the culture of the Sisters of Mercy Brisbane Congregation Office and Associated Sites.
2.	Demonstrated ability to provide advice on clinical matters, whilst working collaboratively across the broader Community Support and Congregational teams.
3.	Current Certificate of Registration as a Registered Nurse (Division 1) from the Nursing and Midwifery Board of Australia.
4.	Demonstrated experience and ability to maintain high standards of nursing care.
5.	Demonstrated ability to advocate for and on behalf of another person, and to facilitate an ongoing conversation with the Sisters of Mercy Brisbane Congregation and interested persons/groups in responding to health and aged care concerns.
6.	Demonstrated ability to listen to and understand complex issues, draw conclusions and articulate clearly to a diverse range of stakeholders.
7.	Demonstrated ability to network and build relationships with key stakeholders.
8.	Demonstrated integrity, sensitivity to issues of privacy and confidentiality and an ethical approach to decision making.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given and will adhere to the tasks and performance expectations therein.

Signed: _____

Name (*please print*): _____

Date: _____

Approved By (Name and Position): Catherine Reuter rsm, Congregation Leader

Signature: _____

Approval Date: _____

18 March 2022