



Position Description

POSITION DETAILS

Position Title:	Registered Nurse Level 2
Reports To:	Co-CEO Clinical Care
Enterprise Agreement:	GRACE Aged Care Victoria Enterprise Agreement 2025–2028
Classification Level/Grade:	Registered Nurse Lvl 2

ABOUT US

Woorayl Lodge Inc is a not-for-profit residential aged care provider nestled in the rolling hills of South Gippsland and located in Leongatha, close to beautiful coastal communities and local attractions.

Established by the local Rotary Club and officially opened on 14 December 1960, Woorayl Lodge Inc began with just three residents and has grown to provide residential aged care and independent living accommodation for older people in the region. We remain proudly community-owned and governed, with a strong sense of local identity and community support.

We are committed to providing a safe, welcoming and homelike environment where older people are respected, supported and empowered to live meaningful and fulfilling lives. Our team works in partnership with consumers, families and the community to honour each person's individuality, preferences, culture and life story, promoting wellbeing, dignity and connection.

MISSION, VISION AND VALUES

Mission

Our mission is to provide services and an environment that **enables** residents to **live the life they choose**.

As a long standing Provider of Aged Care services in a small **community**, Woorayl Lodge understands and accepts the responsibility and the importance of treating each person as an **individual**.

Through open discussions, our team of professionals will listen and work with you to **personalise care and services** to meet your needs and choices, enabling you to “**live the life you choose**”.

At Woorayl Lodge, **we are inclusive** of all people. No matter your background, **you are welcome here**.

Woorayl Lodge is committed to providing a friendly environment that supports a lifestyle of wellbeing.

We recognise that to remain viable and to meet changing market demands in Aged Care, a new facility and expanded services need to be explored.

Woorayl Lodge is building a path to a new facility at Boags Road and is committed to keeping all stakeholders informed in a timely and transparent manner and we look to your feedback at all times.

Woorayl Lodge is excited to enter a new phase and direction of providing a unique model of care to the Leongatha and South Gippsland communities.

Vision

“Live the Life You Choose”

Values

Inclusive – Community – Understanding – Individuality – Wellbeing

POSITION OVERVIEW

The Registered Nurse’s overall purpose within Woorayl Lodge Inc is to provide clinical leadership and high-quality, person-centred nursing care in accordance with professional standards, Woorayl Lodge Inc policies and procedures, and the Aged Care Quality Standards.

This role is responsible for coordinating and overseeing clinical care, supervising and supporting care staff, and ensuring safe and effective clinical practice. The Registered Nurse works in partnership with consumers (residents), families, representatives, allied health providers and the multidisciplinary team to promote wellbeing, dignity, choice and independence.

The Registered Nurse actively supports the rights of older people under the Aged Care Act 2024, including rights to autonomy, privacy, identity, cultural safety, social connection, safety, and supported decision-making. The role ensures consumers are empowered to make informed choices about their care and daily life and are supported to access advocates and raise concerns without fear of reprisal.

This role contributes to continuous improvement, supports a positive workplace culture and fosters learning, excellence and accountability.

Practice must always be in a manner consistent with:

- The mission, vision and values of Woorayl Lodge Inc
- Woorayl Lodge Inc policies, procedures and Code of Conduct
- The Aged Care Act 2024 (Cth) and the Statement of Rights for Older People
- The Aged Care Quality Standards (Cth)
- The Australian Privacy Principles (Cth)
- The Occupational Health and Safety Act 2004 (Vic)
- The Drugs, Poisons and Controlled Substances Act (Vic)
- The Aged Care Code of Conduct
- The Australian Health Practitioner Regulation Agency (AHPRA) regulatory requirements
- The Nursing and Midwifery Board of Australia (NMBA) Registration Standards, Practice Standards, Code of Conduct and Code of Ethics
- Clinical governance, quality, safety and risk management frameworks

- Consumers' (residents') rights to autonomy, dignity, independence, cultural identity, privacy, social connection and supported decision-making — including the right to make informed choices about their care and daily life in partnership with the clinical team

KEY SELECTION CRITERIA

Essential

- Current registration as a Registered Nurse with AHPRA.
- Demonstrated competence in clinical assessment, critical thinking, care planning and evaluation.
- Strong understanding of the Aged Care Act 2024, Statement of Rights and Aged Care Quality Standards.
- Demonstrated ability to uphold the rights of older people, including dignity, autonomy, cultural identity, privacy, choice and supported decision-making.
- Proven ability to lead, support and supervise a multidisciplinary team, including Enrolled Nurses and Personal Care Assistants.
- Excellent communication, interpersonal and clinical documentation skills.
- Ability to build positive relationships with consumers (residents), families, representatives and allied health providers.
- Strong organisational, time-management and problem-solving skills.
- Demonstrated commitment to continuous quality improvement, safe practice and clinical governance.
- Ability to work effectively, respectfully and cooperatively in a team environment.
- Ability to maintain professional boundaries and act with integrity and accountability at all times.
- Current satisfactory police check (or willingness to obtain).
- Evidence of, or willingness to obtain, annual influenza vaccination (or valid exemption in line with organisational policy).

Desirable/Highly Regarded

- Experience working in residential aged care or a similar clinical setting.
- Demonstrated ability to lead person-centred, culturally safe and trauma-informed care.
- Experience in clinical mentoring, coaching or staff education.
- Post-graduate qualifications in aged care, dementia care, palliative care, leadership and/or quality & safety (or willingness to pursue).

RIGHTS-BASED CARE COMMITMENT

Woorayl Lodge Inc provides care and services in accordance with the Aged Care Act 2024, the Statement of Rights and the Aged Care Quality Standards. All employees are expected to uphold older people's rights to dignity, choice, independence, privacy, identity, safety, social connection and supported decision-making, and to support consumers to express concerns and access advocacy without fear of reprisal.

PROFESSIONAL RESPONSIBILITIES

- Work within scope of practice in accordance with AHPRA registration requirements, NMBA standards, codes and professional guidelines.
- Provide clinical leadership, supervision and support to Enrolled Nurses and Personal Care Assistants, ensuring safe delegation and accountability.
- Conduct comprehensive clinical assessment, care planning, implementation and evaluation in consultation with consumers (residents), families, representatives and the multidisciplinary team.
- Ensure consumers receive safe, high-quality, person-centred and culturally safe care in accordance with individual care plans and organisational policies.
- Support the rights of older people as outlined in the Aged Care Act 2024 and Statement of Rights, including dignity, autonomy, privacy, identity, choice, independence and supported decision-making.
- Ensure informed consent processes are followed and support consumers to make informed choices about their care and daily life in partnership with the clinical team.
- Promote and model trauma-aware, respectful and culturally safe communication and care practices.
- Escalate clinical deterioration, risks to consumer safety or potential breaches of rights promptly and appropriately.
- Provide leadership in responding to feedback, concerns and complaints and support access to advocacy services without fear of reprisal.
- Maintain accurate, timely and objective clinical documentation in line with professional and organisational standards.
- Ensure safe medication administration and management in accordance with legislation, guidelines and organisational policy.
- Comply with roster requirements and provide adequate notice for leave requests.
- Maintain confidentiality and protect consumer information in accordance with privacy legislation and Woorayl Lodge Inc policy.
- Participate actively in continuous improvement, quality and safety activities, clinical audits and competency reviews.
- Maintain professional development and participate in education to sustain clinical competence and regulatory requirements.

KEY RESULT AREAS, ACCOUNTABILITIES & PERFORMANCE MEASURES

The following table outlines the Key Result Areas for this role and the specific accountabilities and performance measures which reflect the primary functions of the position and should not be interpreted as an exhaustive list of duties and activities.

Key Result Areas	Accountabilities	Performance Measures
Clinical Leadership & Governance	▪ Provide clinical leadership and supervision to Enrolled Nurses and Personal Care Assistants, ensuring safe and appropriate delegation of tasks in accordance with legislation, standards and organisational policy. ▪ Ensure care is planned, delivered and evaluated in a person-centred, culturally safe and clinically appropriate manner.	▪ Demonstrated effective clinical leadership, delegation and supervision. ▪ Safe and appropriate nursing practice aligned with legislation, standards and organisational policy. ▪ High-quality clinical assessments, timely escalation

Key Result Areas	Accountabilities	Performance Measures
	- Monitor consumer (resident) clinical status, respond promptly to changes and escalate concerns as required. - Lead and support safe medication management and administration practices. - Ensure compliance with clinical governance systems, including incident management, open disclosure, risk escalation and infection prevention. - Support effective handovers, multidisciplinary communication and safe transitions of care. - Provide mentoring, coaching and guidance to care staff to support learning, competency and professional behaviour. - Lead and role-model rights-based practice, including supporting informed decision-making, autonomy, dignity, privacy and independence. - Ensure care is delivered in accordance with AHPRA and NMBA standards, organisational policy and the Aged Care Quality Standards. - Participate in and support orientation, competency assessments and ongoing training of care staff.	and appropriate clinical interventions. - Accurate, safe and compliant medication administration and documentation. - Positive staff feedback regarding support, coaching and guidance. - Active participation in clinical governance processes, including incidents, audits and quality improvements. - Evidence of rights-based practice embedded in clinical decision-making and communication.
Consumer (Resident) Care & Experience	- Deliver safe, high-quality, person-centred nursing care in accordance with individual care plans, clinical assessment and organisational policy. - Partner with consumers (residents), families and representatives to plan, monitor and review care that reflects individual goals, preferences, culture, identity and values. - Ensure consumers are supported to make informed choices about their care and daily life, including understanding risks and alternatives. - Respect and promote each consumer's dignity, privacy, independence, cultural identity, personal relationships, routines and preferences. - Ensure care is culturally safe, trauma-aware and responsive to diverse needs. - Support positive mealtime experiences and ensure consumers receive safe and appropriate assistance with nutrition and hydration. - Monitor consumer wellbeing, identify and respond to deterioration and escalate concerns promptly and appropriately. - Facilitate access to appropriate clinical, allied health and medical support. - Encourage and support consumers to provide feedback, raise concerns and access advocacy services without fear of reprisal. - Support social connection, participation in meaningful activities and community engagement aligned with consumer preference. - Uphold open disclosure principles in partnership with leadership when care outcomes do not meet expected standards.	- Positive consumer feedback and experience outcomes. - Evidence of safe, high-quality and person-centred clinical care. - Demonstrated respect for dignity, independence, culture, identity and preferences. - Timely and appropriate response to changes in condition, including escalation and documentation. - Active involvement of consumers, families and representatives in care planning. - Compliance with open disclosure and advocacy support processes. - Evidence of partnership-based communication and rights-aligned practice.
Teamwork & Communication	- Foster a positive, respectful and supportive team culture that promotes collaboration, learning and accountability. - Communicate clearly, professionally and compassionately with consumers (residents),	- Positive feedback from colleagues, consumers and internal stakeholders. - Effective communication and evidence of constructive

Key Result Areas	Accountabilities	Performance Measures
	families, representatives, colleagues and external providers. - Provide leadership, guidance, supervision and coaching to Enrolled Nurses and Personal Care Assistants. - Support safe and effective clinical handover and multidisciplinary communication, ensuring continuity and consistency of care. - Encourage staff to raise concerns, escalate safety issues and seek assistance when required. - Actively contribute to team meetings, handovers, education sessions and communication processes. - Maintain professional boundaries and model respectful behaviours at all times. - Treat all team members and stakeholders with dignity, fairness and courtesy, valuing diversity of views and experience. - Participate in orientation and mentoring of new employees and students.	collaboration with the wider team. - Demonstrated leadership in promoting respectful behaviour and professional conduct. - Timely and accurate participation in handovers, meetings and education activities. - Evidence of guiding, supporting and developing care staff. - Contribution to a positive, inclusive and rights-based workplace culture.
Quality & Continuous Improvement	- Work in accordance with Woorayl Lodge Inc policies, procedures, Code of Conduct and the Aged Care Quality Standards. - Ensure nursing practice reflects current best practice, legislative requirements, AHPRA/NMBA standards and organisational guidelines. - Participate actively in quality improvement initiatives, audits, reviews and accreditation processes. - Identify clinical and service improvement opportunities and submit recommendations through appropriate systems. - Support staff to recognise and respond to risks, incidents, complaints and improvement opportunities. - Participate in incident review, open disclosure and risk escalation processes as required. - Monitor and contribute to improvement in clinical indicators (e.g. falls, skin integrity, wounds, infection control, medication safety). - Engage in ongoing professional development and support learning for others in the team. - Model and promote a positive culture of safety, respect, accountability and continuous improvement.	- Compliance with organisational policies, clinical governance requirements and aged care legislation. - Active participation in audits, quality activities, improvement projects and accreditation processes. - Identification and escalation of risks and improvement opportunities. - Evidence of contributing to improved resident/consumer outcomes and clinical indicators. - Completion of mandatory training and demonstrated commitment to professional development. - Demonstrated promotion of a learning culture and coaching/support of staff.
Documentation	- Maintain accurate, timely and objective clinical documentation in accordance with professional standards, legislative requirements and organisational policy. - Complete and update care plans, progress notes, assessments, risk screens, wound documentation and clinical charts in a timely manner. - Ensure all documentation reflects person-centred care, consumer preferences, goals and clinical needs. - Document clinical decisions, care interventions, escalation actions and communication with consumers, families and health professionals.	- Documentation is accurate, objective, complete and timely. - Care plans, assessments and progress notes are up-to-date and meet clinical and organisational standards. - Compliance with Incident Management, escalation and open disclosure documentation requirements. - Evidence of timely and appropriate documentation of clinical decisions, actions and outcomes.

Key Result Areas	Accountabilities	Performance Measures
	- Ensure Resident of the Day (ROD) requirements and other scheduled documentation tasks are completed accurately and on time. - Accurately record incidents, changes in condition, deterioration, complaints, feedback and follow-up actions. - Ensure documentation supports safe continuity of care and meets AHPRA/NMBA, legal and audit requirements. - Maintain confidentiality and protect consumer information in accordance with privacy legislation and organisational policy.	- Consumer records demonstrate respect, person-centred care and rights-aligned practice. - No preventable documentation breaches or omissions.
Health, Safety & Infection Prevention	- Work in accordance with Woorayl Lodge Inc's health, safety and wellbeing policies, procedures and relevant legislation. - Promote and maintain a safe environment for consumers (residents), employees, visitors and self. - Provide leadership in safe work practices, manual handling, falls prevention, equipment use and environmental safety. - Monitor clinical risks and escalate concerns, including deterioration, infection risk, medication safety and environmental hazards. - Lead and support infection prevention and control (IPC) practices, including standard and transmission-based precautions, hand hygiene, PPE use and outbreak response procedures. - Respond appropriately to emergencies and ensure emergency procedures are followed, including coordinating staff actions where required. - Ensure timely reporting of hazards, near misses, incidents and injuries, and participate in incident review and corrective actions. - Support staff to follow safe work practices and provide guidance, reminders or coaching where required. - Participate in mandatory training, drills and competency assessments related to health, safety, emergency response and infection prevention and control. - Contribute to a culture that prioritises safety, wellbeing, risk awareness and psychological safety.	- Demonstrated safe work practices and effective leadership in safety and IPC. - Accurate and timely reporting of hazards, incidents and near misses. - Compliance with infection prevention and control procedures and outbreak protocols. - Completion of mandatory safety and emergency training. - Effective coordination and support during emergency or high-risk situations. - Evidence of contributing to a safe, clean and well-maintained environment.

PERFORMANCE REVIEW

Performance will be evaluated by the Co-CEO Clinical Care or delegate at three months, 5.5 months, 12 months and annually thereafter, or as required.

Performance reviews will assess:

- Demonstration of Woorayl Lodge Inc values and Code of Conduct
- Clinical competence and ability to work within AHPRA/NMBA standards and scope of practice
- Leadership, delegation and supervision of team members

- Compliance with organisational policies, procedures and the Aged Care Quality Standards
- Consistent promotion and protection of older people's rights in line with the Aged Care Act 2024 and Statement of Rights
- Quality, accuracy and timeliness of clinical documentation
- Contribution to teamwork, communication and positive workplace culture
- Participation in training, development and continuous improvement activities
- Safe and responsible work practices and clinical decision-making

Woorayl Lodge Inc aims to support development and improvement through a fair and collaborative review process. Where performance concerns arise, they will be addressed constructively and in accordance with organisational performance and conduct policies.

EMPLOYEE POSITION DECLARATION

I have read and understand this Position Description and confirm that I have the capacity and commitment to perform the duties described. I agree to comply with Woorayl Lodge Inc policies, procedures, values and Code of Conduct, to uphold the rights of older people in accordance with the Aged Care Act 2024 and the Statement of Rights, and to practise in line with AHPRA/NMBA registration standards, codes and professional guidelines.

I understand this Position Description outlines the key requirements of my role and may be updated to reflect organisational, professional or regulatory requirements.

Values Commitment

I commit to demonstrating the values of Woorayl Lodge Inc in my work and interactions:

- Inclusiveness – ensuring all individuals feel welcomed, respected and valued
- Community – fostering connection, belonging and shared purpose
- Understanding – listening and responding with empathy and respect
- Individuality – recognising and supporting each person's unique needs and identity
- Wellbeing – promoting dignity, comfort, safety and quality of life

I will uphold these values in all aspects of my role and contribute to a positive, rights-based culture that empowers older people to live the life they choose.

Signature*: _____

Print name: _____

Date: _____

**If completing electronically, typing your name is acceptable.*