



## Boandik Lodge Incorporated

# Application for employment pack

### *Documents included:-*

- Position description
- Who we are
- Application for employment
- Prospective employee privacy statement
- Employment brag sheet

### *Prior to the offer of employment the following will apply:-*

- National police check not more than 3 years old to be provided
- A pre-employment physiotherapy assessment will be arranged by Boandik Lodge
- A psychometric test will be arranged by Boandik Lodge



## Boandik Lodge Incorporated

## Position Description

<b>Position:</b>	<b>Registered Nurse - Residential</b>
<b>Agreement/Award:</b>	<b>Boandik Lodge Inc. Nursing Employees and ANF Enterprise Agreement 2016</b>
<b>Responsible To:</b>	<b>Director of Care</b>

### Position objective:

To liaise and co-operate with the Director of Care and other staff to achieve and maintain optimum standards of care for residents, maximum staff harmony and teamwork and support for colleagues, students, volunteers and friends and relatives of residents.

### Key responsibilities

1. Utilize the nursing process to identify care and/or nursing needs by thoroughly assessing the physical social and emotional needs of the resident and develop a care plan which will provide direction to meet these needs.
2. Evaluate care being delivered to residents on an ongoing basis and adjust care plan accordingly.
3. Review care plans as per the policy.
4. Be accountable for standard of nursing care delivered by team members on RN's shift and during on-call periods.
5. The safe keeping of all drugs and keys and maintaining appropriate records as required by State and Commonwealth Pharmaceutical Health Department.
6. The administration of medications as per guidelines of the Nursing and Midwifery Board of South Australia.
7. Carry out medical orders and treatments as prescribed by the medical practitioner and to ensure the medical practitioner records treatments, medications and supplies prescriptions as required by law.
8. Professional documentation as detailed in the Boandik Lodge policy manual.
9. Careful and correct use of stores and equipment with due regard to economy.
10. Maximise contact with residents, relatives/advocates and community networks.
11. Generate and maintain a trusting relationship with residents, which include protecting confidentiality, privacy, dignity, individual choice and decision making.
12. Participate in a team approach with staff and other professionals in the identification of the residents needs and the subsequent provision of holistic care.
13. Participate in the on-call roster.
14. Convey relevant information to staff on the following shifts to allow continuity of care.
15. Undertake all tasks as detailed on duties lists for each shift.
16. Assist with the provision of social, recreational and therapeutic activities.

17. Support the rights and interests of residents by following appropriate reporting mechanisms to meet Duty of Care and Legislative requirements.
  18. Have an understanding of cultural needs and issues.
  19. Assist in training of employees by either personal instruction and/or demonstration.
  20. Adapt to and participate in changes in the work environment.
  21. Maintain a homelike environment in a safe, clean and hygienic manner, observing infection control procedures where necessary.
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### **Key performance indicators**

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The key performance indicators below will ensure that key responsibilities are achieved and will be monitored and reviewed at staff appraisal annually:

#### *Position Specific*

1. 98% satisfaction with pain relief in the resident survey.
2. 98% satisfaction with the way staff consult the resident about their care in the resident survey.
3. 100% compliance with regulatory reporting requirements.
4. Achieve 100% on medication assessment.
5. Complete 20 hours per year professional development.
6. 100% of new resident assessments are completed within the first 4 weeks of occupancy.

#### *Organisation*

1. Read and signed emergency procedures manual on an annual basis.
  2. Read and signed hazardous chemical register on an annual basis.
  3. Submit hazard forms as required - achieve submission of 0.8 hazards per full time equivalent employee.
  4. 90% of workcover claims are submitted to department head within 2 days.
  5. Incident forms will be completed and submitted to department head within 2 days of the incident occurring.
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### **Mandatory requirements**

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1. National police certificate (less than 3 years old).
  2. Senior first aid certificate
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### **Qualifications and experience**

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1. Registered general nurse with current practising certificate. Minimum of 12 months post registration experience.
  2. Currently hold, or commit to undertake, management qualification or course acceptable to Boandik Lodge.
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### **Skills, knowledge and attributes**

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1. Empathy and understanding of aged residents.
2. Effective communication and interpersonal and team skills.
3. Initiative and self-motivation.
4. Availability to work at short notice.

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## **Performance management**

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### **New employees:**

Your orientation will be the first step in the performance management process. You will have a six month review as part of your probation at this review we will check your progress and development and that the following are completed:-

- a. Manual handling competencies
- b. "In their shoes package"
- c. Food safe program

### **All employees:**

1. Participate in an annual performance appraisal.
2. Achieve the key performance indicators for this position.
3. Act in accordance with professional, legislative and organizational standards, policies and procedures.
4. Identify own learning needs and participate in self-improvement/ self-education opportunities.
5. Attend all sessions at the compulsory study days on an annual basis.
6. Maintain current senior first aid certificate.
7. Comply with the Boandik Lodge Employee Code of Conduct at all times.
8. Attend staff meetings as required.
9. To complete the credentialing packages that are relevant to your position on an annual basis.  
These include:-
  - a. Complex first aid

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## **Continuous improvement**

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1. Recognise the need for and participate in continuous improvement programs relevant to the work area.

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## **Work health and safety**

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1. All staff have a legal obligation to ensure that they comply with work health and safety regulations and the organizational policies, procedures and standards.

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## **Equal employment opportunities**

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1. Understand and participate in promoting equal opportunity legislation and Boandik Lodge policies relating to this legislation.
2. Model behaviours that are fair, non discriminatory and free of harassment.

**Salary packaging**

- Boandik Lodge offers salary packaging to all staff members who have satisfactorily completed their probationary period.
- Salary packaging is provided by CBB at a small cost to the staff member.
- Salary packaging is limited to amounts that are allowable without attracting fringe benefits tax. If a staff member chooses a salary packaging outside these limits they will be liable to pay the fringe benefits tax. CBB will advise staff to ensure this does not occur.
- Boandik Lodge allows staff to salary package unused leave payments on termination of employment.

Further information is available in the human resource policy. This addendum forms part of the position description for my role and I accept the information included.

**Employee acknowledgement**

I, \_\_\_\_\_, have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_



# Application for Employment

**Confidential**

This application form must be completed as accurately as possible. It is essential for the processing of your application for employment that all questions are answered.

Each applicant must accept that no guarantee of employment is given by completion of this form.

### Personal details

Applicant's full name:		
Residential address:		
	State:	Post code:
Postal address (if different to above):		
	State:	Post code:
Telephone: (home)	(work)	
Email:		
Date of birth:	Sex:	Male / Female
Australian citizen:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marital status (optional):	Languages spoken:	
Emergency contact	Name:	
	Address:	
	Phone:	

### Application details

Position applied for:
Department:
Are you prepared to work shifts: <input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> night <input type="checkbox"/> weekends
Will this position be your only employment?
If not, please detail other employer and hours worked?

### Employment details

Educational qualifications:
Certificates held (please include certificate number/expiry dates):

Other courses / training completed (please include completion dates):	
To determine pay rates please detail years of experience in role applying for:	
Have you previously worked for Boandik Lodge?	Yes / No
If yes, in what position?	
Department:	
Date of commencement:	
Date of leaving:	
Reason for leaving:	
As an adult, have you lived in a country other than Australia?	Yes / No

**Previous employment**

1. Employer:	
Address:	
Telephone:	
Employed from	to
Position held:	
Reason for leaving:	
May we contact this employer for reference?	Yes / No
Contact person:	
2. Employer:	
Address:	
Telephone:	
Employed from	to
Position held:	
Reason for leaving:	
May we contact this employer for a reference?	Yes / No
Contact person:	



3. Employer:	
Address:	
Telephone:	
Employed from	to
Position held:	
Reason for leaving:	
May we contact this employer for a reference?	Yes / No
Contact person:	

**Medical history**

Failure to disclose a pre-existing medical condition may result in immediate dismissal upon discovery.	
Please rate your general state of health: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/> Excellent Consider other people your age and your previous state of health when determining the rating.	
Have you ever experienced any illness or injury which may limit your ability to perform the work reasonably required for the position applied for? Yes / No	
If yes, state the nature and date:	
Are you currently receiving any workers compensation payments?	Yes / No
If yes, please specify:	
Do you have any claims pending against former employers pursuant to the Workers Rehabilitation and Compensation Act 1986	
Yes / No	
If yes, please specify:	

## Applicant declaration

I declare

- a) That the answers to the foregoing questions are true and correct in every particular.
- b) That if my application is successful, I will provide Boandik Lodge with a current police certificate at the commencement of employment and a new police certificate prior to the expiration of each three (3) years of employment as required. Boandik Lodge can retain a copy of the police certificate. I understand and accept that if this obligation is not met my employment may be terminated.
- c) That if my application for employment is successful I will be bound to respect the conditions of employment, policies and procedures of Boandik Lodge.
- d) That I understand that any false declaration made by me in this application subjects me to instant dismissal.

Applicants signature: \_\_\_\_\_

Date: \_\_\_\_\_



Boandik Lodge Incorporated

## Prospective Employee Privacy Statement

The employment process requires Boandik Lodge to obtain information from you that may be of a personal nature. We respect your right to privacy, the Privacy Statement details how we deal with this information. If you want to know more then please ask us to discuss our Privacy Policy with you.

### Information we collect during the recruitment process

The information we collect about you may include, but is not necessarily limited to, the following:

- Your name, address and contact details
- Employment history
- Information about your current health
- Your police record
- Details from referees and reference checks
- Notes taken during an interview

### Access to the information

Any information provided to us is placed on a file which is kept secure at all times. Only those people that are involved in the processing of the application will have access to the information.

### Disposal of information

Once the recruitment process has been completed and the position filled all personal information of unsuccessful applicants will be destroyed. We will NOT keep any information collected during the recruitment process for unsuccessful applicants.

If you want to apply for future advertised positions you will need to re-apply, unless you have requested that we keep your resume on file.

### Future vacancies

If you have submitted your resume for consideration for a future vacancy it will be kept on file for three months and then destroyed.

### Complaint process

If you have a complaint about the way we deal with privacy issues please contact us. If we cannot resolve the issue to your satisfaction you have the right to contact the Privacy Commission.

### Contact details

Privacy Officer

Boandik Lodge Incorporated

101 Lake Terrace East

MOUNT GAMBIER SA 5290

Ph: 08 8725 7377

Fax: 08 8725 8262

Email: [admin@boandiklodge.org.au](mailto:admin@boandiklodge.org.au)



# Employment Brag Sheet

Boandik Lodge is committed to providing a safe and supportive workplace. We provide all the usual entitlements under Awards and Agreements but also offer staff a wide range of benefits.

- Flexibility with rosters and days off work to suit lifestyle choices
- Flexibility in of timing of annual leave
- Flexible with days off to suit family commitments
- Staffing levels are adjusted as client care needs increase
- Excellent work health and safety system
- Extensive wellbeing program
- Support and assistance for injured workers
- Early intervention physiotherapy program
- On site gym
- Morning tea provided
- Fresh fruit available in staff rooms
- Registered nurse scholarships
- Extensive training and professional development opportunities
- Special leave provisions
- Staff are able to bring children to work in circumstances where care cannot be arranged
- Peer support program
- Counselling service
- Acknowledgement of staff contribution
- Volunteer program provides great support
- Well maintained environment
- Opportunities to take on leadership roles on committees, as trainers or assisting with quality processes
- Extensive salary packaging

The staff at Boandik Lodge are our major asset, and their commitment to providing quality care to residents and clients is reflected in all areas of the organisation.

- There is a stable workforce with the length of service averaging over 5 years
- Staff are client focused
- The accreditation results that Boandik Lodge achieves in residential and community are due to the contribution of the staff
- There are many letters of appreciation, congratulatory continuous improvement forms and positive comments about the staff
- The gifts and bequests that Boandik Lodge receives are due to the excellent care provided
- We have a substantial number of staff pursuing continuing education in aged care
- Staff are receptive to new ideas and always keen to hear of different ways of doing things
- Boandik Lodge receives excellent support from the community and it is due to the great reputation we have. This relates back to the quality care that is provided to the aged in our community by our staff.