

# POSITION DESCRIPTION & PERSON SPECIFICATION

## Enrolled Nurse

<b>Position Title:</b>	Enrolled Nurse
<b>Reporting to:</b>	RN Unit Manager/RN Supervisor
<b>Classification:</b>	As per contract
<b>Hours of Work:</b>	As per contract

## POSITION DESCRIPTION

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### 1. Key Selection Criteria

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- Registration with the AHPRA
- Bachelor of Nursing
- Experience and proven ability in aged care
- Diligent caring and patient attitude when caring for residents, maintain confidentiality
- Computer literacy. Experience in the use of computerised care system
- Proven documentation, communication and organisation abilities
- Understanding of ACFI and Aged Care Accreditation Standards
- Excellent customer service, written & verbal communication and interpersonal skills.
- A willingness to work in a cooperative team environment.
- Current national police check
- Medication endorsement

### 2. Key Duties and Responsibilities

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- The Enrolled nurse position is a clinical role responsible for providing high quality nursing care to Residents under the direction of a Registered Nurse. The Enrolled Nurse will perform in line with the standards of practice as defined by The Nursing and Midwifery Board of Australia (NMBA)

### 3. Statement of Key Performance Indicators

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#### 1. PROVISION OF CLINICAL CARE

- Provides nursing care of individuals and groups within the Enrolled Nurse scope of practice
- Completes comprehensive and accurate nursing assessments of residents
- Appropriate assessment tools and strategies are used effectively
- Data is analysed and interpreted accurately
- Deviations or changes in residents normal condition, including vital observations which may indicate deterioration, are acted upon appropriately and promptly

- A plan of care is developed and documented in consultation with the resident and relevant others and identifies expected outcomes, including a timeframe
- Responds to resident and/or carer educational needs, referring to others where necessary
- Planned care is implemented, evaluated and assessed

**2. PROTECTS THE RIGHTS OF INDIVIDUALS AND GROUPS**

- Fosters a caring attitude to residents, treating them with dignity and respect, maintaining their privacy and individuality
- Respects the rights of residents at all times and be aware of Commonwealth Government Guidelines
- Acts as an advocate for the resident/family who may not have the ability or confidence to exercise their own rights by communicating these concerns to the Team Leader, Registered Nurse or Clinical Care Coordinator
- Ensures complaints are acknowledged and resolved if able to, or escalated to the supervisor/CCC for investigation and action

**3. CONDUCTS CARE PRACTICE IN AN ETHICAL MANNER**

- Attends to the provision of care for each resident including personal care and some domestic duties – all aimed at contributing to the health, safety and welfare of the residents
- Provides leadership and supervision within allocated work sections
- Adheres to, and promotes the policies and procedures of the organisation
- Strict confidentiality is maintained at all times – discussions regarding residents are only carried out with relevant members of the health care team
- Demonstrates sensitivity, empathy and respect for customs, values and spiritual beliefs of others at all times
- Responds appropriately to instances of unprofessional conduct from any member of the health care team

**4. COMMUNICATES EFFECTIVELY AND DOCUMENTS RELEVANT INFORMATION**

- Assessments and care plans are reviewed and adjusted accordingly
- Resident of the day documentation is completed
- Supports the ACFI coordinator to ensure that all ACFI charting is completed each shift
- Documentation of resident care is clear, concise and legible and meets legal requirements
- Communicates clearly with staff, residents and other members of the health care team.

**5. PROFESSIONAL CONDUCT**

- Adheres to the organisation's Code of Conduct
- Participates in staff meetings
- Continually maintains and updates skills to enhance the delivery of optimal care for the residents
- Establishes and maintains an effective and cooperative working relationship with colleagues in the health care team

- Creates a supportive environment for other members of the health care team, acting as a role model for less experienced staff
- Supports and works towards maintaining a team environment
- Manages organisations resources wisely
- Promotes a positive image of the organisation within Echuca Community for the Aged and the community in general
- Has a high standard of professional appearance adhering to the Dress and Infection Control Policies

**6. MAINTAINS A PHYSICAL AND PSYCHOSOCIAL ENVIRONMENT WHICH PROMOTES SAFETY, SECURITY AND OPTIMAL HEALTH**

- Assists and contributes towards the provision of a comfortable “home-like” environment
- Supports and encourages residents participation and independence, and assists with organised activities within the hostel community, joining in where possible and appropriate
- Promotes physical and psychological comfort by assessing individual needs through active listening, observation and communication
- At times, acts in charge of the facility under the indirect supervision of the Registered Nurse on call
- Provides rehabilitative treatment, support or assistance for the residents as directed
- Emergency management practices and drills are participated in, according to organisational policy

**7. QUALITY/CONTINUOUS IMPROVEMENT**

- Completes auditing when required to ensure that Aged Care standards of care are met
- Attends in service education on care procedures
- Actively participates in care research through the organisation’s Continuous Improvement program
- Outcomes from meetings and quality activities are incorporated into care practice
- Encourages, assists and supports the research of others

**8. ACCOUNTABILITY FOR PRACTICE**

- Accepts full responsibility for own actions and omissions
- Makes informed decisions regarding residents care on a consistent basis
- Adheres to Enrolled Nurses scope of practice
- Constantly reviews her/his own level of competence in relation to work allocation
- Practice within an evidence based framework

9. PERSONAL DEVELOPMENT

- Demonstrates a commitment to continuing education
- Works towards annual training objectives following appraisal to ensure skills and knowledge to fulfill role including medication administrations
- Participates in in-service and continuing education

**EMPLOYEE OBLIGATIONS**

The employee is required to maintain strict confidentiality with reference to all matters pertaining to residents and staff within Echuca Community for the Aged. Failure to observe this requirement may be regarded as misconduct warranting termination.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by ECA.

The employee is required to participate in the Continuous Improvement Program to encourage excellence of care and cost containment within ECA.

Echuca Community for the Aged name badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to administration on termination of employment.

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4. Performance Standards & Review

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An initial Performance Review is undertaken with the RN Unit Manager/Clinical Care Coordinator six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the Key Performance Indicators, the policies of the organisation and the rules and procedures practised in this facility.

<p><i>Employee's Name:</i></p> <p><i>Employee's Signature:</i></p> <p><i>Date:</i></p>
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<p><i>Manager's Signature:</i></p> <p><i>Position Title:</i></p> <p><i>Date:</i></p>
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