

Position Description – Enrolled Nurse

Position title:	Enrolled Nurse	Date of Issue	Date of offer letter
Position Reports to:	Care Manager Residential	Authorised by:	CEO
Position Responsible for:	ECAs on shift	FTE / Hours	FTE Hours

VISION & MISSION:

MISSION:

Our focus is to develop and deliver an integrated range of services which promote healthy ageing and support the wellbeing of the Corumbene Community.

VALUES:

Teamwork - At Corumbene we are always on the look-out to, and are happy to, help each other because together, we achieve more.

Respect - Be kind, don't judge, and have respect for others.

Encouragement - We let our colleagues and clients know that we appreciate and value them, and look out for opportunities to acknowledge and be generous about their contributions and efforts.

Honesty - Honesty is measured by our conduct, not our words.

Stewardship - We are committed to support, sustainably, the long term improvement of our communities' health and well-being, wherever they may be.

ROLE POSITION PURPOSE & CONTEXT:

- The Enrolled Nurse is responsible for providing evidence based nursing care for residents or clients in accordance with the care plan developed in collaboration with the resident or client, their medical officer and other members of the health care team.
- The employee is responsible for the care team on the shift and will assume responsibility as the Emergency Controller and are in charge of all team members across the organisation if a code is called
- The employee is expected in all instances to operate in accordance with Corumbene's Mission, Values and behaviours including policies, procedures, rules and regulations.

KEY RELATIONSHIPS

LIMITS OF AUTHORITY

Teamwork

Respect

Encouragement

Honesty

Stewardship

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Internal:

Residents, staff, volunteers, management

External:

Relatives/advocates of residents, Commonwealth representatives, Allied Health Professionals & GP's, Visitors

- This position is a Supervisory role.
- This position has limited authority to commit financial resources.
- The employee is expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.

REQUIREMENTS / SELECTION CRITERIA

Essential Requirements

1. Demonstrated experience in co-ordinating the delivery of nursing and personal care services;
2. High level of motivation and a can do attitude;
3. Empathetic, treating people with dignity and respect ensuring Aged Care Standards are met.
4. Excellent level of Computer Skills e.g. Microsoft Office Products, Clinical Software
5. Understanding and application of WH&S Principles in the delivery of nursing and personal care services;
6. Current National Police Certificate that satisfies the requirements of the Aged Care Act
7. Current Flu Vaccination
8. Preparedness to work within the Mission, Philosophy and Values of Corumbene Nursing Home
9. Registration with Australian Health Professional Registration Authority & Current Practising Certificate

Desirable Requirements

1. Experience working in the aged care sector
2. Practical experience of the Aged Care Accreditation Standards;

KEY DUTIES & PERFORMANCES

1. Demonstrated ability to maintain a high level of confidentiality and discretion.
2. Ability to use judgement, initiative and common sense when performing duties.
3. Excellent interpersonal skills and the ability to build relationships with stakeholders including team members, residents, clients and family members.
4. Excellent written and verbal communication skills and the ability to utilise a range of software applications.

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5. Proven ability to be adaptable to various competing demands.
6. Demonstrated competence in delivering services that ensures clients and residents are safe.
7. Demonstrated proactive approach to problem solving with strong decision making capability.
8. Develop and maintain effective relationships with residents or clients, their families or carers and members of the health care team.
9. Work alongside of and support the care team to ensure that care is delivered with a team member's scope of practice, is evidence based and is safe and high quality in line with policies, procedures, practices and standards.
10. Demonstrated assessment, care planning, care delivery and evaluation skills
11. Commitment to collaborative practice and productive working relationships
12. Ability to reflect on own practice
- 13.** Ensure compliance with the National, Community Care and Aged Care Standards and achievement of accreditation
- 14.** Commitment to and willingness to participate in continuing training and education related to area of employment

KEY RESULT AREAS	PRINCIPLE ACTIVITES	EXPECTED OUTCOMES	STANDARDS OF BEHAVIOUR
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<p>1. Residents Care</p>	<ul style="list-style-type: none"> ▪ Co-ordinate and oversee resident admissions and discharges. ▪ Obtains a comprehensive history from the resident, family and/or significant other to identify resident’s care, social, spiritual, dietary, lifestyle needs and behavioural patterns. ▪ Plans resident care with the resident, family and/or significant other and other members of the care unit team. ▪ Develops a resident care plan that: <ul style="list-style-type: none"> ~ <i>is based on well-developed nursing assessments.</i> ~ <i>identifies expected outcomes for planned nursing interventions.</i> ~ <i>promotes quality of life outcomes</i> ▪ Responsible for the delivery of nursing care based on care plan ▪ Responds appropriately to alterations in the health status of the resident. ▪ Evaluates the expected outcomes of the resident care plan and revises that plan to meet changing needs. ▪ Manages the delivery of medication to all residents and is responsible for implementing, monitoring, evaluation and updating the system of medication delivery in the care unit. ▪ Undertakes the ACFI review of residents within the care unit with the Clinical Care Co- 	<ul style="list-style-type: none"> ▪ Resident and relative’s satisfaction. ▪ Evidence of efficient and accurate assessment, documentation and evaluation of resident individual care plans. ▪ Demonstrated recognition of residents’ changing care needs. 	
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	<p>ordinator.</p> <ul style="list-style-type: none"> ▪ Consults with the Hospitality to plan, implement and evaluate the domestic and catering services for the care unit. ▪ Organise family meetings as needed. 		
<p>2. Communication</p>	<ul style="list-style-type: none"> ▪ Institutes and maintains an effective system of communication within the care unit with other care unit managers and other relevant service providers. ▪ Assists staff, residents, families and/or significant others in problem solving, and refers to appropriate personnel as necessary. ▪ Interacts effectively with residents, families and other service providers. ▪ Actively participates in relevant meetings, conferences and other work related group activities. ▪ Develops networks to facilitate enhanced services provision. ▪ Appropriately allocates staff to residents depending on resident mix and care complexity in consultation with the Clinical Care Consultant and RN's. ▪ Participates in formal and informal meetings as required and provides necessary information for monthly operational, strategic and budgetary reports. ▪ Prepares responses for management on both internal and external complaints relating to care unit. 	<ul style="list-style-type: none"> • Demonstrated actions to ensure confidentiality of information • Evidence of effective communication skills both written and verbal. • Constructive approach to issues. • Active participation at staff meetings. • Demonstrated knowledge of current issues within the Aged Care Industry. • Timely and appropriate feedback comments <ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

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<p>3. Resources & Quality Management</p>	<ul style="list-style-type: none"> ▪ Establishes priorities for resident care delivery. ▪ Monitors and evaluates care given by members of the care unit team. ▪ Monitors staff performance and behaviour and reports and documents staff performance and /or behavioural issues to the Clinical Care Co-ordinator and participates in any staff counselling process. ▪ In consultation with the Clinical Co-ordinator, participates in an annual (or more frequently if required) Performance Review for direct care staff. ▪ Participates in the development, monitoring and evaluation of programs designed to achieve improved outcomes for residents. ▪ In consultation with the Clinical Care Co-ordinator and Director of Care, develops the annual operational and capital budgets, allocation of resources and operational plan for the care unit for consideration and approval by the CEO and the Board. ▪ Monitors the monthly financial performance and quarterly operational performance of the care unit in consultation with the Clinical and Director of Care. ▪ Where appropriate, participates in research projects and utilises appropriate research findings. ▪ Utilises appropriate and approved research findings. • Undertake required administrative functions for the Unit including procurement and invoices 	<ul style="list-style-type: none"> ▪ Performs within boundaries of area of knowledge, skills and experience. ▪ Ensures own and staffs compliance to regulations, standards and codes. ▪ Uses physical resources to optimal effect. ▪ Ensures that care is given in accordance with policies and procedures of Corumbene. ▪ Provides guidance, direction and support to staff. <ul style="list-style-type: none"> ▪ Acts as a role model for the facility.. ▪ Participate in the On Call Roster as required. 	<ul style="list-style-type: none"> ▪
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4. Education	<ul style="list-style-type: none"> ▪ Identifies informational needs of resident and/or families. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
15. Evaluation	<ul style="list-style-type: none"> ▪ Identifies unsafe practices, and assumes responsibility for intervention. ▪ In conjunction with the Clinical Care Co-ordinator, implements and evaluates all documentation in relation to direct care. ▪ In conjunction with the Clinical Care Co-ordinator, reviews and analyses incidents, accidents, resident/family complaints, and makes appropriate recommendations. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
16. Leadership	<ul style="list-style-type: none"> ▪ Acts as a positive role model. ▪ Accepts responsibility for the provision of care within the care unit in accordance with relevant legislation, policies and procedures. ▪ Acts as a resource person for clinical problems. ▪ Provides recommendations and advice to higher level staff. ▪ Prepared to deputise in a higher level position. ▪ Delegates appropriate responsibilities to care unit team members. ▪ Acts as a mentor. 	<ul style="list-style-type: none"> ▪ Performs within boundaries of area of knowledge, skills and experience. ▪ Ensures own and staffs compliance to regulations, standards and codes. ▪ Delegates activities to other members of the health team appropriately ▪ Uses physical resources to optimal effect ▪ Ensures that care is given in accordance with policies and procedures of Corumbene ▪ Provides guidance, direction and support to staff. ▪ Acts as a role model for the facility. 	<ul style="list-style-type: none"> •

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<p>17. Health & Safety</p>	<p>Responsible and accountable for taking reasonable care to protect own health, safety and welfare and avoiding adverse matters affecting the health and safety of any other person at the Home through any act or omission by:</p> <ul style="list-style-type: none"> ▪ complying with Corumbene’s Work Health & Safety policies and procedures in respect to Work Health & Safety in the workplace; ▪ complying with any reasonable instruction and direction and to follow safe work practices in relation to Work Health & Safety in the workplace; ▪ using and care for any plant and equipment provided for Work Health & Safety purposes; ▪ participating in Work Health & Safety education and training programs; ▪ being actively involved in hazard identification, reporting, assessment and control processes; ▪ reporting all incidents and accidents to their supervisor as soon as possible, and assist in the investigation processes; ▪ supporting the role of Corumbene’s Work, Health and Safety committee by keeping them informed of any issues relating to health, safety and welfare in the workplace. ▪ assisting in the implementation of correct safety procedures for fire and other risk or life threatening situations and attend training and drills as required. ▪ maintaining a safe and clean environment for all residents, families, staff and visitors who 	<ul style="list-style-type: none"> ▪ Assesses and responds to situations of risk or potential risk ▪ Promotes maintaining a safe work environment ▪ Promotes and monitors Infection Control standards and procedures. ▪ Promotes and monitors protection and safety of residents, self and others 	<ul style="list-style-type: none"> ▪
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Teamwork

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Approval and Acceptance:

Employee Name: _____ Signature: _____ Date: _____

Human Resources: _____ Signature: _____ Date: _____