



POSITION DESCRIPTION

Position Title: Enrolled Nurse

Job Purpose:

To provide high-level nursing service to residents ensuring that all care provided reflects current best practice and is resident-focused.

The Enrolled Nurse is a member of the care team and is under the direction of the Registered Nurses and the DON.

Organisational Values:

Staff are expected to work with the values in mind at all times

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| PEOPLE | Integrity, respect and humility |
| RESIDENTS | Empathy, care, respect, acknowledgement, cultural awareness and diversity |
| PERFORMANCE | Diligent, effective caring, quality |
| TEAMWORK | Purposeful, integrated, focused, united |
| CARE | Compassionate, inclusive, proactive, effective |
| COMMUNITY | To be judged in a positive light and relevant to the community |

Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

Key Duties:

1. Delivery of Care

- The provision of quality nursing care to Edgarley Assisted Living residents following recognised practices, working within own competency base and organisational policies and procedures and under the direction of the Director of Nursing or her delegate.
- Performing all work within a legal and ethical framework that support the rights and interests of the residents.
- Daily observations of resident’s care needs and reporting of any significant changes to the Director of Nursing or her delegate.
- Involvement in the development of care plans, including individual assessment, documentation, management and regular evaluation.
- Implement clinical interventions as delegated by Registered Nurses and as documented in resident’s care plans within the scope of practice.

- Assess and attend to any complex health care needs within the scope of practice and under the direction of the Registered Nurse.
- Be responsible for assisting and encouraging residents to safely achieve their maximum capabilities in daily living activities and personal requirements with consideration of individual preferences.
- Attending to nursing orders effectively and efficiently.
- Interacting with all parties such as residents and their families, all employees, volunteers and visitors in a courteous, respectful and polite manner.
- Follow all verbal and written instructions from RNs and DON.
- Develop and maintain positive relationships with all residents' family members.
- Reporting any complaints or concerns as they arise to the Director of Nursing or her delegate.
- Responsible for liaising with Registered Nurse, DON and Allied Health professionals who attend to residents to develop harmonious and effective working relationships.
- To be aware of ageing in place and implementing changes to care.
- Maintaining documentation and relevant records following ACFI and Accreditation Standards.
- Complete documentation in accordance with legislation and EAL policies and procedures.
- Support and assist in the provision of a safe, clean and comfortable environment.
- Attend to the administration of medications to residents within the scope of practice.
- Ensure resident's medication charts are signed at each delivery of medication, as per the scope of practice.
- Ensure compliance with medication competency as per the scope of practice.
- Attend to daily hygiene and toileting requirements of residents as needed.
- Attend to clinical observations as required and within the scope of practice.
- Ensure pharmacy orders are kept up to date and resident's pharmacy needs are attended to.
- Take residents to outside appointments as required.
- Provide palliative care under the Registered Nurses/DON's direction and provide support to families of palliative residents.
- Other duties as directed, within the scope of practice.

2. Supervision

- Ensure that appropriately qualified and experienced staff are developed to maximum potential.
- Encourage staff education, promote self-learning and credited courses.

- Direct and supervise all nursing care is carried out in a timely and effective manner within nursing guidelines.
- Ensure that staff are encouraging residents to self-care within assessed limits.
- Promote and maintain staff/volunteer/student relationships in pursuance of the achievement of organisational objectives.

3. Staff Development

- Set an ongoing example to staff regarding a high standard of professional conduct & care.
- Supervise staff where required.
- Participate in the orientation of agency and new employees.
- Participate in internally and externally conducted training, including mandatory education, and provide access to ongoing education for hostel staff and volunteers.
- Maintain current membership of relevant professional associations.
- Participate in annual performance review based on performance, position description and the attainment of agreed key performance indicators.
- Provide appraisals for staff as per organisational policy and procedure.

4. Continuous Improvement

- Promote and monitor quality management activities and ensure compliance with accreditation and other relevant standards.
- Comply with the EAL policies and procedures.
- Be familiar with the compulsory reporting guidelines.
- Be familiar with the Standards as per the Aged Care Act 1997.
- Support appropriate assessment and participation of staff, residents, families and other stakeholders in quality improvement processes.
- Advice and support the Director of Nursing on quality issues as appropriate.

5. Occupational Health & Safety

- Promote and ensure a healthy environment where there is a commitment to Occupational, Health & Safety and the improvement of safe work practices.
- Ensure the use of safe resident handling techniques and a commitment to using such techniques.
- Support management in purchasing the correct equipment for appropriate needs, to maintain OH&S lifting machines etc.
- Review incidents and revise policy, practices and instruction as appropriate for future prevention.

6. Infection Control

7. To be aware of appropriate infection prevention and control procedures per the policies and procedures outlined in the Infection control manual of Edgarley Assisted Living.

8. Team Work

- Demonstrate leadership through team effective behaviours.
- Work hands-on as part of a team in a multi-skilled environment.
- Work with staff in the assessment, admission and transfer of residents.

Performance Review

Consistent with Edgarley Assisted Living policies, the performance of the Enrolled will be subject to ongoing annual formal review. This review will be tied to the Key Performance Indicators set at the beginning of the current financial year. Indicators as follows:

- Positive outcomes to resident's health and wellbeing are obvious and documented.
- Regularly evaluated records for each resident and their response to the care given.
- Ongoing participation in the Accreditation process and reviews.
- Adverse health reactions identified and notified to the Department of Human Medical Officer and Glenelg Shire Environmental Health Officer.
- Key driver in Continuous Improvement strategies, supporting their implementation and evaluation. Delivery of innovative practices.
- Demonstration of practices affirming that each resident is regarded and valued as an individual.
- Participate in the selection and recruitment of staff/volunteers and demonstrates involvement in the effective performance appraisal program.
- Effective management of medication.
- Develop multi-skilled staff to maximum potential.
- Decisions reflect effective goal setting consultative approach and respect for confidentiality.
- Demonstrate a commitment to training and staff development.
- Attendance to relevant forums and relays information back to colleagues and board of management.
- Demonstrate a commitment to staff appraisal and development.
- Demonstrate an understanding of safe resident handling techniques and the application of those techniques on residents and staff.
- Demonstrate an understanding and commitment of OH&S policies and procedures and their implementation and further development.
- Demonstrate a sound understanding and application of appropriate infection control procedures and practice following the policies and procedures outlined in the Infection Control Manual of Edgarley Assisted Living.

- Demonstrate clinical and practical hands-on leadership and the ability to make satisfactory relationships with colleagues.
- Demonstrate cohesive team work and staff/volunteer multi-skilled to potential.

Mandatory Qualifications and Attributes:

- Diploma of Nursing
- AHPRA registration (without conditions).
- Maintain current Police Check.
- Current First Aid and CPR certificates.
- Demonstrated commitment to quality service and customer satisfaction.
- Computer literacy.
- Leadership skills in achieving best practices through the utilisation of continuous improvement and best practices principals.
- Is familiar with, and can refer to, the AHPRA competencies for Enrolled Nurses.
- Ability to work well under pressure.
- Active, hands-on team member approach to work and challenges.
- Self-motivated with highly effective written/verbal communication skills.
- Common sense approach to problem-solving.
- Good time management and organisational skills.

Desired Qualifications and Attributes:

- Sound knowledge of the Aged Care Standards and Aged Care Funding Instrument is essential.
- Ability to provide advice and leadership to a diverse range of employees.
- Experience within a residential care setting or similar experience.
- Understanding of the Charter of Resident's Rights and Responsibilities in Aged Care.
- Understanding of person-centred care.

Key Performance Indicators

| Key Result Areas | Key Activities | Standard Measures |
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| Edgarley Values | <ul style="list-style-type: none"> • Demonstrate and uphold the values of Edgarley Assisted Living • Ensure that the values of Edgarley Assisted Living are incorporated into daily practices in relation to all activities. | <ul style="list-style-type: none"> • Be compassionate and provide support to customers and staff. • Consistently shows respect, empathy, cultural awareness and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Is accountable for a high standard of care. • Communicates and operates openly and honestly as an effective team member. |
| Customer Services | <ul style="list-style-type: none"> • Promote a consumer-focused approach in all activities and behaviours • Ensure that consumers are aware of their rights and responsibilities and are provided with information about their treatment and care • Involve the consumer in their care • Include consumer preferences in the care plan • Ensure consumer confidentiality is maintained at all times • Ensures that information is provided in a language and manner that meets the individual's needs | <ul style="list-style-type: none"> • Care plans are consumer-centred • Consumers are aware of their rights and responsibilities • Care reflects consumer preferences • Consumers feel that they are the focus of care • Communication is respectful |
| Teamwork | <ul style="list-style-type: none"> • Practice according to the professional code of conduct for Enrolled Nurse • Demonstrates a positive attitude to the agreed role and responsibilities of the position • Understands and demonstrates behaviours that reflect the Mission, Vision and Core Values of Edgarley Assisted Living | <ul style="list-style-type: none"> • Contributes actively to the team. • Provides support for team members. • Reports are completed accurately and timely. • Staff report satisfaction with levels of reporting. • Contributes to a fair and equitable roster system • Communication is effective to meet the needs of staff, residents and visitors. |
| Safety | <ul style="list-style-type: none"> • Complete incident reports. • Elect and support health and safety representatives. • Contribute to risk assessments. • Participate in training and meetings regarding safety. | <ul style="list-style-type: none"> • Reports hazards, near misses and injuries immediately. • Use of personal protective equipment. • Comply with risk management policies and procedures and instruction. |

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| | | <ul style="list-style-type: none"> Attend all safety meetings and training sessions. |
| Education and Personal Development | <ul style="list-style-type: none"> Willingness to continue to improve your skills and standards Maintain industry requirements for your scope of practice Willingness to suggest further education to be provided at EAL. | <ul style="list-style-type: none"> Successfully pass all competency tests and assignments Full (100%) attendance at all compulsory educational sessions Minimum of 20 hours of educational development appropriate to the scope of practice every year (January to December) |
| Quality and Continuous Improvement | <ul style="list-style-type: none"> Participates and pro-actively contributes to the review of procedures, which aim towards best practice Assist with the resolution of complaints Liaises with relevant community agencies to promote optimal consumer health Commitment to Quality & Continuous Improvement Compliance with Aged Care Accreditation Standards Compliance with EAL policies and procedures | <ul style="list-style-type: none"> Assistance in preparation of the facilities Accreditation application if required Adherence to EAL policies and procedures Active participation in identifying and solving problems relating to areas of responsibility High consumer satisfaction levels |
| OH&S and Infection Prevention & Control | <ul style="list-style-type: none"> Strictly follow all OH&S and infection control policies, procedures and processes Promote best practice OH&S and infection control in their daily tasks Ensure there is a safe and hazard-free workplace Implement all necessary controls if and when required Participate in training and meetings regarding OHS and Infection Control | <ul style="list-style-type: none"> Report hazards, near misses and injuries immediately Uses personal protective equipment Comply with risk management policies and procedures and instruction Attend all safety meetings and training sessions No Workcover claims through inappropriate practices No accidents/incidents due to poor work practices or mishandling chemicals or equipment |

Agreement: I have read, understood and agreed to comply with this job description and key result areas.

Name: _____

Signature: _____ **Date:** ____/____/____

Note: please, enter your initials on each page of this document.