

## Job Description

<b>Job Title:</b>	<b>Enrolled Nurse</b>
<b>Ref No:</b>	OP11
<b>Portfolio:</b>	Aged Care Services
<b>Service Stream:</b>	Residential Aged Care
<b>Reports to:</b>	Registered Nurse in Charge
<b>Classification:</b>	Anglicare SA / ANF Nursing Employees Aged Care Agreement: Enrolled Nurse Classification
<b>Date:</b>	February 2018

## Job Purpose

Under the supervision of a Registered Nurse, deliver direct resident care within the boundaries of education and skill within scope of practice. Provide comprehensive care to residents. Responsible for mentoring and guiding care staff to assist them in providing a high level of quality service to residents.

## Key Result Areas

### Nursing Practice

- Retain responsibility for own actions & remain accountable in providing delegated nursing care.
- Recognition of normal and abnormal in assessment, intervention and evaluation of individual health and functional status.
- Monitor the impact of nursing care and maintain ongoing communication with the Registered Nurse (RN) and other health professionals regarding the health and functional status of individuals.
- Provide support and comfort, assisting with activities of daily living to achieve an optimal level of independence, and ensuring the emotional needs of residents are met.
- Demonstrate critical and reflective thinking skills when contributing to decision making, including reporting changes in health and functional status and individual responses to health care interventions.
- Work as part of the health care team to advocate for and facilitate the involvement of individuals, their families and representatives in planning and evaluating care and progress towards health outcomes.

### Teamwork and Communication

- Act and present in a professional manner when interacting with residents and representatives.
- Promote the organisation both internally and externally in a positive manner.
- Contribute to the residents' quality of life and assist in providing a safe, homely environment.
- Act at all times to protect the rights of residents, including confidentiality, privacy and residents/representatives choice and decision making.
- Work positively & harmoniously within a team whilst valuing & respecting the contribution of others.
- Contribute to planning, implementing and reviewing resident care and social programs to enhance residents' quality of life.
- Attend and participate in meetings.
- Demonstrate an ability to lead and educate care staff and support RN.
- Assist the RN in identification of team goals.
- Support and assist in the orientation of new staff.

### Administration

- Ensure maintenance of accurate, comprehensive and timely documentation as required by legislation requirements.
- Record in precise and legible writing, all information for which you are responsible and accountable.
- Report all concerns and complaints as per policy and procedure.
- Participate in the auditing process of the organisation.

**Best Practice**

- Demonstrate an understanding and commitment to Continuous Improvement programs.
- Work collaboratively with other nursing staff to identify and improve the nursing, personal care and lifestyle/social needs of residents.
- Adopt a proactive and solution based approach to professional development.
- Ensure all concerns & issues raised are resolved in appropriate manner and clearly documented.

**Work Health and Safety (WH&S)**

- Ensure own action or lack of action does not place own safety or that of others at risk.
- Use prescribed personal protective equipment.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.
- Understand, participate and contribute to Work Health & Safety activities to ensure a safe work and living environment for residents, staff and visitors.
- Notify management of any training opportunity to ensure safe practice and performance of duties.
- Report all damaged plant or machinery or any unsafe use or storage or hazardous substances to the person in charge.

---

**Working Relationships:** Registered Nurse, Personal Care Workers and other staff on site.

---

**Specific Job Requirements**

- You will be required to work on the days and times rostered. Any changes in rosters hours (swaps) will need the prior approval of your manager.
  - You are required to maintain registration as an Enrolled Nurse and ensure that you provide AnglicareSA a copy of your current registration on an annual basis.
  - Compliance with the National Competency standards for The Enrolled Nurse, the Code of Ethics and Code of Professional Conduct for Nurses in Australia as regulated by the Australian Health Practitioner Regulation Agency (AHPRA).
  - You will be required to keep up-to-date with accreditation standards and industry developments for best practice in aged care.
  - Willingness to work at other sites if necessary.
- 

**Standard Job Requirements (all staff)**

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's manual handling) and organisational policies and procedures.
- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other AnglicareSA sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Must provide evidence of Australian residency or current working VISA.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

☒ **National Police History Check**

☐ **DCSI Child-Related Employment Screening**

---



## Person Specification

### Qualifications

- Diploma of Nursing.
- Current registration and practicing certificate with AHPRA as an Enrolled Nurse.
- Current first aid certificate.

### Demonstrable Requirements / Selection Criteria

#### Nursing Practice

- High level skills and knowledge in an aged care environment to be able to apply appropriate care.
- Demonstrable knowledge and experience of relevant aged care funding and legislative requirements.
- Sound understanding of the professional standards of both competence and conduct as regulated by AHPRA.
- Demonstrable proactive commitment to case management and to the provision of quality resident care especially in assessment and care planning.
- Ability to provide holistic care in accordance with contemporary nursing practice.
- Proven ability to prepare and maintain required documentation.

#### Teamwork and Communication

- Excellent communication and interpersonal skills to relate to and be well respected by residents, relatives and other nursing and health personnel, including those from a diverse cultural background.
- Proven ability to lead, educate and instruct care staff as delegated by Registered Nurse In Charge and to be able to work as part of a multi discipline team.
- Excellent communication and interpersonal skills to relate to and be well accepted by residents, relatives and other nursing and health personnel including those from a different cultural background.
- Sound written communication skills with the ability to be able to write clear and concise reports.
- Ability to work as part of a multi discipline team.

#### Best Practice

- Continually develop both personally and professionally to meet the changing needs of your career and industry.
- A willingness to participate in auditing practice within the organisation.
- Proven initiative and willingness to be involved and contribute to other projects that are outside of the normal day to day job.

#### WH&S

- WH&S knowledge and skills suitable for the position.

#### Cultural Fit

- Work within a team environment in accordance with AnglicareSA values.

### Competencies

Living the AnglicareSA Values	Display the values in undertaking their duties.
Cultural Respect of Aboriginal Peoples	Respectfully engage and respond to the needs and aspirations of Aboriginal people and communities.
Valuing Diversity (race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)	Demonstrate acceptance, respect and appreciation of individual differences.

## AnglicareSA Vision

Justice, respect and fullness of life for all.

## AnglicareSA Mission

AnglicareSA provides care and support with a voice for disadvantaged and vulnerable people in our communities.

## AnglicareSA Values

- **Integrity**  
We act honestly and ethically and ensure accountability to those we service and work with.
- **Compassion**  
We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.
- **Stewardship**  
We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.
- **Equity**  
We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
- **Servant Leadership**  
We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

## ACCEPTANCE/AUTHORISATION

Jobholder Signature: ..... Date .....

Print Jobholder Name: .....

General Manager, Aged Care Services Signature: .....

Date: 16/2/18 .....