



Job & Person Specification

Enrolled Nurse - Care Coordinator

Code	OSJD90
Classification	Eldercare Nursing Employees Enterprise Agreement
Reports to	Clinical Leader
Approved by (name)	General Manager Operational Services
Approved by (Signature)	
Date of Approval	

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Missions, Values and Vision of Eldercare.

Acknowledged by Employee	
Name of Employee	
Date of Acknowledgement	

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Eldercare

Our Purpose

Delivering peace of mind with our care.

Our Values

Respect

Value in Action - We protect the dignity, rights and values of individuals

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

Accountability

Value in Action - We are all responsible for working safely and with integrity

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

Connection

Value in Action - We develop vibrant and supportive relationships based on warmth and generosity

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.

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Our Diversity & White Ribbon Commitment

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

Job Specification

Summary of the Broad Purpose of the Position in Relation to Organisation Goals

An EN - Care Coordinator works with the interdisciplinary team to promote the philosophy and mission statement of Eldercare through effective holistic clinical care. An EN - Care Coordinator who works for Eldercare displays professional behaviour that is based on concern for the quality of care provided for residents, their families, and cooperation with senior managers, staff, colleagues and associates. EN - Care Coordinators are directly responsible for the supervision and shift planning for Care Assistants.

Reporting/Working Relationships

- Directly responsible to the Clinical Leader in their unit
- May also take direction from the Clinical Care Manager, RN - Clinical Coordinator and/or Site Operations Manager for the delivery of nursing and personal care to residents at the Eldercare Aged Care Facility

Special Conditions

- Works over a 7 day fixed roster or as agreed with Management

Statement of Key Outcomes and Associated Activities

1. General

The EN - Care Coordinator, through education and clinical experience, has acquired nursing skills and knowledge to undertake the role under supervision from the Clinical Leader. The EN - Care Coordinator delivers direct nursing care to residents at the site. The EN - Care Coordinator is also responsible for the supervision of Care Assistants working within their team.

2. Professional

a) Key Tasks

- Assists in achieving excellence in the delivery of holistic clinical care

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- Provides Care Assistants with guidance and advice in relation to residential care and promotes effective teamwork
- Works with staff to promote a culture that has a “person-centred” approach that facilitates knowledge sharing and positive attitudes to change
- Works as a member of the Interdisciplinary Team to implement “best practice” care standards
- Works within the National Competency Standards for an EN - Care Coordinator
- Works as an associate to the Clinical Leader and/or RN - Clinical Coordinator while at all times retaining responsibility for own actions and remains accountable in providing delegated nursing care
- Works under standards of the Aged Care Act 1997
- Within the parameters of State law and Eldercare policy, administers prescribed medicines or maintains Intra venous fluids in accordance with procedure
- Contributes to decision making in holistic care, reporting changes in health and functional status and individual responses to healthcare interventions
- Performs nursing interventions in accordance with policy and procedure
- Consults with Clinical Leader and/or RN – Clinical Coordinator regarding changes to care
- Accepts accountability and responsibility for own actions within EN - Care Coordinator scope of practice
- Contributes to the formulation of care plans in collaboration with the Clinical Leader
- Documents information regarding health and functional status
- Reports changes in health and functional status to the Clinical Leader and/or RN - Clinical Coordinator
- Participates with the Clinical Leader in evaluation of residents
- Participates in team meetings and case conferences
- Ensures communication, reporting and documentation are timely and accurate

b) Risk Management

The EN - Care Coordinator has a legal obligation and responsibility to take reasonable care to protect their personal health and safety and the safety of others who may be affected by any actions or omissions. This is demonstrated by following specific safe work practices relevant to the work of the EN - Care Coordinator:

- Works within the framework of the facilities Risk Management Plan to ensure all clinical risks are identified and minimised and controls are in place to ensure this
- Works within Infection Control Guidelines and assists Care Assistants with same

c) Professional Practice

- Displays and demonstrates a satisfactory knowledge base with regard to professional, legal and ethical responsibilities
- Practices in accordance with legislation and regulation affecting nursing practice and healthcare, specifically in relation to Aged Care
- Adheres to legal requirements for medication management
- Displays knowledge of, and works within, the policies and procedures/work instructions of Eldercare
- Has an awareness of equal opportunity and cultural diversity
- Contributes to the application of good human resource management practices by:

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- (a) Complying with Eldercare's Policies and Procedures
- (b) Participating in Eldercare's Performance Management Programme and
- (c) Ensuring that Eldercare's records management policies are followed.

d) Continuous Improvement

- Participates in the continuous improvement activities of the site
- Works with the Clinical Leader and/or RN - Clinical Coordinator to be aware of continuous improvement for the site and the role they play in that plan
- Participates in evaluating the effectiveness of the plan and, with the Clinical Leader and/or RN - Clinical Coordinator, takes action to address any improvements required
- Works with the team, particularly Care Assistant to ensure the four Accreditation Standards are understood and staff work toward achieving compliance with all expected outcomes

e) Customer Service

- Works as a role model for Care Assistant and other staff in recognising the importance of a strong customer focus at all times
- Ensures complaints are effectively reported to the Clinical Leader, RN - Clinical Coordinator, Clinical Care Manager and/or Site Operations Manager

f) Learning and Development

- Identifies personal/professional development needs and seeks appropriate support
- Assists and contributes to the orientation, ongoing education and development of Care Assistants to ensure that staff practice with required skills and knowledge
- Acts as a role model to other members of the care team
- Participates in the Eldercare Learning and Development programs

WHS Responsibilities

All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document.
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- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan.
- Maintains compliance with all WHS policies and procedures by regular performance review.
- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained.
- Provides relevant WHS information and ensures appropriate training is provided.

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- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare.
- Ensure all non-conformances identified in internal audits are rectified.
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.

Person Specification

Essential Minimum Requirements

Personal Abilities/Aptitude/Skills

- Willingness to participate as a team member under Clinical Leader supervision
- Able to communicate with people of various ages, cultures and backgrounds

Knowledge

- Demonstrates knowledge of the nursing process, Continuous Improvement and Accreditation process

Qualifications

- Enrolled with the Australian Health Practitioner Regulation Agency
- Diploma of Nursing
- Broad experience as an EN in the area of Aged Care

Desirable Characteristics

Personal Abilities/Aptitude/Skill

- Able to communicate effectively with all levels of staff and perform effectively under pressure
- Able to identify and analyse problems and to develop practical remedies
- Able to perform as a positive and effective team member

Qualifications/Experience

- Qualifications in Aged Care
- Experience in Aged Care in a clinical role

Knowledge

- Knowledge and experience of the Aged Care Funding Instrument (ACFI)

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