



## **JOB SPECIFICATION**

<b>POSITION TITLE:</b>	Enrolled Nurse
<b>REPORTS TO:</b>	Registered Nurse
<b>SALARY/CLASSIFICATION LEVEL:</b>	Helping Hand Aged Care Inc Health Professional Collective Agreement 2009 (as amended or replaced)

### **Broad Purpose:**

The purpose of the Enrolled Nurse is to provide team leadership and day-to-day direction of care workers within the team they are allocated. The Enrolled Nurse, in collaboration with and under the indirect supervision of a Registered Nurse, delivers direct and comprehensive nursing care within the practice setting within the boundaries of education and skill preparation.

### **Performance Outcomes:**

#### **1. Resident Care**

- Provide nursing and personal care as delegated by the Registered Nurse in accordance with resident care plans
- Assist the Registered Nurse in the planning, implementation and evaluation of nursing and personal care
- Communicate to the Registered Nurse any observed changes in residents' physical, psychological and social needs
- Ensure resident's comfort, dignity and privacy is maintained and respected at all times
- Ensure residents are assisted with their activities of daily living whilst encouraging their independence encouraged
- Ensure residents are enabled to maintain their ability to make decisions and exercise choice as cognitively able
- Ensure relatives/representatives and involved in resident care as enabled by resident choice

## **2. Teamwork & Communication**

- Develop effective working relationships by working positively within a team to achieve team goals in delivery of responsive resident care
- Uses and promotes effective communication and interpersonal skills
- Communicate effectively both verbally and in writing to ensure the delivery of high quality care
- Ensure personal care staff are supervised and act as a role model to care workers
- Contribute to a positive workplace culture
- Promote, encourage and undertake on-the-job learning and development for personal care staff
- Liaise with other members of the multidisciplinary health care team in the provision of resident care

## **3. Administration & Documentation**

- Through the use of organisational processes ensure timely and accurate documentation of nursing and direct care, meeting legal and legislative requirements
- Through the use of organisational processes ensure administrative requirements are initiated and completed in a professional and timely manner
- Ensure the efficient and effective use of research and resources
- Use and apply relevant procedures and reporting documentation systems
- Ensure all hazards, incidents and accidents are reported as soon as practical using the organisational process

## **4. Technical Skills & Application**

- Prioritise and manage workloads according to procedures, directions and need
- Use standard operating procedures and work practices to ensure compliance with organisation policies and procedures and any relevant regulations or standards
- Administer medications to residents to residents, up to schedule 4 of the *Therapeutic Goods Regulations 1990* and in accordance with guidelines for medication management in residential aged care facilities
- Assess, plan and implement specific care needs of residents in consultation with the Registered Nurse
- Assist the Registered Nurse in developing and implementing care plans that identify goals, strategies and outcomes
- Maintain consistency and continuity of resident care

## **5. Personal & Professional Development**

- Complies with the profession's code of ethics and acts to correct any unsafe nursing practice
- Complies with the Helping Hand's code of conduct. Acts professionally at all times when dealing with residents, their families and visitors to the facility
- Practice in accordance with all relevant legislation and clinical/professional standards/guidelines
- Practices within own abilities and qualifications
- Maintain contemporary professional knowledge and skills through participation in professional development activities, both internally and externally

## **6. Safety & Wellbeing**

- Ensures that he/she takes all reasonable steps to protect his/her own safety at work and avoids adversely affecting the health or safety of any other person at the work place in accordance with requirements under the Occupational Health, Safety and Welfare Act, (1986)
- Become familiar with and follow Occupational Health, Safety and Welfare policies and procedures developed by Helping Hand Aged Care
- Follows any reasonable instruction given by the Registered Nurse in relation to health or safety at work

## **7. Continuous Quality Improvement**

- Participate in and contribute to quality improvement programs and other activities to improve the quality of care and associated services
- Identifying and reporting any opportunities for improvement or any potential risks arising from the duties of this position

## **Selection Criteria**

### ***Essential***

- (1) Current registration and practicing certificate with the Australian Health Practitioner Regulation Agency as an Enrolled Nurse
- (2) Ability to work as a team member and to direct and develop staff including the provision of leadership
- (3) Demonstrated ability to make decisions, take initiative and work independently

### ***Desirable***

- (1) Understanding of contemporary issues and practices relating to aged care
- (2) Knowledge and experience of documentation and continuous improvement requirements in aged care
- (3) Diploma of Enrolled Nursing

I understand and agree to abide by the responsibilities and duties described in this position description.

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<i>Employee - Name</i>	<i>Signature</i>	<i>Date</i>
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<i>Manager - Name</i>	<i>Signature</i>	<i>Date</i>
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