

**POSITION:** ENROLLED NURSE

**REPORTS TO:** CLINICAL NURSE/ CARE MANAGER

**LOCATION:**

**CONDITIONS OF EMPLOYMENT: JBMT & ANF ENTERPRISE AGREEMENT 2012**

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### **1. POSITION SUMMARY**

The Enrolled Nurse provides direct nursing and personal care to residents to maintain and improve their quality of life. The Enrolled Nurse assists the Registered Nurse to provide all aspects of care ensuring comfort, privacy and dignity of the residents. The Enrolled Nurse is a role model and educator to the Personal Care Worker team.

### **2. REPORTING/ WORKING RELATIONSHIPS/ DECISION MAKING AUTHORITY**

- The Enrolled Nurse is an integral member of a multi-disciplinary care team.
- Enrolled Nurses are accountable for their own actions whilst remaining responsible to the Clinical Nurse.
- Enrolled Nurses provide support and leadership to Personal Care Workers.
- Day-to-day supervision is provided by the Registered or Clinical Nurse who may allocate duties to the Enrolled Nurse.

### **3. KEY POSITION RESPONSIBILITIES**

#### **3.1 Work Responsibilities**

- Delivery of direct resident care in all aspects of daily living, according to the Care Plan and Accreditation Standards.
- Provide nursing care to residents under the direct and indirect supervision of a Registered Nurse.
- Promote and maintain the maximum level of independence of each resident.
- Assist in assessing and evaluating the residents' needs to formulate and implement the Care Plan in consultation with the Registered Nurse, resident, relative and relevant others. Evaluate the nursing care plan in consultation with a Registered Nurse.
- Administer medications to residents under the direct and indirect supervision of Registered Nurse.
- Assist the Registered Nurse with the assessment and review of wound care.
- Consult with residents/significant others regarding care plans.
- Communicate effectively with all personnel, residents and their families.
- Ensure all appropriate records are maintained in a timely and accurate manner in accordance with the Accreditation Standards and DH&A requirements.
- Comply with the Nursing Professions Code of Ethics and legislation affecting practice.
- Ensure comprehensive hand over occurs to a Registered Nurse when reporting off duty.

### **3.2 Organisational responsibilities:**

- Committing to the achievement of the Trust's Vision and practise the organisation's Values, setting an example to others.
- Ensuring compliance with the Trust's policies relevant to the position.
- Participating in continuous quality improvement activities to assist in achieving the organisation's Quality Plan objectives.
- Complete administrative tasks, including data entry, timesheets and employment forms, according to prescribed procedures and deadlines.
- Committing to own professional and personal development plans, including attendance at relevant educational programmes as agreed with the Director of Care or Clinical Nurse.
- Undertake all mandatory training relevant to the position.
- Participating in other duties as agreed.

### **3.3 Work Health Safety And Injury Management (WHS & IM)**

- 3.3.1 Maintaining an updated knowledge and work safely in all aspects of Bush Fire and Safety, Manual Handling and WHS & IM issues.
- 3.3.2 You must take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.

In particular, you must:

- Comply with statutory and organisational requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public.
- Use equipment provided to protect health and safety.
- Follow reasonable WHS instructions.
- Ensure you are not affected by alcohol or another drug which is likely to endanger yourself or others.
- Report incidents, injuries, property damage to your supervisor/line manager.
- Participate in activities associated with the management of workplace health and safety.

### **4. THE JBMT SUPPORTS EQUAL EMPLOYMENT OPPORTUNITY (EEO) BY:**

- Ensuring a diverse and skilled workforce; and
- Developing and implementing fair work practices.

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**REQUIREMENTS**

**1. Qualifications**

- 1.1. Enrolled Nurse with the Australian Health Practitioner Regulation Agency.
- 1.2. Senior First Aid Certificate

**2. Personal Abilities/ Aptitudes/ Skills**

- 2.1. Demonstrated clinical skills and proven commitment to maintaining nursing skills.
- 2.2. Ability to work effectively in a team environment.
- 2.3. Ability to work without close supervision and recognising times when matters require referral to a Registered Nurse.
- 2.4. Ability to plan work and establish appropriate priorities.
- 2.5. Ability to effectively resolve conflict situations and deal with difficult people.
- 2.6. Well developed communication skills with the ability to relate effectively to a wide range of people.
- 2.7. Ability to gain the confidence and respect of staff and residents.
- 2.8. Sound problem solving skills.
- 2.9. Commitment to ongoing professional development

**3. Experience**

- 3.1. Post enrolment nursing experience in aged care is highly desirable.

**4. Knowledge**

- 4.1. Possess a sound knowledge of current issues relating to the aged care industry.
- 4.2. Possess a basic understanding of the role and functions of the Commonwealth Department responsible for Aged Care and relevant legislation.
- 4.3. Understanding of and commitment to continuous quality improvement
- 4.4. Understanding of and commitment to Work Health and Safety legislation affecting practice
- 4.5. Basic knowledge of and/or willingness to develop skills in, working with records and information management in an electronic environment.

Authorised by: \_\_\_\_\_

Sara Blunt  
Chief Executive Officer

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Enrolled Nurse

Date: \_\_\_\_\_