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| **POSITION DESCRIPTION** | |
| **Position Title:** | Enrolled Nurse |
| **Service/Facility/Department:** | Community Aged & Disability |
| **Direct Reports:** | Nil |
| **Key Relationships:** | **Internal:** Service Manager, the nursing team, Team Leaders, Home Care Workers and Support Staff, administration team Lifestyle team and allied health staff. |
| **External:** Clients and their families or carers, other community and health professionals, the Community. |

**Position Statement / Overall Purpose**

The overall purpose of the Enrolled Nurseis to deliver individualised, quality, planned care that meets the needs of clients/carers in their home environment, under the direction and supervision of the Registered Nurse.

The Enrolled Nurse will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Current AHPRA registration and evidence of recent practice
* Current Queensland Driver Licence and own reliable vehicle

**Key Selection Criteria**

* Demonstrated competence in nursing practice (with community experience or understanding of).
* Demonstrated effective interpersonal, oral and written communication skills.
* Demonstrated willingness to participate as a team player.
* Demonstrated commitment to continuous quality improvement and high standards of client care.
* Knowledge of Workplace Health and Safety requirements.

**Key Accountabilities and Responsibilities**

1. **Accountability: Clinical Knowledge**

***Applied relevant clinical knowledge to effectively support clients and/or carers in the community.***

**Responsibilities:**

* Applies practice knowledge in community nursing.
* Undertakes basic client/carers community assessment, planning, implementation and evaluation skills.
* From base of clinical knowledge, assist the Registered Nurse in developing comprehensive holistic nursing care that meets the needs of client/carers.

1. **Accountability: Documentation and Duties**

***Perform all clinical practice under the supervision of the Registered Nurse.***

**Responsibilities:**

* Perform assigned and delegated functions from care plans.
* Maintain all clinical records at a high standard.
* Act as a client/carer advocate as required.
* Function in accordance with legislation and statutory requirements governing clinical practice, organisational policies and procedures including infection control, workplace health and safety and clinical documentation.

1. **Accountability: Performance Standards**

***Assist the Registered Nurse with team activities.***

**Responsibilities:**

* Use and promote effective communication and interpersonal skills.
* Contribute to maintaining high standards of clinical practice within the service.
* Actively participate in review of local clinical practice by involvement in clinical case conferencing and other forums.
* Use knowledge and skills to assist with ongoing improvement of the standards and profile of Anglicare.

1. **Accountability: Learning and Development**

***Actively participate in learning and development activities including personally taking part in on-the-job training.***

**Responsibilities:**

* Continuously update own knowledge of community nursing and competencies relevant to community practice.
* Maintain up-to-date knowledge of community resources local to the Service and beyond.
* Continuously update own knowledge of Anglicare SQ policies and practices.
* Participate in own performance appraisal opportunities with a view to assist in the achievement of personal learning objectives.
* Model professional and organizationally aligned behaviors at all times.
* Act as a community role model by demonstrating positive healthy behaviour.

1. **Other Duties and Requirements**

* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.