

## JOB DESCRIPTION & SELECTION CRITERIA

### Enrolled Nurse

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#### Location

Bentley Park

#### Reporting To

Clinical /Registered Nurse

#### Direct Reporting Staff

Nil

#### Award / Agreement

SwanCare Group Incorporated (ANF) Nurses Collective Agreement 2016

#### Normal Hours

As per rostered hours

#### Position Objective

Performs the primary function of an Enrolled Nurse by delivering a high standard of resident care within the nursing team

#### Responsibilities

##### **Personal Development**

- Ensures own knowledge is current by participating in ongoing in-service education,
- Acts in accordance with:
  1. SwanCare Group Clinical Governance Standards
  2. SwanCare Group Policies and Guidelines
  3. N&MBWA Scope of Practice
  4. ANMC National Competency Standards for the EN
  5. The Aged Care Act 1997 and Principles
  6. Aged Care Standards and Accreditation Outcomes
  7. Nurses Act and Regulations
  8. Equal Opportunity Principles
  9. Worksafe Legislation
  10. Occupational Safety and Health Act 1984
  11. Occupational Safety and Health Regulations 1996
- Sets goals for personal growth and revises them as the need arises.
- Utilises the team approach in everyday activities.
- Actively participates in SwanCare Group committees when requested.
- Assists in maintaining harmonious relationships with all members of the health care team.

### **Resident Care**

- Undertakes a resident case load under the direct or indirect supervision of a Registered Nurse.
- Undertakes a comprehensive nursing history in collaboration with Registered Nurse for all new residents allocated to him / her.
- Consults with Clinical / Registered Nurse in developing Care Plans following assessment for competency. Care plan is specific and individualised with resident or significant other input.
- Following competency revises and modifies care plan as necessary. Charts resident care and changes in status.
- Communicates verbally any changes to resident health status to Clinical / Registered Nurse, carers and family.
- Supports and promotes activities and recreational programs for residents, throughout the day and evening.
- Utilises a collaborative approach to resident care.
- Respects Multicultural issues and needs.
- Integrates bioethical principles as they apply to clinical care.
- Respects the goals of other members of the health care team when co-ordinating activities.
- Respects the rights of residents, their confidentiality, their privacy and their freedom of choice.
- Reports on daily details of resident activity to Registered Nurse before going off duty.
- Communicates resident's requests to the appropriate department concerns for non-clinical services.
- Provides assistance and supervision to residents as per Care Plan.
- Promotes the independence and dignity of residents and provides assistance and support when required.
- Refers family or significant others to the Registered Nurse for information when beyond delegated responsibility.
- Promotes a clean, safe and pleasant homelike environment through their role modelling and leadership of their delegated care team.

### **Quality Assurance**

- Actively participates in Continuous Improvement / Quality Assurance / Best Practice programmes and promotes participation of same to delegated care team.
- Conducts audits when requested.

### **Occupational Health & Safety**

- Accepts responsibility for own occupational health and safety requirements.
- Attends annual manual handling sessions, fire lectures, fire practices, evacuation, bomb threat and dealing with aggression education.
- Utilises Universal Precautions at all times.
- Ensures Care Plan instructions are adhered to at all times in respect of resident transferring and manual handling.
- Reports all accidents to Registered Nurse and completes a Resident Accident/Incident form.
- Identifies and reports to Registered Nurse any practice / equipment which may reduce safety for staff or resident.
- Works in a safe manner, considering own safety and that of other staff members, residents and visitors to the caring centre.
- Ensures equipment that is broken is removed from the work area and a request in written in the maintenance book.
- Conducts safety audits when requested.

### **Corporate Values**

- Actively promotes & develops the corporate values of the organisation;
  - Reliable
  - Enthusiastic
  - Supportive
  - Professional
  - Ethical
  - Compassionate
  - Team Focused
- Ensures that appropriate systems are in place to monitor customer satisfaction throughout all financial services delivered by the organisation.

**Performs other duties as requested by the Manager of the Care Facility.**

## SELECTION CRITERIA

### Enrolled Nurse

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#### Position Requirements

- Registered as an Enrolled Nurse with Nurses and Midwifery Board of Western Australia

#### Experience

- Broad range of experience
- Experience in Gerontology
- Experience in Aged Care

#### Knowledge

The applicant should demonstrate knowledge of:

- The Aged Care Act 1997
- The Aged Care Standards for The Aged Care Accreditation process
- The Ageing Process
- ANMC National Competency Standards for the EN and the APRHA Scope of Nursing Practice decision making frame work
- Equal Opportunity Principles
- Occupational Health & Safety Legislation and Regulations

#### Skills & Abilities

- Ability to co-ordinate the clinical care needs of residents within a designated area under the direction of a RN.
- Ability to provide leadership and supervision of care staff within their designated clinical area under direction of a RN.
- Demonstrates effective and appropriate organisational and planning skills. Works well as a team member.
- Demonstrates an understanding of the Nursing Process - Assessment, Problem Identification, Care planning, Evaluation and Exit Role Planning, under the APRHA Management of Patient Information and Document Guidelines.
- Demonstrates appropriate oral, written communication and interpersonal relationship skills.
- Demonstrates an understanding of current clinical practice
- Demonstrates an ability to communicate effectively with the elderly, especially those with communication defects.
- Demonstrates the ability to be self-motivating and self-directing.
- Demonstrates the ability to work as an effective team member.
- Utilises best practice, continuous improvement and customer focus principles.
- Enjoys working with the elderly and is able to empathise with them
- Encourages and assists clients to participate in activities - both social and functional.

**Prepared By**

Name: *Human Resources*

**Accepted and Agreed by**

Name:

Signature:

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Date:

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