



Position Description

Endorsed ENROLLED NURSE (EEN)

Date: June 2022

Division: Community Services

Position title:	Endorsed Enrolled Nurse
Classification:	Endorsed Enrolled Nurse – Nursing Homes, &c., Nurses' (State) Award
Reports to:	Residential Aged Care Facility Manager and Registered Nurse (RN)
Direct reports:	Nil
Liaison:	Internal – Other staff, Residents and residents family External – Visitors
Position purpose:	Endorsed Enrolled Nurse assist in the delivery of competent, quality nursing care at an advanced level under the direction of Registered Nurse Endorsed Enrolled Nurse is to provide clinical leadership and case management for residents while ensuring respect for resident's rights at all times

1. Organisational Commitment

Employees are required to work in a manner that is consistent with legislative requirements and the Uralla Shire Council mission, values and customer service.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Values:	Unity	We succeed as a team with integrity and accountability Indicators: no dishonesty; mistakes are identified and corrected.
	Safety	Keeping our people and community safe Indicators: Hazard reporting is high; incident occurrence is low.
	Commitment to Service	We use resources efficiently in an equitable manner Indicators: Council service is fair, tailored and within resources.

Council service principles:

Respect	<i>All people are equal</i>
Accountability	<i>In the interest of the community</i>
Honesty	<i>We act on facts</i>
Efficiency	<i>Value-for-money use of resources</i>
Equity	<i>We are genuinely fair</i>
Communication	<i>We are clear and concise</i>

Accordingly all employees are to demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

2. Responsibilities, Competencies and Accountabilities

Core Responsibilities

Provision of high quality clinical services to residents within scope of Endorsed Enrolled Nurse role and as directed by Registered Nurse including but not limited to:

- Works under delegation of Registered Nurse to contribute to nursing assessment and apply clinical skills to deliver optimum care to meet individual resident needs
- Assist in the development and appropriate implementation of care plans
- Provide appropriate assistance with personal care needs in accordance with care and support plans
- Maintain continence by assisting with toileting and implementing individual continence programs
- Provide resident care in consultation with the Registered Nurse particularly specialised nursing needs such as but not limited to:
 - Diabetes Management
 - Pain Management
 - Wound Management
 - Behaviour Management
 - Infection Management
 - Medication Management
- Monitoring and overseeing staff practices in consultation with the Registered Nurse to provide a coordinated approach to overall resident care including leading a team or acting in charge of a shift.
- Complete resident assessments and related care documentation with accurate information and high level of clinical competency
- Supervise and administer medication safely and effectively, in accordance with current legislation and policy ensuring incidents are reported accurately and followed up
- Accurate administration of medications
- Meet policy guidelines regarding resident documentation and contribute to Funding documentation.
- Monitor the residents' privacy, dignity and safety is being maintained at all times
- Role model of excellence in clinical care.
- Provide assistance to family members and visitors where possible

Quality Management Systems (QMS)

Support the delivery and implementation of quality systems for McMaugh Gardens including participation in audits, improvements, risks and feedback/complaints to meet the Accreditation standards and imbed a culture of quality improvement including but not limited to:

- Participate in the quality system that supports quality improvement including staff and resident input into reviewing all aspects of care and service delivery
- Contribute to the audit schedule and quality improvement program to facilitate all standards policies and procedures being up to date
- Support annual satisfaction surveys
- Participate in monitoring processes to provide for quality standards being met and adhered to
- Comply with specific regulations, legislation, By-laws, policies and guidelines that apply to role

Carry out other duties as directed within the scope, skill and competence level of the position and employee.

Key Tasks

As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

Competencies and Accountability

The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Nurses' (Local Government) Residential Aged Care Consolidated (State) Award 2021.

Performance Measures

As per those set out in the annual performance assessment.

Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

Delegation of Authority

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to guarantee adherence to such objectives and budgets.

3 Terms and Conditions of Employment

Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to one's professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.

- Ethics, integrity and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, protocols and (as required) actively document and revise procedures to make sure they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

Perform as a Team Member

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

Customer Service Responsibilities

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

Work Health and Safety Responsibilities

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

EEO and Anti-discrimination Responsibilities

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

4 Selection Criteria

Required qualifications and licences

Endorsed Enrolled Nurse Qualifications and current registration with APRHA.

Hold and retain a Class C Drivers licence.

Current First Aid Certificate and relevant immunisations such as Influenza and COVID-19

Essential criteria

Demonstrated experience working in an endorsed enrolled nursing role.

Experience in a demanding work environment which required effective time management in order to meet various deadlines for multiple tasks.

Experience with working with Aged clients and understanding of their needs including in behaviour management and physical care needs.

A working knowledge of the roles and responsibilities set out in the Workplace Health and Safety Act and the principles of equal employment opportunity.

Demonstrated ability knowledge and experience working with Aged residents in a complex environment including capacity to work autonomously and act on initiative.

Understanding of practice within, aged care legislative requirements, safe medication administration, person centred care philosophy, staff supervision, accreditation and funding.

Practice according to the professional code of conduct for Endorsed Enrolled Nurse and maintenance of skills and knowledge base to provide for safe care practices.

Demonstrated interpersonal skills, including the ability to interact with customers, contractors and the general public, including written and verbal communication.

Proven ability to undertake duties with the highest level of ethics and integrity, including the ability to keep information confidential.

Desirable Experience, Skills and/or Capabilities

Experience in residential aged care

Available to work all shift types including weekends

5. Acknowledgment

I have received and read the position description as detailed above.

Job Occupant:

Date:

Name:

Supervisor:

Date:

Name:

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

Please note- Position Descriptions are regularly reviewed to make sure they are current and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.