

Enrolled Nurse

Introduction

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Scope

This position description applies to the Enrolled Nurse.

Definitions

Not Applicable.

Policy

Role Description

The Enrolled Nurse (EN) is responsible to provide safe, competent and contemporary clinical nursing care to residents within the scope of practice as determined by the Australian Health Practitioner Regulation Agency (AHPRA).

Reporting Relationship

On a day to day basis this position shall report to the Care Manager or Registered Nurse in-charge. Indirect reports shall include other organisational management representatives.

Qualifications & Experience

Essential:

- Successful completion of a minimum Diploma of Nursing or equivalent.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Knowledge of the Residential Classification Scale and Standards for Aged Care.
- Current National Police Certificate (or ability to acquire).

Desirable:

- Knowledge of the standards required by the government for the delivery of aged care.
- An understanding of the Commonwealth Aged Care Funding Instrument.
- Strong clinical and documentation skills.
- An understanding of the aged care accreditation process.
- Leadership skills.

Key Duties & Responsibilities - Resident Care

- Compile a comprehensive history from residents and/or family members to identify care needs by participating in resident admissions and ongoing assessments.
- Maintain a high level of documentation which accurately reflects care delivery.
- Complete ACFI assessments and documentation as required for the shift and contribute to the maximization of income.
- Assist to implement, contribute to and evaluate resident care plans as directed by your supervisor.
- Administer medications to residents and assume responsibility for correct ordering, storage and documentation procedures in accordance with the organisation's policies and procedures.

Key Duties & Responsibilities - Staff Supervision

- Maintain staff discipline and provide leadership, support and supervision to Extended Care Assistants.
- Delegate tasks as required.
- Assist in the orientation of new staff and identify their learning needs.
- Ensure appropriate staff allocation on the unit.

Key Duties & Responsibilities - Communication

- Communicate effectively with all staff.
- Interact with doctors, relatives, residents and allied health professionals to ensure adherence of care for residents.
- Maintain confidentiality on all matters relating to residents and their families at all times and on other matters imparted in confidence.

Key Duties & Responsibilities - Professional Development

- Attend regular meetings as required.
- Participate in the performance appraisal process as required.
- Attend all compulsory training.
- Identify training and development opportunities and communicate these to the General Manager.
- Develop and maintain knowledge of aged care issues, standards and services.

Key Duties & Responsibilities - Workplace Health & Safety

- Maintain a safe and clean working environment.
- Follow appropriate infection control practices in relation to all tasks as per the policies and procedures of the organisation.
- Monitor routines, timeframes and procedures in consultation with relevant staff.
- Acknowledge and report care recipient feedback.
- Observe safe work practices and consider the safety of others at all times.
- Have a detailed understanding of safe manual handling techniques and follow the Manual Handling Policy at all times.
- Report and document incidents, near misses and hazards immediately and in accordance with the policies and procedures of the organisation.

Performance Outcomes

- Commitment to excellence in care, as an outcome of competent clinical skills and knowledge.
- Evidence of participation in training for personal professional development.
- Effective and positive team member – shares, communicates and mentors staff to retain best practices and knowledge.
- Evidence of working in partnership with other nursing, care, service, medical and allied health service employees and providers to ensure residents rights to quality of care and lifestyle are continually met.
- Comments and complaints are effectively managed in accordance policies and procedures.

Selection Criteria

1. Demonstrate well-developed communication and interpersonal skills.
2. Possess knowledge of relevant legislation, particularly the National Health Reform, National Standards and Aged Care Standards.
3. Demonstrated ability to deliver excellent clinical care in accordance with the organisational policies and procedures.
4. Ability to work as part of a multi-disciplinary team and to work independently of others.

Mission, Vision and Values

It is a condition of employment that each employee will, at all times, uphold our organisation's mission, vision and values:

- **Mission:** To care for the elderly in our communities in an environment of respect, value and belonging.
- **Vision:** A world where the elderly feel respected, valued and enjoy a quality of life.
- **Values: Respect:** Treat all people with fairness and dignity. **Care:** Look after and protect the elderly, and each other. **Teamwork:** Encourage, cooperate and build trust. **Courage:** Do the right thing, even when it's difficult. **Integrity:** Be open, honest and trustworthy. **Innovation:** Think differently to solve problems. **Excellence:** Drive quality to continuously improve.

Professional Conduct

- Unless directed otherwise, perform the duties of the position according to the organisation's policies and procedures, as varied from time to time.
- Comply with all reasonable and lawful requests or directions given by the organisation.
- Promote the organisation's values, reputation and integrity.
- Ensure a high standard of personal appearance and conduct: that is, clean, neat, tidy, punctual, and respectful language and manner toward residents, visitors and other employees.
- At NO TIME must information related to a resident, family or other employee be discussed with anyone other than the relevant individual or professional providing care.
- Ensure a flexible and enthusiastic attitude toward undertaking a variety of tasks, and demonstrated commitment to ongoing quality, with a team approach is expected.
- Report all incidences of suspected or actual abuse of residents and participate fully in the investigation of such incidences. This includes but is not limited to physical, sexual, financial, verbal or emotional abuse.
- Nursing employees must, at all times, adhere to the Australian Health Practitioner Regulation Agency's codes and guidelines for nurses.

Workplace Health & Safety

- Perform the duties of the position according to applicable workplace health and safety legislation and regulations by complying with the organisation's policies and procedures.
- Participate in the identification, risk management and infection control programs and contribute to a clean, safe and healthy work environment to ensure the safety of residents, visitors, other employees and self.
- Report immediately, any equipment or situation which is hazardous, or has the potential to be a safety issue.
- Participate in problem solving processes to resolve workplace health and safety and infection control issues.

Quality Improvement

- Provide competent care in accordance with the organisation's policies and procedures, and legislative requirements relevant to the role.
- Complete an Improvement Form when there is an identified need to improve.
- Actively participate and contribute to quality activities which promote quality improvement to care provided, such as, follow up of Improvement Forms, attendance at staff meetings, ongoing education, internal assessments, review of procedures, and evaluation of new products and equipment.

Ongoing Education & Development

- Attend annual mandatory training as required by the organisation, including but not limited to, manual handling, emergency procedures, and infection control.
- Participate in non-mandatory training as provided from time to time at the facility or via the Aged Care Channel online.
- Regularly read work emails and staff notice boards at the facility to remain up-to-date with the organisation's communication including staff memos.
- Membership of relevant professional groups and or associations is recommended.
- The organisation is committed to a program of on-going performance appraisals for each employee. Each employee is required to undertake performance appraisals as required by the organisation.
- Work toward annual training objectives following annual appraisal to ensure skills and knowledge remain up-to-date to fulfill role.

References/Resources

Not Applicable.