

Position Title: Enrolled Nurse
Basis of Employment: Full time / Part time / Casual
Reports to: Registered Nurse

Position Summary:

This role's overall purpose within RALAC is:

1. To work within a multidisciplinary team to assess and meet the assessed physical, psychological and emotional needs and expectations of residents in accordance with RALAC Lionsbrae's philosophy of care.
2. To administer medication accurately as per regulations and Medication Charts and within their scope.
3. To uphold the principles of best practice and contribute to and participate in the continuous improvement of RALAC Lionsbrae.
4. To practice with and under the direction and supervision of the Registered Nurse (RN) and assists in the provision of health and personal care.
5. To retain responsibility for their personal actions whilst remaining accountable to the RN for all delegated functions.

ACCOUNTABLE FOR:

The Enrolled Nurse (EN) will liaise closely with all staff in relation to the provision of services and with the Registered Nurse or delegate in relation to providing a range of holistic, contemporary nursing and care services to residents in a manner which:

- is in accordance with the mission, vision, values, policies and procedures of RALAC
- is consistent with the Statement of rights.
- is consistent with the Employee, Aged Care and NDIS Code of Conduct
- strives to maximise residents' health and well-being
- reflects current knowledge and best practice in delivery of holistic residential aged services
- fosters best practice and effective performance by staff in an environment which encourages learning and development
- supports a safe working and living environment.
- is cost effective in operation and delivery of services
- strives to improve the quality outcomes of services provided to residents
- demonstrates excellence in customer service at all times

KEY ACCOUNTABILITIES

1. Residents

- 1.1 Delivery of services meets Legislative requirements and any policy and administrative guidelines as set by the Commonwealth.
- 1.2 Review resident needs and prioritise work tasks for each shift.
- 1.3 Oversee and complete resident of the day (ROD) duties and follow up any urgent clinical issues immediately.
- 1.4 Support residents to meet daily living needs including nourishment, hydration, mobility, personal hygiene, treatments, activities and other support within the care plan and as the facilities policies and procedures, in a manner that encourages independence.
- 1.5 Residents get personal care and/or clinical care that is safe and right for them.
- 1.6 Provide support and assistance to maintain a clean comfortable, safe, secure and homelike environment for the residents where the resident feels that they belong and are safe and comfortable.
- 1.7 Provide support and assistant in the upkeep of personal clothing, and in the preparation and consumption of food and beverages.
- 1.8 Respond to situations of risk or potential risk to the residents.

- 1.9 Treat the resident with dignity and respect and support them to maintain their identity, make informed choices about their care and live the life they choose.
- 1.10 Carry out work activities according to RALAC's procedures and the care plan.
- 1.11 Residents' established routines, preferences and customs are encouraged and facilitated where possible.
- 1.12 Care plans are developed, implemented and evaluated in consultation and partnership with residents/representatives to assist in assessment and planning to ensure the resident gets the care and services needed for their health and wellbeing.
- 1.13 Resident assessments, care plans and progress notes are accurately completed to meet Aged Care and NDIS registration and funding requirements.
- 1.14 Report any changes in resident's conditions, uncharacteristic or inappropriate behaviour, and take appropriate action as required.
- 1.15 Document and report concerns regarding service delivery to the RN in charge.
- 1.16 Consult with the RN and other members of the health care team as may be required e.g. physiotherapist, dietician, doctor, podiatrist, aromatherapist.
- 1.17 Report immediately any situation of suspected elder abuse or a missing resident according to RALAC policy and procedure.
- 1.18 Follows the directions of the RN in the undertaking of any specialised nursing care requirements.
- 1.19 Demonstrates excellence in customer service at all times.

2. Medication Management

- 2.1 Accurate resident medication administration in line with established policies and procedures and legislative requirements.
- 2.2 Administration of medication only on the written instruction of a medical practitioner, dentist, nurse practitioner or optometrist.
- 2.3 Administration of medication via an approved enteral or topical route only.
- 2.4 Exercise competent decision making skills in recognition of situations where further advice may be necessary prior to administration.
- 2.5 Exercise professional judgement to withhold medication at a time it is due and contacting the authorised prescriber to seek verification.
- 2.6 Medications which require preparation are prepared according to manufacturer's instructions.
- 2.7 Accurately observe, record and report all relevant aspects of medication therapy.
- 2.8 Monitor residents' vital signs and related observations and report any changes in health status to the RN.
- 2.9 Maintain contemporary knowledge and skills in relation to pharmacology, pharmacokinetics and health management.

3. Human Resource Management and Teamwork

- 3.1 Support the RN in the supervision of care staff; this includes orientation and providing day to day supervision as relevant to EN scope of practice.
- 3.2 Provide clinical support for PCA staff; this may be in the form of demonstrating correct technique for care procedures or coaching PCA staff.
- 3.3 Act as a resource to care staff as required.
- 3.4 Support other team members with their resident allocations as may be required.
- 3.5 Actively contribute to the establishment and maintenance of constructive relationships within the team.
- 3.6 Communicate in a clear, concise and accurate manner, whilst respecting the opinions and suggestions of others.
- 3.7 Regularly attend and participate in staff meetings, meeting minutes and information for staff are read and acted upon.
- 3.8 Contribute to a harmonious workplace and carry out duties in a cooperative and respectful manner that recognises the role of other team members in the delivery of a quality service.

4. Continuous Improvement

- 4.1 Comply with RALAC policies and procedures.
- 4.2 Appraise and constantly evaluate the standard of clinical services delivered e.g. through audits and quality activities. Identify areas for continuous improvement (CI) and document ideas via the completion of an improvement form.
- 4.3 Encourage and support residents to give feedback and make complaints.
- 4.4 Review and monitor customer feedback; improvement forms are completed (on behalf of residents where required) and followed up.
- 4.5 Assist the RN in reporting, monitoring and follow up of incidents for resident safety. Documentation is complete e.g. incident form and progress notes are completed.
- 4.6 Participate in and support the facility's accreditation process to comply with Strengthened Aged Care Quality Standards requirements, demonstrating sound knowledge of requirements.
- 4.7 Actively participate in quality improvement initiatives and audits designed to evaluate the quality of care and services.
- 4.8 Conduct quality audits as directed by the RN or delegate.
- 4.9 Participate in change activities; to this end this position description is intended to clarify the main areas of responsibility. The staff member may be asked to perform other duties as requested within the realm of their knowledge and skill level.

5. Health and Safety

- 5.1 Adhere to Health and Safety regulations, policies and procedures.
- 5.2 Undertake all duties in a manner with due regard for the wellbeing and safety of self, colleagues and residents.
- 5.3 Demonstrate an understanding of own role and responsibility in the event of fire and/or other emergency including the ability to evacuate self and residents as appropriate.
- 5.4 Monitor the safety of equipment and equipment is maintained and used in a safe manner in line with manufacturers' instructions and RALAC guidelines and report any breakdown or requirements to RN or delegate.
- 5.5 Report immediately, monitor and follow up all staff and resident incidents and accidents for safety and identify ways to minimise/eliminate risks. Staff and resident incident and accident forms are completed.
- 5.6 Comply with infection control requirements e.g. washing hands before and after attending residents, following standard precautions, complying with food safety regulations.
- 5.7 Participate in training and education sessions regarding health and safety.
- 5.8 Escalate issues which put other staff or residents at risk to Registered Nurse and if there is no response or an unsatisfactory response to the issue that has been raised, it is to be escalated to RSM /CCM.

6. Professional Responsibilities

- 6.1 Work within the scope of practice and professional boundaries.
- 6.2 Recognise the need for and actively participate in continuing education and development.
- 6.3 Where care delivery issues are unclear or beyond own abilities and qualifications, seek assistance and clarification.
- 6.4 Actively maintain professional skills and be up to date in current practices to be knowledgeable, capable and caring.
- 6.5 Regularly review and critique own work performance and participate in scheduled performance appraisal.
- 6.6 Comply with the roster. Provide adequate notification of requests for leave.
- 6.7 Comply with all Privacy Legislation requirements and RALAC confidentiality policy when communicating any and all information pertaining to residents, staff and the operations of RALAC.

KEY SELECTION CRITERIA

Essential:

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse.
- Endorsement of registration medication administration by Enrolled Nurses by APHRA.
- Successful completion of the diploma in nursing accredited medication administration delivered by a Nursing and Midwifery Board of Australia approved registered training organisation; **or**
- Successful completion of Certificate IV in Health (Nursing) delivered by a Nursing and Midwifery Board of Australia approved registered training RALAC; **and**
- Successful completion of the APHRA accredited medication administration course delivered by a Nursing and Midwifery Board of Australia approved registered training organisation.
- Current First Aid and CPR Certificate.
- Demonstrated knowledge and nursing experience in the provision of aged care.
- Demonstrated strong commitment to excellence and quality in the provision of aged care services.
- Well-developed communication and problem solving skills.
- Ability to provide clinical documentation to meet accreditation and funding requirements.
- Demonstrated ability to comply with accreditation/compliance as appropriate to level.
- Demonstrated ability to document concisely and effectively in resident notes and care plan.
- Demonstrated ability to organise and manage own routine and workload.
- Demonstrated ability to solve problems and contribute to continuous improvement.
- Commitment to, and willingness to participate in, continuing training and education related to area of employment.
- Able to write and speak English in a way that supports clear communication with residents and colleagues and government bodies.
- Ability to work effectively, respectfully and collegially in team environment.
- Highly developed interpersonal skills and ability to work with residents of differing backgrounds whilst maintaining role and professional boundaries.
- Proven ability to work both independently and to participate as an effective team member.
- Demonstrated leadership qualities.

Desired:

- Computer skills.
- Commitment to ongoing training and learning.
- Previous experience in the application of quality assurance and or continuous improvement systems.
- Relevant post graduate studies/professional development e.g. continence management, dementia care, health and safety training.

KEY PERFORMANCE CRITERIA

In addition to the performance standards and responsibilities outlined in this Position Description, a comprehensive set of Key Performance Criteria will be used to clearly establish performance and expectations and to review performance as per performance review clause.

The following is the overarching areas of performance with specific measures to be initially developed by RSM in consultation with the incumbent and then reviewed annually.

Area of Performance:	
Residents	• Evidence of positive resident feedback/resident outcomes. • Demonstrated timely resolution of resident complaints; especially as these relate to care. • Evidence of empathy for the needs of residents and ability to provide flexible care in accordance with residents needs and preferences. • Evidence of consistent achievement of resident care needs each shift. • Evidence of consistency and accuracy of clinical documentation. • Evidence of contribution to resident safety; improvement in resident accident and incident trends. • Evidence of contribution to clinical care; improvement in clinical indicator trends e.g. reduction in skin tears, falls.
Medication Management	• Demonstrated safe administration of medications including the accurate and timely reporting of any medication errors.
Teamwork	• Positive feedback from colleagues as internal customers. • Evidence of day-to-day teamwork e.g. helping with other resident allocations. • Evidence of clinical leadership/contribution • Evidence of contribution to staff orientation; completion of orientation checklist.
Compliance/Continuous Improvement	• Compliance with RALAC policies and procedures. • Evidence of contribution to accreditation; compliance with Aged Care Quality Standards. • Evidence of timely resolution of non-compliance. • Evidence of improvement logs; evidence of appropriate/timely follow up/improvements. • Evidence of meeting requirements of Aged Care Quality Standards as relevant to position. • Evidence of continuous improvement in clinical care. • Accurate completion of improvement forms that reflect problem solving ability. • Demonstration of own self-development/improvement through participation in professional development activities. Demonstration of 20 hours CPD as a minimum.
Health and Safety	• Ability to demonstrate role in the event of fire or other emergency. • Accurate and timely hazard alert reports and corrective actions. • Ability to demonstrate safe and appropriate use of equipment. • Ability to demonstrate competency in relevant clinical areas e.g. medication management, handwashing. • Ability to demonstrate competency in manual handling • Ability to demonstrate competency in CPR. • Evidence of contribution to workplace safety; minimise workplace injuries and the accurate reporting of staff accidents and incidents. • Accurate and timely completion of resident/staff/visitor incident form including any first aid/follow up actions.

PERFORMANCE REVIEW

The Enrolled Nurse's performance shall be evaluated by Registered Nurse or delegate at 3 months service, 6 months service and at the conclusion of 12 months service and thereafter each subsequent 12 months, on termination of service and/or on request.

RALAC's policy is that concerns over skill and performance of employees are addressed, wherever possible, through a performance review which is not related to the Disciplinary Procedure.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all inclusive.

Physical Requirements

The following requirements will be needed to carry out the essential elements of the position as outlined in the position description.

The frequency descriptions relate to the following time frames:

Continuous	= 75% to 100% of the workday
Frequent	= 25% to 75% of the workday
Infrequent	= 0% to 25% of the workday

Continuous	
Standing and walking	Standing and walking are major components of the position. They are required for the delivery of care to residents and movement around the facility. It requires the ability to fully use both legs on a variety of surfaces.
Balancing	Balancing is required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting whilst carrying out resident care and job requirements.
Handling and Feeling	Handling and feeling are required in the delivery of resident care, finger dexterity and hand-eye coordination are required, along with full hand and wrist movement, also the ability to perceive attributes of objects or residents by touching with skin, particularly that of the fingertips.
Communication	An excellent understanding of the English language is required in the delivery of care to residents and when dealing with allied health professionals and other facility staff. Also the ability to communicate effectively.
Hearing	Ability to maintain hearing acuity, with correction, if required, and the ability to hear and understand whispered conversations at a distance of up to 1 metre. Ability to interpret what is being heard.
Vision	Ability to see and recognise objects and read documents. Ability to discriminate between colours and to determine depth perception.
Smelling	Ability to distinguish odours and identify hazards.
Frequent	
Pushing and pulling	Pushing and pulling are required to draw, drag, push or tug objects around the facility including but not limited to wheelchairs, meal and linen trolleys, and also in the delivery of care to residents.
Reaching and stretching	Reaching and Stretching is required in the delivery of resident care and in carrying out administration duties, and in the movement of objects in the facility.

Grasping/ Finger Movement	Grasping and finger movement (pinching, picking, typing) is required to holding onto objects and in the delivery of care to residents in the facility. It will require the ability to do repetitive motions with hands, wrists and fingers.
Repetitive Motions	Repetitive motions of the wrists, hands or fingers may be required when carrying out administration duties such as, but not limited to typing, and in some resident care.
Infrequent	
Sitting	Sitting is required when carrying out documentation or administration requirements.
Climbing	Climbing is required when ascending or descending stairs or ladders. It will require the ability to utilise both legs and feet and/or hands and arms. Body agility is required.
Lifting and carrying	Lifting and carrying is required in assisting and transferring of residents and in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. It will require the ability to fully use both arms and hands.
Bending and Crouching	Bending at waist level in the delivery of resident care, and whilst carrying out job requirements in the facility. Ability to crouch to floor level when required.
Kneeling	Kneeling can be required in the delivery of resident care.
Twisting	Twisting may be required in the delivery of resident care and in the movement of objects in the facility. The ability to reach in all directions and to twist at the waist is required.

Available Assistance

The following assistance will be available to aid in meeting the physical requirements, however assistance is not limited to this list.

- Orientation program on commencement
- Ongoing education and training, including full instruction on any new equipment purchased
- Policies, Procedures and Guidelines for duties
- Legislative Requirements for duties
- Maintenance system duties are performed within the Policies, Procedures and Guidelines
- Equipment to be maintained in a safe and functional manner
- Equipment
 - Electronic high and low beds
 - Lifting equipment
 - Wheelchairs
 - Commode chairs
 - Slide sheets
 - Ergonomic chairs
 - Safety equipment e.g.; PPE
- Pre purchase trials and evaluation of equipment to guarantee optimal purchase of goods and supplies
- Tracking Systems
- Assistance from other staff
- Effective Committees where staff can participate
- Large work areas to assist with manoeuvrability of residents

Employee Position Declaration

Ihave read and understand the Position Description and Physical Requirements and agree that I have the physical ability to fulfil this position and in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I have initialled the bottom right hand corner of each page as confirmation of reading and understanding the position and physical requirements.

I understand that this is separate to the Employment Contract that I will sign/have signed*, outlining the Employment Details.

Position holder: _____
(Print name) (Signature)

Date: ____ / ____ / ____

Manager: _____
(Print name) (Signature)

Date: ____ / ____ / ____

*delete as necessary