

Position Description

POSITION DETAILS			
Position Title	Enrolled Nurse		
Reports to	Clinical Manager – Home Care		
Business Function	Home Care	Salary Grade	ARRCS 2023 Enterprise Agreement
Direct Reports	Nil	Band / Level	EN1-7 dependent on skills and experience.
Indirect Reports	5-15	Location	Northern Territory

REPORTING RELATIONSHIPS	
Internal Key Relationships	Client Admission Coordinators, Support Coordinators, Quality Team
External Key Relationships	Hospital Liaisons, ACAT Team, Discharge Coordinators, Other Providers, GP's

OUR ORGANISATION

ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE

The Enrolled Nurse works under the direction and supervision of the Registered Nurse, to provide person-centred care, in collaboration with individual/s and the multidisciplinary health care team to achieve people focused, quality and safe care consistent with ARRCS mission and values.

KEY RESPONSIBILITIES

Operations

- Contribute to the development of consumers' care plans and carry out those care plans as delegated by the Registered Nurse and in accordance with ARRCS policies and processes.

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- Observe and report promptly any changes or concerns in consumers' health, well-being or behaviour to the Registered Nurse.
- Administer medications within the scope of practice as per 'Medication Management in the Community, Guiding Principals'.
- Assist clients with activities of daily living, hygiene (showering, toileting, etc.), dressing, grooming, mobility, eating and drinking as required.
- Assist consumers to participate in programs and recreational related activities.
- Assist consumers to participate in the community by providing social support (attending appointments, letter writing etc.) as required.
- Safely transport individuals on an as required basis, as approved.
- Assist with orientation of new EN, PCA and support staff as required.
- Assist in ensuring the service meets all accreditation standards.
- Report all complaints to the Clinical Nurse Manager.

Leadership, Teamwork and Communication

- Participate as an active member of the team in a manner consistent with ARRCS Directions, Values and Code of Conduct.
- Provide a high standard of customer service and establish and maintain effective working relationships with clients.
- Act and communicate in a responsive, respectful and professional manner at all times when dealing with ARRCS staff and others.
- Maintain confidentiality on all issues relating to ARRCS, clients and colleagues.

Nursing Scope of Practice

- Practice as an Enrolled Nurse in accordance with the Nursing and Midwifery Board of Australia
- Professional Standards for Practice, Code of Professional Conduct, and Code of Ethics for Nurses, to deliver professional competent care in line with public expectations under the (direct or indirect) supervision of a Registered Nurse.
- Accept accountability and responsibility for own actions for delegated care, undertake assessment and monitoring when providing nursing care and contribute to the planning and evaluation of care in collaboration with the registered nurse to achieve expected health and wellbeing goals.
- Collect and report on individual's clinical information in a timely manner, maintain confidentiality and accurate health care documentation to ensure necessary information is available to meet legal and ongoing care requirements.
- Work in collaboration with the individual/s and team members to provide a person-centred environment and communicate effectively about nursing outcomes in a timely manner to support the provision of person-centred quality care.

Organisational Sustainability

- Work to agreed service delivery and budget targets.
- Maintain and prepare records as required.
- Use resources responsibly and dispose of waste in an efficient and effective manner.
- Assist in the achievement of innovative service delivery by suggesting any identified opportunities

Professional Development

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- Actively participate in orientation, training, meetings, workshops and ongoing learning activities as part of a knowledge and performance development process.

Continuous Quality Improvement and Compliance

- Continuous improvement - Ensure daily duties are carried out to ensure quality services are delivered through:
 - Ongoing continuous improvement and compliance to clinical standards.
 - Adherence to ARRCS organisational policies, procedures, administrative and documentation requirements.
 - Adherence to relevant legislation, regulations, codes of practice and standards.
- Work Health and Safety – Ensure your own safety and the health and safety of others by following instructions and safe work practices provided with particular attention to the manual handling of clients and/or materials and using equipment, materials and facilities in a safe and responsible manner.
- Maintain a safe and healthy workplace and work practices through supervision and ensuring staff have the necessary information to perform work safely.
- Model Towards ZERO harm behaviours by implementing ARRCS Workplace Health, Safety and Rehabilitation policies, guidelines and procedures, consulting with staff and continuous improvement of workplace health and safety performance.
- Risk Management- Identify and report, all relevant risks according to the ARRCS Safety Risk Management Policy.

Personal Accountability

- Compliance with ARRCS's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCS employees and external stakeholders in accordance with ARRCS's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

Qualifications – Essential

- Diploma of Nursing.

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- Unrestricted AHPRA accreditation / registration.
- Medication Endorsement.

Experience

- Demonstrated competencies in and knowledge of the complexities and challenges involved in providing nursing care in the context of a multidisciplinary team and aged care environment.
- Demonstrated effective clinical communication using information technology, written and verbal means and sound interpersonal skills with the capacity to interact with others in a personable and professional manner.
- Demonstrated application of evidence-based practice and critical thinking to advocate for and implement individualised person-centred care (in service context) with a commitment to continuous improvement.
- Demonstrated ability to supervise, delegate, and negotiate with others to deliver quality nursing care with a willingness to show leadership and embrace change in the coordination and delivery of care
- Recent clinical experience relevant to the position including evidence of participation in own professional development and commitment to maintaining competence and enhancement of skills,
- Demonstrated ability to effectively prioritise and organise workload and deliver care with integrity and accountability.

Mandatory Requirements

- NDIS Worker Screening
- Influenza Vaccination
- COVID 19 Vaccination + Boosters
- National Police Check
- Driver's License

Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Clinical Manager or ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.

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