POSITION DESCRIPTION
ENROLLED ENDORSED NURSE

| PD NUMBER | 6.0.3.2 |
| REPORTS TO | Registered Nurse, Care Services Manager, Nurse Unit Manager |
| APPLICABLE AWARD/AGREEMENT | St. John’s Village Inc., ANMF and HSU Enterprise Agreement 2014 |
| STATUS | As per employment contract |
| APPROVED BY | Director of Care |
| DATE | May 2014 |
| REVISION DATE | May 2016 |

JOB PURPOSE SUMMARY

The Enrolled Endorsed Nurse is a member of the care team and assists in the delivery of competent, quality nursing care including medication administration under the direction of the Registered Nurse, Care Services Manager and/or Nurse Unit Manager.

KEY SELECTION CRITERIA

Essential
- Current registration as an Enrolled Endorsed Nurse with the Australian Health Practitioner Regulation Agency.
- Experience in Acute or Aged Care setting.
- Annual CPR competency.
- Experience and/or knowledge in Quality Improvement and Accreditation Standards.
- Basic computer skills.

Desirable
- Knowledge of the Aged Care Funding Instrument (ACFI) and Accreditation Standards for Aged Care.
- Further education in Aged Care – Dementia, Pain Management, Palliative Care, Wound Care, Continence Management.
- Experience in computerised documentation systems.

DUTIES AND RESPONSIBILITIES

The Enrolled Endorsed Nurse is responsible and accountable for tasks including, but not limited to:
- Assists the Registered Nurse with coordinating resident care including: resident assessment, care planning and core evaluation.
- Plans as allocated the delivery of resident care according to individual resident care plans and documented Policies and Procedures.
- Assists the Registered Nurse with reviewing and evaluating the effectiveness of interventions, in partnership with residents and/or their representatives.
- Manages and supervises a safe medication administration system.
- As delegated and supervised by a Registered Nurse administers medication upon the written instruction of a medical practitioner, dentist, nurse practitioner or optometrist.
• Assists the Registered Nurse with quality improvement, clinical monitoring and auditing processes - including the management of falls, wounds, continence and medication.
• Consults with General Practitioners and other Allied Health Professionals as required.
• Assists and supports the Personal Care Attendants to complete allocated tasks on a shift by shift basis.
• Assists Personal Care Attendants with ongoing personal development.
• Assists and supervises Personal Care Attendants with the delivery of residents clinical care needs.
• Maintains effective communication with all Team Leaders.
• Monitors residents’ daily menu requirements to ensure dietary need and preferences are communicated correctly to the kitchen.
• Participates in Continuing Professional Development and Compulsory Education.
• Develops and maintains a professional rapport with residents and their families, providing feedback to the Registered Nurse, Care Services Manager and Nurse Unit Manager.

**PHYSICAL STANDARDS**

• Walk or stand 30% of the time.
• Sit for documentation 20% of the time.
• Bend or squat up to 10% of the time.
• Lift and move residents using mechanical devices and chairs with wheels 10% of the time.
• Push trolleys including a medication trolley up to 30% of the time.

**PERFORMANCE REVIEW**

Staff performance reviews will be conducted after 3 months of employment, then annually by Departmental Manager. Review criteria will be based on applicable KPI’s, Organisational Responsibilities and related duty statements.

**STAFF SUPERVISED**

• Personal Care Attendants

**KEY PERFORMANCE INDICATORS (KPI’S)**

**Professional Care Practices**

• Provides quality resident care, demonstrating dignity and respect for each individual resident and fellow staff members.
• Contributes positively to the Care Team and to the Residential Care environment.
• Provides competent care/service in accordance with the Organisation’s documented Policies and Procedures, and the legislative requirements relevant to the role.
• Collaborates, documents and shares information with the Registered Nurse and other health professionals.
• Reports changes in residents care to the Registered Nurse as well as documenting in the resident’s progress notes/care plan as soon as practicable.
• Maintains safe and correct administration of medications according to documented procedures and legislative requirements.
• Maintains knowledge and understanding of current legislative reporting requirements and responsibilities, such as Elder Abuse, Missing Residents and Compulsory Reporting.
• Establishes and maintains positive relationships with team members.
• Assists with coaching and mentoring Personal Care Attendants.

**Nursing Practice**
• Plans, organises and implements nursing activities that are consistent with Best Practice Standards within the scope of practice of qualifications.
• Assists the Registered Nurse with documenting and updating residents’ individual care plans based on assessment information.
• Supervises, assists, supports and mentors Personal Care Attendants to complete allocated tasks.

**Medication Administration**
• Safely administers medications (all schedules) upon the written instruction of a medical practitioner, dentist, nurse practitioner or optometrist. Does not accept verbal instructions.
• Monitors resident’s vital signs and related observations and reports any changes in health status to the Registered Nurse.
• Communicates and documents medication changes as soon as practicable to the Registered Nurse.
• Seeks clarification from the Registered Nurse if a medication order is difficult to read.
• Administers PRN medication only following consultation with the Registered Nurse, medical practitioner, dentist, nurse practitioner or optometrist.

**Training and Education**
• Maintains professional skills and knowledge in accordance with the Australian Nursing and Midwifery Council standards.
• Maintains continuing professional development and competency standards in accordance with APHRA Registration Board.
• Completes all mandatory training including: OH&S, Manual Handling, Infection Control and Fire and Emergency training.

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**ORGANISATIONAL RESPONSIBILITIES**

**Professional Conduct**
• Compliance with St Johns Village’s Policies, Procedures and Code of Conduct.
• Communicates appropriately and respectfully with all residents, resident representatives, visitors, volunteers and all staff members.
• Establishes and maintains good working relationships with residents, resident representatives, visitors, volunteer and all staff members.
• Demonstrates a high standard of personal appearance and conduct.
• Maintains confidentiality of residents and staff members at all times.
• Works as part of a team with enthusiasm and flexibility.
• Pursues continuous improvement of knowledge and skills through training and development.
• Actively participates in the Organisations Quality Improvement Program.
• Participates in staff meetings.

**Workplace Culture**
• Acts in a manner which is reflective of St Johns Village’s Philosophy, Vision, Mission and Values.
• Works in an open, supportive and cooperative manner with all other staff.
• Values the views of other staff members and encourages the free exchange of ideas and suggestions.
• Displays courtesy to all residents, resident representatives, visitors, volunteers and all staff members at all times.
• Treats all residents, resident representatives, visitors, volunteers and all staff with respect and dignity.
• Refuses to engage in harassment, bullying or discriminatory behaviour.

**Team Work**

• Demonstrates awareness of role and respects the role of others.
• Works cooperatively and inclusively with other staff members to achieve team goals.
• Demonstrates commitment to working positively within a team environment.
• Assists Managers in the identification of team goals.

**Occupational Health & Safety**

• Maintains the work area in a clean, tidy and safe condition.
• Ensures that at all times a safe and homelike environment is maintained for all residents.
• Ensures all incidents and accidents to residents, resident representatives, visitors, volunteers and staff members are reported immediately by completing the appropriate forms.
• Identifies strategies for reducing any potential or actual injury in consultation with OH&S Coordinator.
• Attends all mandatory training related to Workplace Health & Safety.

**Quality Improvement**

• Is committed to and demonstrates an understanding of the Charter of Residents Rights and Responsibilities.
• Is committed to and demonstrates an understanding of the Quality Improvement Process and Aged Care Accreditation Standards.
• Participates in and assists with auditing processes.
• Demonstrates a commitment to ongoing self-development.
• Assists in the implementation and evaluation of new products and equipment.
• Attends all mandatory training related to Quality Improvement.

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**AGREEMENT**

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name: 

Signature: 

Date: / /