



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 Endorsed Enrolled 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.

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.

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: