

## POSITION STATEMENT

<b>POSITION TITLE:</b>	Enrolled Nurse
<b>REPORTS TO:</b>	Director of Care
<b>AWARD/AGREEMENT:</b>	Boneham Aged Care Services Inc Nursing Employees (Aged Care) & ANMF-SA Enterprise Agreement 2023
<b>CLASSIFICATION:</b>	Contract

## POSITION STATEMENT

The role of the Enrolled Nurse is to assist in the provision of total resident-centred nursing care under the direction and supervision of the Registered Nurse. Supervision means the direction and guidance given by a Registered Nurse to an Enrolled Nurse which may be direct or indirect according to the nature of the work delegated. The Enrolled Nurse provides preventative, palliative, curative and rehabilitative nursing care which takes into account the physical, psychosocial and spiritual needs of Residents in institutional and community settings.

## KEY OUTCOMES AND RESPONSIBILITIES

The following outcomes will inform KPIs, assessable as part of performance assessment.

- EN is responsible to the DOC/RN on duty.
- To work within their scope of practice
- To be a safe practitioner as laid down in the ANMC. competencies and relevant legislation.
- To establish and maintain professional and collaborative relationships within a teamwork frame of reference.
- To participate in case conferences, staff meetings and other interactions that support the wellbeing of residents and the effective functioning of the organisation.
- To apply effective communication skills within Boneham's organisational chart
- To analyse situations within their scope of practice and apply a problem solving approach to achieve desired outcomes
- To apply their professional Code of Conduct and Code of Ethics to their practice.
- To adhere to the obligations as laid down by the Work Health and Safety Act (2012) to ensure a safe environment for self and others.
- To actively participate in education and training programs to improve personal and work related skills and knowledge and maintain CPD hours.
- To participate in health promoting activities for Residents, Staff and self.
- To participate in continuing quality improvement initiatives for Boneham Aged Care Services.

## QUALIFICATIONS

- Registered with AHPRA and has a current Practising Certificate

Desirable:

- Minimum of two years' experience in Aged Care
- Medication Competency
- Current First Aid Certificate with CPR

## **SKILLS, KNOWLEDGE AND ATTRIBUTES**

- N/A

## **MANDATORY REQUIREMENTS**

Police check satisfying requirement of the Aged Care Act 2024 (less than 3 years old).

In accordance with the Aged Care Act 2024 the person occupying this position must not be:

- Someone who has been convicted of an indictable offence
- Someone who is an insolvent under administration
- Someone who is of unsound mind.

## **OTHER REQUIREMENTS**

### **Work Health & Safety Responsibilities**

- All staff have a legal obligation to ensure that they comply with Work Health and Safety regulations and the organisational policies, procedures and standards.
- Promote effective work health and safety practices from all staff.
- Monitor compliance with work health and safety legislation.

### **Equal Employment Opportunity Principles**

- Promote and implement policies and procedures in relation to EEO and the prevention of bullying, harassment, and intimidation.

### **Consumer Rights**

- Demonstrating knowledge and commitment to resident's rights and responsibilities with regard to health care provision.
- Demonstrate an understanding of and commitment to upholding the Aged Care Code of Conduct and the Aged Care Quality Standards.

### **Confidentiality**

- Demonstrating an understanding of confidentiality and privacy policies and legislation.

### **Disability Discrimination**

- Promote and apply policies, procedures and practices that ensure the elimination of discrimination against all people with disabilities in accordance with the Disability Discrimination Act.

## **PERFORMANCE MANAGEMENT**

### **New Employees:**

Orientation will be the first step in the performance management process. Reviews will be undertaken during the six-month probationary period to check progress and development.

### **All Employees:**

- Participate in an annual performance appraisal and/or review by staff.
- Meet the key performance indicators as agreed with the Director of Care on an annual basis.
- Act in accordance with professional, legislative and organisational standards, policies and procedures.
- Seek out professional development and ongoing educational opportunities in order to maintain a high level of professional skill and job satisfaction.
- Attend all sessions at the compulsory study days on an annual basis and all required online training and any associated practical competencies.
- Comply with the Boneham Aged Care employee code of conduct at all times.
- Attend staff meetings as required.

## SUMMARY OF DUTIES

Duties are as follows but not limited to:

- Liaise with residents and their representatives to address and resolve any concerns in a timely manner.
- Deliver resident care in accordance with individually assessed and developed care plans.
- Undertake medication administration in accordance with Boneham Policy and '8 rights' of medication administration and maintain all required documentation.
- Undertake clinical care of residents including, but not limited to, wound management, observations, clinical assessment, bowel management in line with scope of practice and maintain all relevant documentation.
- Supervise and support personal care attendants to ensure care delivery is best practice and in alignment with individual care plans.
- Liaise with medical and allied health team to assess and support best clinical outcomes for residents and maintain all relevant documentation.
- Maintain optimal standards of infection control including cleanliness of equipment used (e.g., medication and wound trollies) and supervise PCAs to ensure standards are maintained.
- Respond to call bells and resident alarms in accordance with Boneham's policy.
- Maintain awareness of Boneham policies and procedures
- Read all communication provided including diary notes, message board (Lee Care), Staff bulletins to ensure currency of knowledge.
- Initiate incident and SIRS reporting as required.
- Undertake audits as required.

### Compliance and Continuous improvement

- Comply with Aged Care Quality Standards and all relevant legislation to ensure ongoing compliance and accreditation status.

### Other Duties

- From time to time the Director of Care, Clinical Nurse or Registered Nurse may direct that other duties be carried out.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, as necessary in consultation. Position statements and employee performance will be reviewed regularly.

I, \_\_\_\_\_ have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Enrolled Nurse (employee):

Director of Care

Signed:.....

Signed:.....

Date:.....

Date:.....