

Employment

Position Description

Position:	Enrolled Nurse
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020
Classification:	Enrolled Nurse
Status:	As per Contract of Employment
Qualifications:	Current registration with the Australian Health Practitioner Regulation Agency (APHRA) as an Enrolled Nurse with a Board approved qualification in medicines administration

Position Objective(s)

The Enrolled Nurse is an integral part of the nursing team. With support and guidance from the Registered Nurse, the Enrolled Nurse practises nursing care in accordance with the organisation's mission and values. The Enrolled Nurse applies knowledge and skill commensurate with their level of training and experience so that "best practice" in nursing care is fostered and maintained.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified:

One Team

We value and recognize individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of the staff and consumers we actively engage with causes that impact the local community.

Safety

We actively promote safety and wellbeing through the provision of innovative and high quality training, monitoring of risk, and compliance, with OHS regulations.

Key Responsibilities and Duties

- Incorporates a holistic approach to consumer care, implementing care in response to physical, emotion and social needs.
- Accurately assesses the consumers' needs, wants and expectations of care.
- Timely and accurate reporting of consumers' needs, wants and changes in condition.
- Implements care in accordance with agreed goals and strategies which aim to improve health and lifestyle or maintain same.
- Effectively evaluates care and in conjunction with the team and changes the plan of care accordingly
- Organises nursing practice as per Residential Care Services model of care and within the scope of practice for a Enrolled Nurse
- Communicates the plan of care for each patient through effective verbal and written skills
- Actively participates in the following care processes where relevant:
 - Named Nurse
 - Monthly Consumer Review
 - Medicines administration as delegated by the Registered Nurse
 - Responds promptly and appropriately to internal and external customers
 - Undertakes annual competencies (theory and practice) relevant to the Enrolled Nurse scope of practice
- Maintains consumer confidentiality at all times

- Recognizes own ability and level of professional competence
- Ensures practice is in accordance with legislation and common law affecting nursing practice
- Demonstrates a positive attitude to the agreed role and responsibility of the position
- Demonstrates ability to understand and integrate those behaviours which reflect the mission and values of the organisation
- At all times acts within the boundaries as set out by the Nursing and Midwifery Board of Australia: Enrolled nurse standards for practice 2016
- Participates in decision making regarding the efficiency and effectiveness of the nursing service in meeting current consumer needs
- Values the contributions of all team members during the change process
- Formulates patient care plans in partnership with the consumer and/or their families/representatives
- Approaches care from a team perspective.
- Values the expertise of all members of the multidisciplinary team in achieving positive consumer outcomes
- Participates in and/or supports the activities of clinical link teams and the best practice concepts that generate from the work of nurse teams.
- Immediately reports to the Registered Nurse any clinical risk identified with consumers
- Seeks advice and guidance from peers to enhance knowledge and skill where performance gaps are identified

Organisational Relationships

Reports to:	Hostel Manager/s, NUM – Nursing Home, Clinical Leaders
Supervises:	Personal Care Workers as required
Internal Contacts:	All Lyndoch staff, consumers, clients, families
External Contacts:	Members of the Public, Contractors, Suppliers

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilized:

- Demonstrated knowledge and experience in the provision of care associated with daily living activities in order to meet the needs of consumers
- Demonstrated knowledge and experience in Gerontological Nursing/Residential Aged Care
- Understanding of Aged Care Standards and Accreditation framework
- Demonstrated knowledge and the application of contemporary nursing practice
- High level understanding of Information Systems which include PC's, operating systems and relevant applications

Management Skills

The following management skills are required to be utilized:

- Ability to priorities and complete tasks to an agreed time frame
- Ability to ensure an efficient and effective utilisation of resources
- Experience in change initiatives and a demonstrated positive attitude to organisational change
- Ability to foster co-operation with colleagues and provide direction and leadership to others

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Demonstrated understanding of Lyndoch organisational structure and established communication protocols.
- Fosters and maintains effective communication between health professionals and peers to promote and provide a holistic approach to care that focuses on individual rights and the needs of residents
- Demonstrated commitment to a strong customer focus.
- Ability to build relationships that facilitate interdisciplinary cooperation and respect.

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Participate in quality activities within the work area to improve the efficiency of the Department.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Appendix 1

General Conditions of Employment

Terms and Conditions of Employment

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

Performance Review

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

Probationary Period

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

Termination

Employment may be terminated in accordance with the provisions of the relevant Agreement.

Policy and Procedures of the Employer

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

Apparel and Equipment

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

Notification of Prior Injury

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

Authorised by: Director of Nursing
Date: July 2019

Appendix 2

Pre-existing Injury Declaration Form

Please complete and return with your Application for Employment

In accordance with s.82(7)-(9) of the *Accident Compensation Act 1985* (Vic) ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living ("the employment")

In making this disclosure, please refer to attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living may constitute grounds for disciplinary action including termination of your contract.

Employee Declaration

I _____ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act 1985* (Vic) which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

OR

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

Please list details for all pre- existing conditions

I acknowledge and declare that the information provided in this form is true and correct in every particular.

Applicants Signature

Print name of Applicant

Witness Signature

Print name of Witness

Date

Date

Office Use Only
Additional Comment/ Requisite Modifications
(To be completed by Senior Manager/ CEO)
