

Employment

# Position Description

<b>Position:</b>	Enrolled Nurse
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Classification:</b>	As per relevant Enterprise Agreement
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	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 recognise 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 utilised:

- 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 utilised:

- 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

Authorised by: Director of Nursing

Date: July 2019