

Position Description**Form no: 5.0.4**

POSITION	ENDORSED ENROLLED NURSE	PD No: RAC 2.4
PURPOSE	The Enrolled Nurse, is responsible to provide safe, competent nursing care, including medication administration to residents	
KEY SELECTION CRITERIA	<p>Mandatory Qualifications:</p> <ol style="list-style-type: none"> 1. Enrolled Nurse with current registration with the Australian Health Practitioner Regulation Agency <p>Essential:</p> <ol style="list-style-type: none"> 1. Annual CPR competency <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in aged care 2. Knowledge of the Aged Care Funding Instrument and Accreditation Standards for Aged Care 3. Further education in aged care 	
COMPETENCIES	Refer to the Position Description expected Knowledge and Skills Competencies	
CONDITIONS OF EMPLOYMENT	According to the Nurses (Victorian Health Services) Award and Contract of Employment	
PHYSICAL STANDARDS (approximate)	<ul style="list-style-type: none"> • Walk / Stand 30 % of the time. • Sit for documentation for 20% of the time. • Bend, 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. 	
RESPONSIBLE TO	Registered Nurse in Charge each shift and Director of Nursing	
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • With direct or indirect supervision by a Registered Nurse, Division 1, 3 or 4 and within the scope of practice for a Authorised Enrolled Nurse and own experience and competence: • Contributes to professional care practice such as; assessments, exceptional reporting and care plan evaluation • Plans, organises and implements nursing care as allocated and or delegated by the RN in Charge in accordance with individual resident care plans • Assists and supports Personal Care Attendants to complete allocated tasks on a shift by shift basis • As delegated and supervised by a RN D1, 3 or 4 administers medication (all schedules) by topical and enteral routes only; and injection (if qualified) the written instruction of a medical practitioner, dentist, nurse practitioner or optometrist. 	
REPORTING REQUIREMENTS	Reports any issues of concern to the RN in Charge/Supervisory RN or Director of Nursing	
PERFORMANCE APPRAISAL	3 monthly, then annually by Director of Nursing or RN in Charge or, as requested by employer or employee.	

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Key Result Area (KRA)	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	<ul style="list-style-type: none"> • Demonstrates a high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual, and respectful language and manner toward customers, visitors and to each other. • Information related to a resident or staff member is at NO TIME discussed with anyone other than the relevant staff member providing service. • Demonstrates a flexible, and enthusiastic attitude toward undertaking a variety of tasks with a team approach. 	<ul style="list-style-type: none"> • Performance Improvement Plan
QUALITY & RISK MANAGEMENT VHIMS	<ul style="list-style-type: none"> • Provides competent service in accordance with the organisation’s documented policies and procedures and legislative requirements relevant to role. • Participates in the risk management program and contributes to a clean, safe work environment to ensure health and safety of clients/residents/visitors, other staff/volunteers and self. • Actively utilises the VHIMS Victorian Hospitals Incident Management System in place at Indigo North Health Inc. • Reports immediately any equipment or situation which has the potential to be a health and safety issue. • Participates in problem solving processes to resolve health and safety issues. • Actively participates and contributes to Quality Activities which promote quality improvement to service provided, such as meetings, working parties, ongoing education, review of procedures, evaluation of new products and equipment. 	<ul style="list-style-type: none"> • Management Meetings • Incident Reporting Process • Internal Assessment System • Coaching by Manager • Performance Review • Organisational Continuous Improvement Plan
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> • Maintains own knowledge and skills through completing related skills and knowledge competency assessments, participation in in-service, and continuing education, including; emergency procedures training, reading notice boards regularly, newsletters and memos as distributed. • Membership of relevant professional group/s, association/s and or network group (recommendation only). • Annual training objectives completed following appraisal to ensure skills and knowledge development to fulfil role. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Attendance Records • Coaching by Manager

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PROFESSIONAL CARE PRACTICE	<ul style="list-style-type: none"> • Participates in the completion of individual resident assessment and the development, implementation and evaluation of resident care plans. • Exceptions to the care plan are verbally communicated to the RN in Charge and documented in the resident's individual file as soon as practicable. • Assists and supports residents to maintain independence with respect to activities of daily living and lifestyle. • Provides privacy and dignity to residents in all aspects of care and service. 	<ul style="list-style-type: none"> • Coaching by Manager • Internal Assessment System • Improvement Form System • Resident Survey
NURSING PRACTICE	<ul style="list-style-type: none"> • Plans, organises and implements allocated or delegated nursing activities that are consistent with contemporary nursing practise and within the scope of practice of a RN D2. • Checks residents' daily menu requirements to ensure needs and preferences are communicated correctly to the kitchen. • Assists and supports Personal Care Attendants to complete allocated tasks on a shift by shift basis 	<ul style="list-style-type: none"> • Coaching by RN in Charge • Internal Assessment System • Incident Reporting System
MEDICATION ADMINISTRATION	<ul style="list-style-type: none"> • Safely administers medications (all schedules) by topical and enteral routes, and injection (if qualified) and as delegated by a RND1, 3 or 4 and according to the organisation's policies and procedures. • Monitors residents' vital signs and related observations and reports any changes in health status to the supervisory RN D1, 3 or 4. • Reports changes in residents' medication chart, including changes to route to the supervisory RN D1, 3 or 4. • Seeks clarification from the supervisory RN D1, 3 or 4 if a medication order is difficult to read. • Administers prn medication according to the delegation of the supervisory RN D1, 3 or 4. 	<ul style="list-style-type: none"> • Coaching by Supervisory RN • Internal Assessment System • Improvement Form System

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SKILLS AND TRAINING ANALYSIS	Name:				
SKILL	Date:	Date:	Date:	Date:	Date:
1. Provides customer focussed care/service to residents and their family by being courteous, honest, fair, respectful, understanding and promoting independence					
2. Participates in problem solving activities relevant to resident care					
3. Communicates with peers, residents and others					
4. Able to use the telephone for incoming, transfer and outgoing calls					
5. Works well within the team					
6. Participates in continuous improvement activities related to resident care					
7. Able to complete tasks within acceptable time frames					
8. Works in a safe manner according to OH&S policy and procedure					
9. Safe chemical handling					
10. Performs manual handling according to documented procedures / guidelines					
11. Practices standard precautions					
12. Meets legal documentation requirements					
13. Record management related to residents notes					
14. Computer literacy using Microsoft word					
15. Participates in resident assessment, care planning, implementation and evaluation of residents' care plans to meet individual and ACFI requirements					
16. Reports and accurately records exceptions to the care plan					
17. Provides safe medication administration					
18. Contributes to the team in providing holistic palliative care					
19. Assists residents with their meals and drinks					
20. Able to perform BGL and appropriate follow up of low or high readings					
21. Accurately documents and follows up episodes of pain					
22. Provides competent and caring assistance to residents with their ADLs					
23. Able to take appropriate action for a small or large skin tear					
24. Able to use appropriate strategies to manage a range of behaviours					
25. Able to apply continence aids according to manufacturer's instructions and need					
26. Actively contributes to the falls prevention program					
27. Able to attend to oral and dental care and report issues such as an ulcer					
28. Work practices assist residents with normal sleep					
29. Appropriately assists residents with sensory loss					
Manager initial					
Staff Member initial					

Key: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others