

TYPE OF EMPLOYMENT: Full – time / Part – time / Casual as per EBA

DEPARTMENT: Nursing

ACCOUNTABLE TO: DON

DIRECT REPORTS TO: RN in Charge of Shift

YACKANDANDAH HEALTH

Code of Behaviour

Respectful

Acceptable

- I am polite and considerate
- I actively listen to what you say
- I value your contribution
- I treat you as an equal

Unacceptable

- I bully and intimidate
- I am divisive and judgemental
- I manipulate and undermine others
- I ignore you

Caring

Acceptable

- I have time for you
- I show empathy and support
- I acknowledge the needs of others
- I am committed to caring

Unacceptable

- I treat you as a burden
- I look the other way
- I don't care

Integrity

Acceptable

- I take responsibility for my actions
- I do what I say
- I communicate in an open, genuine manner

Unacceptable

- I say one thing and do another
- I gossip and spread rumours
- I conceal mistakes

United

Acceptable

- I have a positive attitude
- I support teamwork
- I work constructively with others regardless of their position

Unacceptable

- I exclude others
- "It's not my job"
- I am inflexible and inconsistent

Innovative

Acceptable

- I encourage personal growth and professional development
- I strive for improvement
- I encourage innovation and creativity

Unacceptable

- I resist change
- I do it the way it has always been done
- I avoid scrutiny of my performance

Position Description - Endorsed Enrolled Nurse**Page 2 of 5**

The Enrolled Nurse will ensure duties are performed within legislation compliance:

- 1) Policies and procedures of Yackandandah Health
- 2) Quality Activities
- 3) Occupational Health and Safety Act
- 4) Aged Care Standards

Key Selection Criteria:**Essential:**

- A Current National Police Check.
- Current Enrolled Nurse Registration with the Australian Health Practitioner Regulation Agency.
- Medication Endorsement
- Experience in medical, palliative or aged care nursing.

Desirable:

- Relevant experience in aged care nursing.
- Basic computer skills, eg. ms word, ms outlook.

Key Duties:

Work professionally in accordance with the ANCI Code of Professional Conduct for Nurses and the ANCI Code of Ethics for Nurses.

Work under the direction / supervision of the Registered Nurse in charge of the unit / facility.

Shifts may be in any area under the jurisdiction of Yackandandah Health

1. Technical Skills and Abilities:

- Perform nursing assessment and practice in areas of responsibility in a correct, safe and professional manner.
- Conduct nursing practice in accordance with legislation and common law.
- Demonstrate accountability for nursing practice.
- Effectively and efficiently manage the nursing care of individuals or groups of clients with the senior staff member on duty in a unit.
- Utilise resources in an efficient and cost-effective manner.
- Manage the administration of medications to a resident group as per your endorsement.
- Adhere to infection control guidelines according to Yackandandah Health policy and procedures, Department of Health and Human Services (DHHS) guidelines and Australian Standards.

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Maintain an active professional development program by:

- Attendance and participation in relevant courses, workshops, lectures, evidenced by provision of attendance record of in-service education sessions.
- Sharing of knowledge and skills so gained with other staff via formal and informal training.
- Maintain currency of Yackandandah Health approved competencies on an annual basis as required within competency criteria.

3. Teamwork and Communication:

- Assume appropriate supervision of students, other staff and peers where required.
- Liaise regularly with the Supervisor / delegate on patient and administrative matters relating to work areas.
- Ensure that any problems / issues encountered during the shift that require further assessment are reported to the Registered Nurse.
- Attend unit meetings.
- Delegate tasks effectively where appropriate.
- Perform other duties in keeping with the professional and administrative responsibilities of Unit portfolio and / or Unit specific roles and responsibilities.
- Collaborate with the multi-disciplinary health care team.

4. Documentation and Administration:

- Document in a clinically effective manner that conforms to legal requirements.
- Maintain confidentiality of information.
- Contribute to the assessment and care planning processes for residents.
- Contribute to the documentation requirements for funding with Aged Care Funding Instrument.

5. Continuous Quality Improvement:

- Initiate and participate in Quality Improvement activities within the Department/Unit and Organisation.
- Promote the value of research that contributes to developments of evidence based nursing and improved standards of care.
- Actively support the organisation in achieving and maintaining accreditation with the Aged Care Standards and Accreditation Agency Ltd.

Specific Delegations:**Unit Specific Roles and Responsibilities:**

- The Position Description will be clarified by specific roles and responsibilities within the individual unit or department. Please refer to Duty Statements in each unit.

In – Charge Role – Poppy Place:

- An Endorsed Enrolled Nurse will be employed in the 'in-charge' role when required. An Endorsed Enrolled Nurse will be redeployed from another department to cover shift vacancies as necessary.

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- Co-ordinate the management of the shift through delegating workloads to appropriately skilled staff, and provide support as required.
- Liaise with the Registered Nurse regarding appropriate staffing levels and assist in the replacement of staff for unplanned leave as required.
- Liaise with the Registered Nurse regarding patient care or administrative concerns as necessary.

Training:

- Orientation and induction training with the NUM.
- Attendance to Mandatory Education and completion of clinical competencies as specified.
- Ongoing education will be provided on relevant topics as required.

Performance Review

Performance reviews will be conducted within the first three months of employment and yearly thereafter, or prior as deemed necessary by the Unit Manager or delegate.

Position Description - Endorsed Enrolled Nurse
RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below.

Aspects of normal workplace	Frequency	Comments
Work Environment <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities. • Work office hours with the possibility of extended hours and after hours contact • Work shift work with the possibility of required overtime. • Sitting at the computer or in meetings for extended periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility • Clinical Area for the management of patients • Work outdoors • Traveling or Driving in cars. 	Continually Continually Continually Continually	
Work Activity <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Visual check of environment and equipment for aesthetics, cleanliness, condition • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video • Undertake manual handling of equipment (e.g. lifting, pulling, pushing, moving, transferring, twisting) on a daily basis • Patient Handling (<i>No Lift Program operates throughout Yackandandah Health</i>) • Working in locations where there are resistive, confused and/or aggressive clients/residents • Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>) 	Occasionally Continually Regularly Continually Continually Continually Regularly	
Work relationships <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with environmental, cleaning, nursing and administration staff • Interact with colleagues and other health service staff • Members of the public, including suppliers • Patients and relatives 	Continually Continually Continually Regularly Continually	