POSITION DESCRIPTION

**POSITION TITLE**  
Enrolled Nurse

**DEPARTMENT**  
Aged Care

**REPORTS TO**  
Aged Care Manager

**DIRECT REPORTS**  
Nil

**AWARD**  
Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 - 2016

**CLASSIFICATION**  
EN Level 1.1 – 2.7, dependent upon qualifications

**EMPLOYMENT TYPE**  
Ongoing

**DATE OF PD CREATION/AMENDMENT**  
July 2014

**CREATED/AMENDED BY**  
Aged Care Manager

**POSITION OBJECTIVE**

Under the supervision of a Registered Nurse, provide a high standard of effective patient care in line with the Aged Care philosophy.

**RESPONSIBILITIES & PERFORMANCE INDICATORS**

Under direction and supervision of the Registered Nurse, provide person centred care by:
- Undertaking assessment of clients
- Deliver care to residents in line with the care plan
- Monitor, evaluate and review goals of care for the resident
- Complete appropriate and defensible documentation
- Communicate relevant clinical information in a timely and confidential manner
- Provide for the physical, emotional and environmental needs of the resident
- Administration of medication in accordance with guidelines

Critical thinking and analysis
- Participate in evaluations and quality activities
- Undertake and be responsible for a portfolio within Aged Care Services
- Teach, coach, mentor staff and students in the delivery of person centred care
- Undertake reflective practice

Collaborative and therapeutic practice
- Undertake positive and productive therapeutic relationships with residents
- Demonstrates an advanced level of skill in communication
- Ensures residents and families/carers have the information they need and capacity to understand
- Keeps up to date, follows and participates in review of organisational policy, procedures and guidelines

Professional practice
- Take responsibility to ensure evidence based practice in the area of clinical practice
- Will work within own scope of practice
- Works under direction from the Registered Nurse

**QUALIFICATIONS**

**Essential:**
- Current national registration as an Enrolled Nurse
- Diploma in Nursing or equivalent, including medication administration
- Current National Police Check

**Desirable:**
- Understanding of Aged Care, including ACFI and Aged Care Accreditation Standards

**KEY SELECTION CRITERIA**
- Extensive experience in area of clinical practice
- Assessment, care planning, care delivery and evaluation skills
- Understanding of the concept of person centred care and advance care planning.
• Commitment to collaborative practice and productive working relationships
• Ability to reflect on own practice
• Evidence of ongoing Clinical Practice Development

OCCUPATIONAL HEALTH & SAFETY

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with REDHS’ Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities.

HEALTH SERVICE POLICIES AND PROCEDURES

It is every employee’s responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the Intranet site.

PERSON CENTRED CARE

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. PCC is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

RISK MANAGEMENT

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

PERFORMANCE MANAGEMENT

It is a condition of employment that employees participate in the Performance Management Planning and Review program – REDHS People Excellence on a regular basis.

QUALITY IMPROVEMENT

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

EMPLOYMENT PRINCIPLES

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:
• Employment decisions are based on merit
• Employees are treated fairly and reasonably
• Equal employment opportunity is provided
• Human Rights are upheld in accordance with the Charter of Human Rights & Responsibilities Act 2006
• Employees have a reasonable avenue of redress against unfair or unreasonable treatment

VALUES & CONDUCT

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

Values and Behavioural Goals

Respect – Dignity - Understanding
Treats clients, patients, families, visitors and colleagues with respect, dignity and understanding
Communicates accurately & honestly in an open and respectful manner.
ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

All staff are required to provide a current Police Records Check prior to commencement. A Working With Children Check may also be required for particular positions.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description

NAME (please print)  SIGNATURE  DATE

REPORTING MANAGER

Signed on behalf of REDHS

NAME (please print)  TITLE  SIGNATURE  DATE