



POSITION DESCRIPTION

POSITION TITLE	Enrolled Nurse
DEPARTMENT	Yalukang Aged Care
REPORTS TO	Residential Care Manager
DIRECT REPORTS	Nil
AWARD	Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024 – 2028
CLASSIFICATION	EN Level 2 (Dependent upon qualifications)
DATE OF CREATION/AMENDMENT	November 2024
CREATED/AMENDED BY	Residential Care Manager

“Caring for Our Community”

POSITION OBJECTIVES

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 Residents or older person’s new standards calling them the older person
- 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 / POSITION REQUIREMENTS

Essential:

- Diploma in Nursing or equivalent, including qualification in administration of medicines with an Administration of Medication Scope of up to SEVEN / TEN Rights (as applicable)

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current Victorian Drivers Licence
- Current National Police Record Check and Working With Children Check

KEY SELECTION CRITERIA

Essential:

- Extensive experience in area of clinical practice
- Demonstrated assessment, care planning, care delivery and evaluation skills
- Demonstrates people and communication skills including relationship building, co-operation, conflict resolution, influencing others and facilitating open discussions
- Demonstrates understanding of the concept of person centred care and advance care planning, adaptability, respecting diversity, innovative thinking, application of evidence into practice and self-management
- Ability to work independently as well as collaborating with others to deliver outcomes
- Demonstrates awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view
- Awareness of limitations in own knowledge and seek appropriate education and training as required
- Presentation of oneself in a professional and respectful manner
- Ability to communicate accurately and effectively in both written and verbal forms
- Excellent organisational and time management skills
- Evidence of ongoing commitment to professional development, maintaining a record of Continuing Professional Development (CPD) as per the Australian Health Practitioners Regulation Authority (AHPRA) requirements

Desirable:

- Understanding of Aged Care, including Aged Care Funding (AN-ACC) and Aged Care Accreditation Standards

OCCUPATIONAL HEALTH SAFETY & WELLBEING

All REDHS employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved policies and procedures that apply to their work.

All REDHS employees share responsibility for occupational health and safety (OH&S) with specific responsibilities and accountabilities allocated to positions with REDHS organisational structure.

All REDHS employees also have responsibility to the National Safety and Quality Standards (NSQHS) ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet their obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including dismissal.

Employees have a responsibility to comply with all relevant OH&S management system Policies, Procedures and programs. This includes REDHS Injury Management Policy and Procedure.

Specific employee responsibilities include:

- Looking after their own health and safety and of others in the workplace.
- Following safe work practices and using personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries, 'near miss incidents, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't willfully interfere with or misuse anything provided in the interest of health and safety or willfully put anyone at risk.
- Perform only those tasks for which they have received appropriate training and instruction.

- Ensure that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

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.

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.

"THIS IS ME"

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' 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 utilising Montosorri actions. 'This is Me' 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 REVIEW AND DEVELOPMENT

It is a condition of employment that employees participate in the Performance Review and Development program.

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 and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

VALUES & BEHAVIOURS

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.

R	Reliability	Being trustworthy and performing consistently well
E	Engagement	Working collaboratively with people to address issues and create opportunities to bring about positive change
D	Diversity	Understanding that each individual is unique and respecting our individual differences
H	Hospitality	Receiving and treating all people in a warm, friendly, generous way
S	Sustainability	Meeting our current needs without compromising the ability of future generations to meet their needs

ADDITIONAL REQUIREMENTS

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager. Any such amendments will be made in consultation with the affected employee(s).

Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory Police Records Check, Working With Children Check and where required an NDIS Worker Screening Check prior to commencement.

Statements included in this Position Description are intended to reflect the general duties and responsibilities of this position and are not to be interpreted as being all inclusive.

An interim performance development and review discussion will occur with the employee’s manager within three months from the commencement date and annually thereafter. Performance reviews are intended to be a positive discuss, outlining the key roles and responsibilities in the Position Description. The performance review discussion provides an opportunity to clarify the role, revise key performance activities and identify any objectives or goals for the year ahead.

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: _____