



POSITION DESCRIPTION

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| POSITION TITLE: | Enrolled Nurse |
| DEPARTMENT: | Residential Aged Care |
| CLASSIFICATION: | Level 1-4 |
| AWARD/AGREEMENT | MCS “RAC – LHMU Union Collective Agreement” |
| REPORTS TO: | Nurse Consultant |
| APPROVED/REVIEWED | |
| (Signed) _____ Manager, Residential Aged Care | Date _____ |

ORGANISATIONAL MISSION AND VALUES

MercyCare is committed to employing a caring and dedicated team of employees who provide services that enhance the quality of life in the community. Staff are called to behave in such a way that upholds the MercyCare Mission and demonstrates the Values of Compassion, Justice, Respect, Integrity and Excellence and to work co-operatively and collaboratively.

A commitment to the Mission and Values of MercyCare is reflected in the attitudes, behaviour and actions of staff, process of decision making, MercyCare policy and procedures, the quality and nature of MercyCare services, provision of staff development programs, implementation of tasks and in the way people are related to and cared for, particularly Staff and customers.

Every person working in MercyCare is required to behave at all times in a way which upholds the MercyCare Values.

1 JOB PURPOSE

The Enrolled Nurse is responsible for supervising the day to day operational activities within the hostel areas. Providing leadership to members of the care team and providing direct nursing and personal care to Residents based on individual assessment, established procedures and best practice to maintain and improve their quality of life. Collaborates with all members of the care team to contribute to the delivery of quality care and the home like environment for all residents.

2 KEY RESPONSIBILITIES

- 2.1 Mission
- 2.2 Teamwork
- 2.3 Quality and Customer Service
- 2.4 Occupational Safety & Health
- 2.5 Compliance with Aged Care Standards
- 2.6 Client Care
- 2.7 Safe Administration of Medications
- 2.8 Education
- 2.9 Communication

2.1 Mission

- 2.1.1 Demonstrate behaviour that is congruent with the Mission and Values of MercyCare.
- 2.1.2 Promote the integration of Mission within operational management.

2.2 Team Work

- 2.2.1 Participate as a valued team member promoting and contributing to a supportive team environment.
- 2.2.2 Provide excellent customer service to all stakeholders.

2.3 Quality and Customer Service

- 2.3.1 Participate in, contribute to, and implement quality improvement ideas and principles of Mercy Aged Care.
- 2.3.2 Treat all customers with respect, courtesy and patience.
- 2.3.3 Maintain appropriate professional boundaries with all customers, colleagues and other stakeholders.
- 2.3.4 Ensure communication is conducive to ongoing service quality and is solution focused.
- 2.3.5 Demonstrate a positive approach to the resolution of customer concerns, including complaints.

2.4 Occupational Safety & Health

- 2.4.1 Ensures own work practices are safe and in accordance with relevant legislation and the safety policies of Mercy Aged Care.
- 2.4.2 Ensures equipment used is in a safe working condition and is used and stored safely. Any unsafe equipment is removed from service and referred to Maintenance for repair.
- 2.4.3 Implements and demonstrates correct fire safety procedures and participates in fire drills and education as requested.

- 2.4.4 Documents and reports all incidents involving residents, staff under supervision or self.
- 2.4.5 Has detailed awareness of Safe Manual Handling techniques and works within the policies and procedures of Mercy Aged Care.
- 2.4.6 Practise appropriate infection control and follow universal precautions.
- 2.4.7 Demonstrate competent delivery of all care aspects to resident and clients within the scope of an Enrolled Nurse such as hygiene and oral hygiene requirements.

2.5 Compliance with Aged Care Standards

- 2.5.1 Comply with Aged Care Standards, legislation and policies governing practice.
- 2.5.2 Assume appropriate level of responsibility and punctuality to work commitments.
- 2.5.3 Demonstrate care of company and resident /client property.
- 2.5.4 Attend in-service education and meetings where appropriate and demonstrate keen interest in, and attendance at, professional development sessions.
- 2.5.5 Attend mandatory training as required by position.

2.6 Client Care

- 2.6.1 Contributes to compiling a comprehensive history from residents and/or families to identify care needs, by participating in admission and ongoing assessment.
- 2.6.2 Perform all duties under the direction of the Nurse Consultant.
- 2.6.3 Conduct nursing practice in accordance with the ANCI Enrolled Nurse Competencies as outlined by the Nurses' Board of Western Australian.
- 2.6.4 Provide the highest quality of resident care that is consistent with the professional standards expected from a high quality Enrolled Nurse.
- 2.6.5 As directed by the Nurse Consultant, contributes to care plans and implements resident care, in consultation with residents, families and other members of the care team.
- 2.6.6 Participates in planning, delivery, and evaluation of resident care.
- 2.6.7 Participates and contributes to Family conferences for Hostel Residents
- 2.6.8 Refer to the Nurse Consultant any nursing care that is outside the practice, competence and responsibility of an Enrolled Nurse.

- 2.6.9 Maintains a high standard of nursing documentation, which accurately reflects care delivery and which will ensure validity for funding purposes
- 2.6.10 Contributes to evaluation of care plans to meet changing needs of residents.
- 2.6.11 Responds to altered health status in residents by informing Nurse Consultant, families, doctors and allied health professionals as appropriate.
- 2.6.12 Monitor, maintain and develop own standards of professional nursing practice.
- 2.6.13 Upholds and promotes Infection Control Policies and Procedures in accordance with Mercy Hospital, Western Australian, National and International Guidelines.
- 2.6.14 Keep up to date with clinical and technological nursing advances.
- 2.6.15 Consistently respects residents' rights to privacy, dignity, freedom of choice and social independence, while considering their obligations to meet their duty of care to residents, themselves and other staff.
- 2.6.16 Demonstrates knowledge of the nursing process and identifies actual and potential resident problems.
- 2.6.17 Ensure the clinical needs of the residents are met in a timely manner.

2.7 Safe administration of medications

- 2.7.1 In accordance with Australian Nursing and Midwifery Council standards and Mercy Aged Care policies and procedures administers medications to residents and assumes responsibility for correct ordering, storage and documentation procedures in relation to medications.

2.8 Education

- 2.8.1 Identifies own learning needs, discusses same with Nurse Consultant and participates in programmes to meet identified needs.
- 2.8.2 Participates in general staff development programmes and in-service training
- 2.8.3 Assess resident and Carer needs for education and inform them of additional information sources as appropriate.
- 2.8.4 Assist staff in identifying educational needs and communicate these to the Nurse Consultant.
- 2.8.5 Assists as required in the orientation of new staff.
- 2.8.6 Participates in own performance appraisal annually or as required in accordance with Australian Nursing and Midwifery Council competencies.
- 2.8.7 Provides leadership, support and supervision to the Care staff.
- 2.8.8 Contribute to or undertake research as directed.

2.9 Communication

- 2.9.1 Interacts effectively with doctors, residents and relatives, and allied health professionals to ensure cohesion of care for residents.
- 2.9.2 Communicates effectively with all staff.
- 2.9.3 Participates in staff meetings and other forums as required.
- 2.9.4 Communicates with the Nurse Consultant on health status and needs of residents. Communicates with the Nurse Consultant on all operational issues.
- 2.9.5 Maintains confidentiality on all matters relating to residents and their families at all times and on all other matters imparted in confidence.
- 2.9.6 Seek feedback from residents with regard to customer satisfaction.

3 JOB RESPONSIBILITY

- 3.1 Performance Management
- 3.2 Confidentiality
- 3.3 Policies and Procedures
- 3.4 Equal Employment Opportunity
- 3.5 Development
- 3.6 Personal Effectiveness

3.1 Performance Management

- 3.1.1 All new employees employed with Mercy Community Services are subject to a three (3) month Probationary Period. Upon completion of this period, permanency of the appointment shall be assessed using Mercy's Performance Management and Review Tool. Thereafter all employees are required to participate in the annual Performance Review process.

3.2 Confidentiality

- 3.2.1 Maintain confidentiality of all information in accordance with the Mercy's Confidentiality Policy.
- 3.2.2 Take all reasonable precautions to maintain the secrecy and non-disclosure of any confidential information about other staff members, or the general operations and affairs of the organisation to any person other than those approved by the organisation.

3.3 Policies and Procedures

- 3.3.1 Understand and comply with the Mercy's Policies and Procedures.

3.4 Equal Employment Opportunity

- 3.4.1 Understand and participate in promoting Equal Opportunity Legislation.

3.5 Development

3.5.1 Proactively attend and participate in personal and professional development programs, seminars as appropriate and required in order to maintain current best practice effectiveness in area of speciality.

3.6 Personal Effectiveness

- 3.6.1 Attend and participate in any training sessions offered by the organisation.
- 3.6.2 Recognise the necessity to continually develop skills and acquire additional knowledge appropriate to the position.
- 3.6.3 Dress appropriate to the expectations of the specific work area and Occupational Safety and Health requirements.

3 POSITIONS REPORTING TO OR SUPERVISED BY THIS POSITION

4.1 Carers

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|---|--------------------|
| <i>I (Staff Member's name).....have read, understand and agree to work within the above position description.</i> | |
| <i>Staff Member's signature.....</i> | <i>Dated</i> |



SELECTION CRITERIA

Position Title: Enrolled Nurse
Classification: Level 1-4
Responsible to: Nurse Consultant

1. QUALIFICATIONS

1.1 Current registration with the Nurses' Board of Western Australia.

2. COMMUNICATION

- 2.1 Demonstrated high level of interpersonal skills and an ability to function as a leader within the team environment.
2.2 Sound written and verbal communication skills and demonstrated history of practicing empathy in providing quality care.
2.3 Genuine interest in older people with awareness of their special communication needs

3. SKILLS & RELEVANT EXPERIENCE OR KNOWLEDGE

- 3.1 Sound clinical task experience and knowledge eg: minor wound care; medications.
3.2 Ability to perform clinical tasks as delegated.
3.3 Ability to uphold and promote the ANCI Competency Standards.
3.4 Ability to demonstrate a good work ethic that includes punctuality, integrity and a commitment to professional practice.

ESSENTIAL SKILLS AND ABILITIES

The following skills and abilities are considered essential for the position:

- A willingness and capacity to embrace the mission and values of Mercy.
- Work within Mercy's Policies and Procedures.
- Satisfactory National Police Clearance.
- C Class Drivers Licence