

Job Description			
Job Title: Enrolled Nurse			
Role Purpose	The purpose of this role is to assess and monitored individual needs by delivering quality client care, under the direction of the Registered Nurse. This position will provide guidance and support to the Personal Care Attendants, ensuring the services meet the daily living and changing life needs of UnitingSA.		
Reports to:	Registered Nurse	Direct Reports:	Nil
Business Unit:	Aged Care	Award Level:	UnitingCare Wesley Port Adelaide Inc Nursing Employees ANF (Aged Care) Enterprise Agreement 2014 Enrolled Nurse Levels 1 -6 (level dependent on experience)
Office Location:	Aged care Facility	HR Approval Date:	October 2017
Internal Relationships:	<ul style="list-style-type: none"> • Director of Nursing • Clinical Nurse Consultant • Clinical Nurse • Registered Nurses • Personal Care Attendants • Residents 	External Relationships:	<ul style="list-style-type: none"> • Residents family members • Treating Medical Practitioners
Person Specification (Knowledge, Skills and Experience)			
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications or equivalent including holding a Enrolled Nurse (EN) or Medication Endorsed Enrolment registration with the Australian Health Practitioner Regulation Agency (AHPRA) • Current Police and/or DCSI Employment clearance 		
Experience	<ul style="list-style-type: none"> • Minimum 12 months experience as an Enrolled Nurse • Experience in Aged Care • Experience with clinical IT eg Leecare • Documentation requirements for the validation of the Aged Care Funding instrument 		
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of the Aged Care Accreditation Standards and ACFI • Strong clinical abilities • Good communication and interpersonal skills • Ability work positively within a team 		

Job Function Details		
Key Result Area	% of Time	Tasks
Residential Care	65%	<ul style="list-style-type: none"> • Provide information relating to ACFI requirements for the Interim Care Plan • Identify the health needs of residents and determine the appropriate nursing care to address priority needs/problems • Perform age specific safety measures in all aspects of resident care • Provide quality resident care in accordance with current care plans • Administer and document resident medications and prescribed treatment accurately and as per the legislative guidelines and UnitingSA policy and procedures • Manage and administer wound care and monitor progress as per guidelines and UnitingSA policy and procedures • Deliver safe, effective care through patient-centred goals under the supervision and as delegated by the Registered Nurse • Report any changes in a resident's condition to Registered Nurse on duty for review • Assist with activities for Resident's daily living • Respond to emergencies according to UnitingSA policy and procedure • Follow required routines, policies and procedures • Communicate effectively with staff, clients and relatives
Relationship Management	15%	<ul style="list-style-type: none"> • Provide support, empathy, respect and understanding towards residents to ensure their emotional and wellbeing needs are met • Develop community networks with services and support agencies • Direct and monitor care staff whilst on shift • Establish and maintain networks to promote UnitingSA positively internally and externally • Provide support to the Registered Nurse in all clinical matters

Administration /Professional Development	15%	<ul style="list-style-type: none"> • Maintain accurate clinical documentation and patient information systems ensuring the data is accurate and complete utilising Leecare • Accurately and in a timely manner complete all documentation in relation to UnitingSA policies and procedures • Complete written documentation in Care Plans, Behaviour Charts, Communication Books etc as required • Disputes and conflicts are reported in a timely manner to the Designated Nurse and/or management. Be aware of and meet all recordkeeping requirements determined under contract by the program funding body or legislation. • Record any resident incidences ensuring compliance with mandatory reporting • Ensure all training, development and qualifications are kept up to date and current relevant to the requirements employment
WHS	5%	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding in the application of skills for the use of equipment e.g. lifting aids • Assist staff by observing and promptly reporting any changes in residents' behaviours or health and well-being • Work safely at all times to protect the health, safety and welfare of self and colleagues • Report hazards and incidents in the workplace • Promote and contribute to a safe, secure environment for staff, residents and visitor. • Comply with the Work Health Safety Act (including all UnitingSA policies and procedures) • Reporting and investigation of staff incidents us undertaken and all hazards are appropriately reported and improvement action implemented

Competency Profile

Competency	Level	Behaviours
Communication	Self	<ul style="list-style-type: none"> • Uses appropriate grammar • Uses appropriate vocabulary • Uses a suitable tone • Speaks at a suitable pace • Speaks in a clear and succinct manner • Tailors language to suit target recipients • Provides full responses to questions • Provides accurate responses to questions

Customer & Client	Self	<ul style="list-style-type: none"> • Follows through on enquiries, requests or complaints • Keeps customer/client up-to-date regarding progress • Distributes useful information • Determines the needs through probing and listening • Provides friendly, helpful service • Ask clarifying questions to ensure understanding • Offers appropriate solutions • Prioritises work goals • Diffuses problems
Decision Making	Self	<ul style="list-style-type: none"> • Makes decisions in situations that are fairly well defined or specific in scope • Makes decisions that impact own area of responsibility • Undertake holistic approach to seek outcomes both personally and with the team and residents • Weighs up alternatives according to their likely impact on self and role responsibilities • Weighs up alternatives according to their likely impact on immediate others • Makes decisions in a timeframe appropriate to the work outcome • Readily makes decisions when faced with unfamiliar circumstances
Detail & Quality Orientation	Self	<ul style="list-style-type: none"> • Double-checks the accuracy of information/data • Double-check the accuracy of own work • Maintains an orderly workspace • Ensures work complies with quality standards • Displays consistency in work procedures • Takes responsibility to rectify errors concerning quality and service
Interpersonal Sensitivity	Self	<ul style="list-style-type: none"> • Is attentive towards others • Seeks to understand the viewpoint of others • Recognises the needs and motivations of others • Is sensitive to verbal cues in one-on-one interactions • Is sensitive to non-verbal cues in one-on-one interactions • Understands implicit and explicit emotions • Is respectful towards others • Provides a reassuring presence
Planning & Organising	Self	<ul style="list-style-type: none"> • Plans and prioritises own tasks and activities • Establishes short-term plans • Organises resources and activities to meet short-term plans • Recognises the need to commit plans to reach deadlines • Meets established deadlines

I have read and understand the requirements of this position:

Signed: _____ Name (print) _____ Date: _____