

Enrolled Nurse

Award/Agreement	Resthaven Incorporated – Nursing Employees – ANF Enterprise Agreement 2010
Responsible to	Care Coordinator
Summary of role	<p>In accordance with the vision, mission and values of Resthaven, the Enrolled Nurse is responsible for the provision of quality nursing services that meet the personal needs of residents.</p> <p>On occasions, when the Manager Residential Services designates the Enrolled Nurse to work in charge of a shift, the Enrolled Nurse will be responsible for being the site Senior First Aid Officer and Chief Fire Warden.</p> <p>Enrolled Nurses working in charge of shifts are responsible for providing leadership and first line supervision to Personal Care Assistants and Housekeeping Services Assistants including the allocation of duties.</p>
Reporting lines	<p>The Enrolled Nurse is an integral member of a multi-disciplinary health team.</p> <p>Enrolled Nurses are accountable for their own actions whilst remaining responsible to the Care Coordinator.</p> <p>The Registered Nurse is responsible for the day-to-day supervision of the Enrolled Nurse as well as the allocation of duties. The Enrolled Nurse works collaboratively with the Personal Care Assistant under the direction of the Registered Nurse.</p> <p>The Enrolled Nurse working in charge of a shift reports to the Manager Residential Care Service or nominated representative.</p>

Key Responsibilities and Duties

- Provide quality nursing and personal care services to residents in accordance with Resthaven policies and procedures, ANMC Standards, ANMC Code of Ethics and Professional Conduct and common law affecting nursing practice
- Contribute to the assessment of resident needs by:
 - collecting and reporting data to the Registered Nurse
 - recognising and reporting changes in resident behaviours or health status
 - contributing information to the development of a care plan
 - maintaining accurate and legal documentation of health status data, care strategies and outcomes

Key Responsibilities and Duties continued

- Implement those aspects of the care plan delegated by the Care Coordinator and/or Registered Nurse by:
 - undertaking delegated nursing activities which assist in meeting the needs of residents
 - providing direct resident care and nursing services congruent with recognised nursing practice and procedure
 - organising delegated workload in conjunction with the Registered Nurse
- Assists in the evaluation of progress toward expected outcomes:
 - contributing information relevant to evaluating the progress of residents toward planned outcomes
 - contributing information relevant to assessing the effectiveness of nursing care in achieving planned outcomes
- Accept accountability and responsibility for nursing services provided by:
 - practicing within own abilities and qualifications
 - complying with policies and procedures
 - ensuring the consistent application of Resthaven's policy framework by self and others
 - maintaining contemporary professional knowledge and skills in clinical competency through participation in self development activities/programs
- Ensure professional and articulate communication by:
 - positively interacting with staff and volunteers, members of the health team, residents and their representatives
 - informing the management team of any relevant issues
- Provide support and assistance to maintain high standard services for residents by:
 - active involvement in the identification and implementation of continuous improvement initiatives
 - reviewing and assessing current methodologies, identifying and implementing strategies for Better Practice service provision
 - actively participating in and contributing to organisational meetings/consultations

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Manager Residential Care Services, commensurate with classification and training

ESSENTIAL CRITERIA

- Current registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency
- Demonstrated clinical knowledge
- Understanding of the ageing process
- Knowledge of health issues relevant to the elderly
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Understanding of and commitment to continuous quality improvement
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Commitment to maintaining confidentiality
- Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Ability to comply with safe work practices
- Ability to work as part of a team
- Good organisational and time management skills including the ability to establish priorities and plan work
- Demonstrated use of initiative
- Commitment to ongoing professional development
- Basic computer skills

DESIRABLE CRITERIA

- Experience in the nursing care of the elderly
- Current CPR update

Acknowledged _____
Manager Residential Care Services

Date _____

Acknowledged _____
Employee

Date _____