



The Society of Saint Hilarion Inc
AGED CARE

JD24 **ENROLLED NURSE**

POSITION DESCRIPTION:

- Under supervision of the Registered Nurse, delivers direct nursing and personal care in the Aged Care setting within the scope of practice.
- In collaboration with the senior staff, uses the process of nursing to provide comprehensive nursing care in accordance to the residents' individual assessed needs.
- The Enrolled Nurse contributes towards the development of and promotes the policies and procedures of The Society of Saint Hilarion Inc. Aged Care; and also represents the personal care philosophy to the Director of Care Services of The Saint Hilarion Inc. Aged Care facilities through the senior staff in charge.
- The Enrolled Nurse retains responsibility for their own actions whilst remaining accountable to the Registered Nurse for all delegated functions.

QUALIFICATION REQUIREMENTS:

- Enrolled as a nurse with APHRA and holds a current annual Practising Certificate.
- Demonstrates an understanding of the Commonwealth Government documents relating to Standards and Guidelines for Residential Aged Care Services & "Residents Charter of Rights".
- Understands the requirements of the Australian Aged Care Quality Agency and Accreditation System.
- A current National Police Certificate or equivalent.

Desirable but not essential:

- Certificate in Gerontic Nursing for Enrolled Nurses
- Experience in residential aged care
- Senior First Aid Certificate.

AWARD/SALARY:

The Society of Saint Hilarion Inc. Nursing Home Employees (Aged Care) & ANF Enterprise Agreement 2010.

ACCOUNTABLE TO:

- The Registered nurses on duty
- Residents for comprehensive nursing and personal care in relation to The Society of Saint Hilarion Inc. Aged Care philosophy, in accordance with:
 - The Aged Care Act 1997 and the Principles under the Act
 - Australian Government Standards and Guidelines for Residential Aged Care Services
 - Residents' Chart of Rights
 - Work Health & Safety legislation.

LIAISES WITH:

- Residents/relatives/advocates
- Director of Care Services
- Clinical Nurse Consultant / Clinical Nurse / Registered Nurse
- Allied Health Services (Physiotherapist, Occupational Therapist)
- Personal Carers (Direct and Indirect)
- Doctors
- Other Health Professionals
- Administration and other departments.

RESPONSIBILITIES:

Resident Care:

- Under supervision of a Registered Nurse gives direct care to the residents of The Society of Saint Hilarion Inc. Aged Care facilities.
- Carries out nursing care planning in consultation with the Registered Nurse.
- With the Registered Nurse evaluates nursing care and participates in re-planning.

Assessment:

- Under the Registered Nurse's supervision, participates in the nursing and personal care needs of residents.
- Consults with the Registered Nurse when observations indicate the need for reassessment.

Planning:

- Consults with the Registered Nurse in planning the nursing and personal care on a shift basis.
- Communicates resident care needs to the Registered Nurse.

Implementation:

- Implements nursing care plan as documented.
- Keeps accurate, clear records of nursing care delivered and residents response to care.
- Maintains all records in accordance with The Society of Saint Hilarion Inc. Aged Care policies and procedures, statute legislation and/or as per directions by the Registered Nurse.
- Notifies the Registered Nurse when residents relatives/significant others require information re treatment and care.
- Provides comprehensive hand-over to the Registered Nurse when reporting off duty.
- Documents actions as required before going off duty.

Evaluation:

In consultation and liaison with the Registered Nurse, works as a member of the multi-disciplinary team in the rehabilitation, restoration and maintenance of holistic health status of residents.

Assist in the evaluation of resident care and progress in relation to the nursing care plan and participate in replanning.

Self Assessment

- Assesses performance and identifies learning needs in relation to all activities of the facility or resident care needs.
- Communicates learning needs to the Registered Nurse.
- Evaluates own personal performance in line with previously set long and short term goals - which must be congruent with the Organisation's stated objectives.
- Fulfils requirements of position description.
- Participates in continuing education and attends all staff meetings.

Education:

- Responsible for health and personal care education of residents within sphere of preparation.
- Participates with Registered Nurse in health and personal care education of residents.
- Complies with the Continuing Professional Development standards pursuant to the *Health Practitioner Regulation National Law (South Australia) Act 2010*.

Organisation:

- Is familiar with the structure, philosophy and aims of The Society of Saint Hilarion Inc. Aged Care.
- Is familiar with the Standards and Guidelines for Residential Aged Care Services and Resident Charter of Rights.
- Is familiar with and practices within the legal and professional requirements of an Enrolled Nurse and Common Law affecting nursing and/or personal care practices.
- Ensures that safe work practices and procedures are adhered to in accordance to the Work Health & Safety Act and the Work Health & Safety and Quality Assurance policies and procedures of The Society of Saint Hilarion Inc. Aged Care.

Research:

- Participates in data collection of nursing clinical research being undertaken at the facility.

Personal:

- Complies with the profession's code of ethics.
- Complies with the Organisation's code of ethics and code of conduct.
- Acts to rectify unsafe work practices or unethical conduct.
- Functions in accordance with legislation affecting nursing practice.
- Practices within own abilities and qualification.
- Promotes an atmosphere which is conducive to learning and safety for residents and staff.
- Uses and promotes effective communication and interpersonal skills.
- Participates in activities designed to maintain or improve the quality of life for the residents.
- Participates in activities of the profession's organisation.

PROBATION:

A 6 month probationary period applies to all new employees.

APPRAISALS:

New Employees: An Appraisal assessment, which considers performance, competency and training needs will be undertaken prior to completion of probationary period.

Existing Employees: Employees will be assessed annually (or as otherwise directed) by the Director of Nursing or designated person/s.

WORK HEALTH & SAFETY RESPONSIBILITIES:

Be familiar with and comply with the Work Health & Safety Act and Regulations, and the Work Health & Safety policies, procedures, instructions and associated programmes of The Society of Saint Hilarion Inc. Aged Care.

Responsible for maintaining a safe working environment giving proper attention to:-

- Assisting in the development of and observing safe work practices.
- Reporting hazards, accidents/incidents and near misses to immediate Supervisor, and participating in the investigation process as required.
- Participating in regular workplace hazard inspections and implementing the recommended corrective actions to minimise risk to health and safety of staff and residents alike.
- Reporting all equipment malfunctions and required repairs to appropriate Personnel.
- Identification, assessment and control of risks associated with all hazardous tasks, including use of plant and equipment.
- Using machinery, plant and equipment only as trained and authorised.
- Wear personal protective equipment as supplied and instructed.
- Consult Work Health & Safety representative when necessary on WH&S issues.
- Maintain work area in an orderly and safe condition.
- Support injured workers in the rehabilitation and return to work process.
- Attend and participate in prescribed WH&S training sessions.
- Be familiar with and comply with emergency procedures, location and operation of fire fighting equipment.

QUALITY ASSURANCE:

Assist with ensuring compliance, implementation/review of the Standards and Guidelines for Residential Care Services with The Society of Saint Hilarion Inc. Aged Care Quality Systems by:

- Observing, promoting and encouraging Quality Assurance practices.
- Contributing to and participating in the facility's Continuous Improvement program.
- Assisting in regular and effective Quality Assurance audits, and implementing steps to introduce corrective actions, where applicable.
- Observing Quality Assurance requirements during the induction of new staff and when staff are given new tasks.
- Take an active and co-operative role in supporting employees from non-English speaking background and those with limited literacy and respect the varying cultural backgrounds of employees and residents.
- Employees with bi-lingual and bi-cultural skills are encouraged to be actively involved in the Work Health & Safety and Quality systems.

Employee Name (print clearly): _____

Employee Signature: _____

Date: _____ / _____ / _____

St Hilarion Representative Name: _____

Representative Signature: _____

Date: _____ / _____ / _____