



## **POSITION DESCRIPTION**

### **Enrolled Nurse**

#### **1. POSITION OBJECTIVES**

- To work as part of the Clinical Leadership team to provide clinical care at an Enrolled Nursing (EN) level to the residents in the residential aged care facility, Banksia Lodge, under the supervision of a Registered Nurse (RN).
- To provide clinical support to the multi-disciplinary team, including care workers, nursing staff and allied health providers.
- Assist with guiding and mentoring the development of care staff in their skills and confidence within an accountable framework.
- Support the residents' enablement and empowerment care philosophy at Banksia Lodge.
- Support the evolution of care as resident's frailty increases.

#### **2. SCOPE**

The role of the EN as part of the Clinical Leadership team is to deliver and support clinical care to residents within the boundaries of education and skills and under supervision of a RN. The EN provides clinical support to Care staff including supervision, coordination and delegation of resident clinical care needs. The EN is responsible for assisting with the liaison with, and between, internal stakeholders to ensure standards and objectives for residential care are met and internal communication channels are open and functional.

#### **3. REPORTING**

The position of Enrolled Nurse reports to the Care Manager.

## 4. DUTIES & RESPONSIBILITIES

### 4.1 Clinical Care

#### Main activities

- Provision of direct nursing care to residents in accordance with Enrolled Registration, including administration of S4 medication.
- Monitoring of medication administration to minimise risk of errors.
- Supervision of, liaison with, and delegation of clinical care requirements of residents to the care staff team.
- Attend to wound care and other technical and nursing procedures under the direction of RNs.
- Deliver care to residents as per Care Plans and maintain best practice.
- Participate in the assessment of residents and development of care plans, under the guidance and direction of RNs.
- Maintain accurate and legal documentation, and assist the facility to maintain compliance within all legislation and accepted professional guidelines and practices, including industrial, occupational health and safety, infection control and risk management.
- Ensure a safe, efficient use of equipment and resources and promote safe work practice.
- Maintain effective communication skills with all members of the care team and ensure RNs are kept up to date with any resident care issues.
- Maintain the privacy and confidentiality of residents, carers and staff.
- Participate in and contribute to the clinical leadership team on excellence in clinical care, continuous improvement, support of management and the delivery of quality services to residents.
- Work in conjunction with management and the care staff to monitor and improve clinical procedures in line with best practice.
- Follow the organisation's policies and procedures, working with the care staff team to comply with these policies and procedures, and provide feedback to management on the development of the organisation's policies and procedures.
- Assist the Lodge Management Team and carers to uphold residents' rights.
- Being proactive in encouraging residents' independence and the provision of holistic care.
- Monitoring of the care team and reporting to the management team to ensure the provision of best practice clinical care.
- Demonstrate a commitment to continuing professional development.

## 4.2 General Duties

### Main Activities

- Maintain an open and supportive customer service relationship with Lodge residents.
- Respond to telephone, email and face to face enquiries from residents, their families and/or representatives.
- Maintain and contribute to professional and co-operative relationships within Banksia Lodge, a culture that is open, supportive, and responds constructively to suggestions comments and complaints from residents, relatives and staff.
- Other duties that are within the employee's skill level that are consistent with the scope of the position and the relevant level of the EA (see 7.2).

## 5. KNOWLEDGE SKILLS & ATTRIBUTES

### 5.1 Knowledge

- A demonstrable working knowledge of the Aged Care Quality & Safety Commission Act.
- Working knowledge of Microsoft Office software.
- Ability to adapt to sector specific software.

### 5.2 Skills

- Highly developed clinical nursing skills at an Enrolled Nurse level, with current NSW Registration with Australian Health Practitioner Regulation Agency (AHPRA).
- Ability to work within level of competence.
- Ability to work effectively in a leadership team.
- Excellent customer service skills.
- High level of communication, interpersonal and problem solving skills.
- High level of time management skills.
- Documentation and care planning skills.
- Ability to work in a holistic social model of care.

### 5.3 Attributes

- Honest, trustworthy and reliable.
- Able to work independently and as part of a team.
- Ability to respond to changing situational circumstances and pressures.
- Able to explain review and absorb complex information and explain to others in lay terms.
- Able to maintain a high level of confidentiality and discretion.
- Able to cultivate and maintain relationships with other relevant service providers and networks.
- Reliable, punctual and well presented.

## **6. QUALIFICATIONS, EXPERIENCE & OTHER REQUIREMENTS**

### **6.1 Qualifications**

- Enrolled Nurse.

### **6.2 Experience**

- Experience in the aged care sector or the community nursing environment.
- An understanding of the ACFI (aged care funding instrument).

### **6.3 Other Requirements**

- Current registration as an Enrolled Nurse with AHPRA.
- Successfully pass a National Police Check and maintain professional suitability.
- Current knowledge of relevant issues through professional organisations.
- Successfully pass a medical assessment and maintain physical ability to perform inherent duties of the role.

## **7. WORKING CONDITIONS**

### **7.1 Hours of Work**

Up to and including 76 hours per fortnight

Hours and days of work are on a rotational 7 day a week 24 hour per day roster and are subject to change in accordance with operational requirements.

### **7.2 Award/Industrial Instrument**

Remuneration and working conditions will be in accordance with the Banksia Village NSW NMA and HSU Enterprise Agreement 2023. The following classifications apply;

#### **Registered Nurse**

Pay rates: Enrolled Nurse

Pay rates:

| Classification | First pay after<br>01/3/2025 |
|----------------|------------------------------|
| Pay Point 1    | \$37.81                      |
| Pay Point 2    | \$39.29                      |
| Pay Point 3    | \$39.54                      |
| Pay Point 4    | \$40.39                      |
| Pay Point 5    | \$40.44                      |

This position can be permanent or casual.

Salary packaging arrangements are available for this position.

## **8. PERFORMANCE MANAGEMENT**

Performance management is a critical component in aligning individual performance and behaviour with company goals and values. Performance management sessions allow a formal and objective opportunity to communicate on all matters relating to the position. This process provides the employee with feedback on individual performance and allows an opportunity to communicate directly with management.

See the performance management policy for further information on the objectives of performance management and the process that is followed.

### **Performance Measurement**

The following table lists the key areas of performance that will be assessed.

| Key Performance Area | Key Performance Indicator | Example                                                                                                                                                           |
|----------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Clinical          | 1. Clinical Leadership    | To provide clinical leadership to care staff including proficient support, documentation, guidance and training on the clinical requirements of residents.        |
|                      | 2. Clinical care          | To perform clinical tasks soundly within the organisation's policy and procedures, meeting best practice and the aged care standards.                             |
|                      | 3. Customer Service       | Communicate effectively with the residents and their family and/or representatives in an open and supportive manner.                                              |
| 2. Teamwork          | 1. Workplace Relations    | The ability to take direction, communicate openly, delegate tasks and work with other team members whilst promoting a supportive and positive workplace relation. |
|                      |                           | Ability to maintain critical relationships at department and inter-department level and ensure smooth flow of information.                                        |

|                       |                   |                                                                                 |
|-----------------------|-------------------|---------------------------------------------------------------------------------|
| 3. Employee behaviour | 1. Company values | The extent to which the employee has behaved in accordance with company values. |
|-----------------------|-------------------|---------------------------------------------------------------------------------|

### **Assessment**

File notes will be recorded (for good and poor performance) throughout the assessment period and referred to when the formal assessment is completed. Only a member of management may complete a file note relating to this position.

Assessment will be conducted by the Care Manager and will be reviewed by HRM. The review meeting will be conducted in accordance with approved policy.

### **Review Cycle**

Performance will be reviewed after an initial period of employment of 3 months, then at 12 month intervals.

### **Self-Assessment**

Self-assessment will be requested if deemed required by management.

## **9. REVIEW**

This job description is a working document and is subject to continual review. The employee will be involved in any review process and entitled to contribute to and/or question any proposed changes before implementation.