



## Enrolled Nurse You've come to the Right Place

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a long-established provider of quality community and aged care services across Tasmania. You'll find us in three main locations; Franklin, Dover and Nubeena.

Huon Regional Care leads with courage, through integrity; and accountability; we strive to achieve the very best for our people, and the people we care for, empowering the individual.

Huon Regional Care's Purpose, Vision and Values are woven into the fabric of our existence; building individual, team and organisational attitudes; driving our culture.

**Our Purpose**                      **Contributing to the dignity, meaning and comfort of people in need**  
**Our Vision**                        **To be the first choice in aged and community care in Tasmania**

### **We Value:**

Making a Difference	We put people first We exceed expectations We are always looking for better ways to do things We work collaboratively as a team
Empathy	We endeavour to understand what someone is feeling We are patient and listen We support people with kindness
Excellence	We take responsibility for our decisions and actions We take ownership, we follow through We take pride in our work We find learning opportunities in our mistakes
Integrity	We behave ethically and honestly We show respect to everybody We do the absolute best we can
Courage	We forge ahead even when it's tough We embrace change and welcome diversity We ask for help when we need it We speak up when something needs to be said

## Position Description

<b>Position Title</b>	Enrolled Nurse
<b>Reports to</b>	Registered Nurse Level 1
<b>Significant Working Relationships</b>	Health & Facility Services Manager, Care Manager, Clinical Care Manager, RNL2/3 staff, Enrolled Nurses, Allied Health Professionals, Extended Care Assistant, Residents, Service Users, Relatives, Visitors, Volunteers, Advocates
<b>Location</b>	Tasman, Franklin, Dover
<b>Agreement/Award</b>	Huon Eldercare Nursing Staff Agreement 2014 or its replacement or Hobart District Nursing Agreement Nurses Agreement 2014 (as applicable)

## Position Purpose

The role of the Enrolled Nurse (EN) is to provide the highest standard of nursing care to residents and service users in accordance with Huon Regional Care's Promise, Purpose and Values.

Purpose and Values. The EN works under the direction and supervision of the RN within the scope of the role.

## Role Accountabilities

- Work within the scope of practice of the position and seek advice and guidance from RNs as appropriate
- Deliver direct and comprehensive nursing care in accordance with professional responsibilities and according to philosophy, practices and policies of Huon Regional Care while maintaining compliance with regulatory compliance and relevant accreditation standards
- Facilitate resident/service user medication management based on care plans, policies and professional protocols
- Make nursing and care decisions based on sound clinical judgement; elevate situations to RN where appropriate
- Pay attention to detail and focus on quality of nursing care
- Develop and modify nursing care plans to meet individual needs
- Encourage residents/service users to participate in decision making about their care where appropriate
- Encourage family or representative involvement in care planning

- Coordinate services, including those of other disciplines, medical or allied health providers or agencies, to achieve service user health and well-being objectives
- Regularly assess residents/service users and document observations using clinical software (or as directed), with sufficient detail to assist with ongoing care and ACFI claims
- Report observations to relevant medical/health care personnel
- Communicate with family especially when there is a change in a resident's care and/or condition
- Accept direction and supervision from the RNL2/3, Clinical Care Manager, the Facility Manager and the Health & Services Facility Manager .
- Undertake appropriate duties as requested by the Clinical Care Manager, Health & Services Facility Manager.
- Participate in hands on nursing as required

### Generic Accountabilities

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:

- To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
- Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the CEO.
- Monitor and report performance against KPIs and take corrective action as required.
- Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Huon Regional Care.
- Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
- Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
- Emulate and encourage others to adhere to our values in all work-related activities.
- Safeguarding Elderly and Vulnerable People:

Our organisation takes protection of vulnerable people seriously, and as an employee/volunteer of Huon Regional Care, you are required to meet the behaviour standards outlined

in our Code of Conduct and Elder Abuse Management Policy ADM12. You will have received a copy as part of your induction. You can also access a copy on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for everyone
- promote the safety and wellbeing of everyone to whom we provide services and with whom you work
- ensure that your interactions with people are positive and safe
- provide adequate care and supervision to people in your charge
- act as a positive role model
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to vulnerable people.

#### **STAFFING AND RESOURCES**

- Provide direction and supervision to Enrolled Nurses and Extended Care Assistants in providing care for the comfort and well-being of the resident/service user
- Effectively allocate jobs and tasks to staff to ensure a skill mix is adequate to meet resident/service user needs and to maintain safe and adequate standards of nursing care
- Ensure staff work within their capacity, experience and training
- Give day-to-day performance feedback to Enrolled Nurses and Extended Care Assistants
- Deal with issues promptly, objectively and professionally and have the 'tough' conversations when required
- Use effective conflict resolution skills
- Conduct individual staff appraisals if required
- Develop, empower and sustain individuals and teams
- Encourage nursing and care staff to work in a manner that builds relationships with each other and other disciplines throughout the organisation (e.g. Leisure and Lifestyle, Services) so that all Huon Regional Care staff work together for the collective good and a pleasant work environment is maintained
- Consult with staff about any proposed significant changes to their work environment or work practices

- Ensure that supplies and equipment are used properly and with a view to cost-effectiveness

#### **CLINICAL CARE ENVIRONMENT**

- Promote and monitor the infection control program to provide a safe, sanitary and comfortable environment designed to prevent the transmission of disease and infection
- Ensure that comfort, privacy and dignity for all residents/service users is maintained
- Maintain a duty of confidentiality as required and ensure that staff are aware of their obligations in this regard
- Support grieving residents/service users and families

#### **ADMINISTRATION**

- Liaise with other Huon Regional Care staff and cooperate with strategies designed to maximise bed occupancy
- Ensure that all resident/service user records are documented in accordance with policies and professional protocols, and maintained in Huon Regional Care's preferred clinical software
- Participate in the collection and compilation of documentation for funding claims (e.g. ACFI)
- Manage cost control in area of responsibility

#### **SAFETY**

- Engage in safe work practices and encourage others to do the same
- Act as Chief Fire Warden and Senior First Aid Officer when required
- Conduct workplace inspections and incident investigations, record findings and make recommendations for improvement when required

### **Selection Criteria**

#### **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- The person that fits this role will, at a minimum, have completed a Diploma of Nursing (or similar), have current AHPRA registration as a Registered Nurse and a current valid satisfactory National Police Certificate. One or more years nursing experience is desirable
- Knowledge of legislative/regulatory environment and principles/standards for aged care and rural health, as well as work, health and safety is essential. An understanding of the ageing process and experience in the care of older people would be desirable
- The person that fits this role will have a cheerful and positive disposition, and treat residents/service users, their families and staff with courtesy, respect and dignity
- The person will have the experience to operate pro-actively, and the confidence to exercise initiative and good judgement, but will also have the temperament and

common sense to work supportively and harmoniously with the Clinical Care Manager and Health & Services Facility Manager as a member of the clinical care team

- The person that fits this role will be capable of coming up with a range of practical, flexible and innovative solutions to the issues that will emerge from time to time

## BEHAVIOURS

- Confidentiality – applies the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Huon Regional Care.
- Emulating Values – demonstrates, through behaviour, an alignment to and an understanding of our values and the importance of those values to our ongoing success.
- Delivering Results – efficient follow through of any tasks to completion or as otherwise determined by the direct supervisor or designated employee.
- Relationship building: establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimizes surprises.
- Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.
- Decisiveness: makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
- Conceptual and analytical ability; deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these link to innovations.
- Risk Adverse – identifies compliance risks and acts to minimize such risks
- Adapting to Change – seeks opportunities to transform the business by adapting to change in a positive and responsive manner.
- Formulating Concepts – demonstrates short to medium term visioning and develops a plan to achieve the vision.
- Exercising initiative and/or judgement - appreciation of the necessity to exercise limited initiative and/or judgement within clearly established procedures and/or guidelines to find positive solutions in response to identified needs

Key Performance Indicators		
Area of Assessment	Requirement	Measure
Mandatory Training Assessment	Completed Annually	Completed within timeframe allowed
Care Planning and Evaluation	All assessments are updated according to current care needs	4 Monthly Care Plan review
Quality Indicators	Data Collected monthly o Star Day	Complete and accurate data collection
ACFI	Documentation for every category (Assessments)  Follow up charting completed	Early identification and Notification to ACFI Team for resident change in care needs Ensure RN's, EN's and ECA's have completed required assessment and checking
CPD Requirements	Maintain CPD requirement in line with APHRA registration requirements	Up to date registration
Duty List	Complete as required for each shift	Sign off and dated

## Physical Requirements

The physical requirements below are typical of those that you must meet to successfully perform the functions of the position. You are responsible for maintaining a level of fitness and well-being to be able to perform your role safely. Where appropriate, you will receive manual handling training appropriate to your role.

*\*Please circle which task below (if any) you would not be able to undertake due to health or injury concerns. Expected physical requirements marked by X.*

	Never 0%	Occasionally (1-30%)	Frequently (31-60%)	Continuously (61-100%)
<b>Lifting/Carrying</b>				
0-9 kg			X	
10-15kg		X		
(unassisted) 16kg +	X			
<b>Pushing/Pulling</b>				
10-15kg			X	
16kg +			X	
<b>Climbing/Balancing</b>		X		
<b>Stooping/Bending</b>			X	
<b>Standing/Sitting</b>				X
<b>Walking</b>				X
<b>Travel</b>		x		

Version	Effective From	Comments	Review Date
001	January 2020	Position Reviewed	July 2021

I have read and understand my role accountabilities based on this position description. I am aware that in accepting this position, I can meet the responsibilities, requirements and physical demands necessary for the position.

Employee Name:

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Signature:

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Date: