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| Mid Murray Homes for the Aged Inc  POSITION DESCRIPTION | | | | | |
| Position Details | | | | No. | 1 |
| **Position Title:** | | Enrolled Nurse | Employment Status: Continuing/Temporary/Casual |  | |
| **Division:** | | Mid Murray Homes for the Aged | FTE: Full-time/Part-time |  | |
| Business Unit: | | Aminya Residential Aged Care | Award /Level or Grade Mid Murray Homes for the Aged Incorporated Nursing Staff & ANMF Enterprise Agreement 2018 | Aminya EA 2018 | |
| Reports To: | | In Charge Nurse | **Date Last Reviewed:** | October 2020 | |
| Direct Reports: | | Nil | | | |
| Relationships Internal: | | This position is required to have effective relationships and communications with all staff and residents. | | | |
| Relationships External: | | The position interacts and communicates with all stakeholders in the aged care sector and broader service sector including physical and mental health, training and education. This includes liaison with community networks with a range of external agencies, service providers, business authorities and all cultures including homeless and vulnerable sectors of the community. | | | |
| Aminya Values | | | | | |
| **Vision**    **Mission**    **Philosophy** | Our vision is to be recognised as an organisation which promotes a positive and innovative environment for our resident’s by ensuring the delivery of high quality care services through consultation and quality management  Our mission is to promote and enhance the quality of life of the residents entrusted to our care. The following statements support our commitment to our mission:   * Our residents are treated with dignity and respect * Our residents feel safe and secure in their home * Our residents religious and cultural identity is respected and nurtured * Our residents sexual expression, sexual orientation and intimate preferences are respected and supported * Our residents receive an appropriate standard of care to meet their individual needs without encroaching on their right to maintain their independence * Our residents are supported to conduct activities that carry an element of risk through consultation and risk mitigation strategies * Our residents’ privacy and confidentiality is upheld * Our residents are always treated as individuals; and acknowledged as the experts in their own care.   It is our belief that the residents of Aminya should continue to live a fulfilling and purposeful life by maintaining their relationships, preferences and individuality.  It is our hope that each and every resident will consider Aminya to be their home. | | | | |
| Primary Purpose of Position [relate to Aminya’s Strategic Plan and long-term objectives] | | | | | |
| The Enrolled Nurse in accordance with the vision, mission and values of Aminya is responsible for providing a quality nursing service that meets the needs of residents. The Enrolled Nurse is responsible for providing leadership and front-line supervision to Personal Care Assistants including the allocation of duties. The aim is to also facilitate national aged care service reform and improve service cooperation and coordination within Aminya’s Hostel and village community.  The Enrolled Nurse reports directly to the Clinical Nurse and works with and in conjunction with the Aminya nursing and ancillary staff, which has an interface with other aged care services providers. Maintaining a business network that supports the work of organisations striving to assist frail older people and their carers living in the community.  The key focus is to assist all the staff with providing aged care services within Aminya and to identify innovative and responsive projects, underpinned by a philosophy of wellness and enablement and to maximize independence. This will facilitate collaborative and support aged care service stakeholders and contribute to sector support and development in the delivery of high quality entry level care services for clients. | | | | | |
| Process and Service Responsibilities | | | | | |
| * Aged Care Sector and Community Stakeholder Support | | | | | |

**PERSON SPECIFICATION**

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| **Criterion** | **Description** |
| **Essential Qualifications**  **Desirable Qualifications** | * Current registration with AHPRA (Australian Health Practitioner Regulation Agency) * Experiencing in the nursing care of the elderly * Good working knowledge of ACFI (Aged Care Funding Instrument) * Experience using computerised clinical documentation systems in support of the Clinical Nurse as directed |
| **Experience/Understanding** | * Empathy with the aged * An understanding of the ageing process * A strong but not comprehensive clinical knowledge, particularly to age related health issues * Experience using computerised clinical documentation systems * Commitment to the promotion of a culture of continuous improvement * Broad experience in staff interaction and staff teamwork to achieve desired outcomes * Drug administration and application * Supportive patient/resident interaction in ageing facilities |
| **Knowledge** | * Understanding of how employee interaction impacts with aged care issues * Knowledge of current nursing practices in line with current training * Quality Improvement Principles * Current knowledge of aged care sector reforms * Department of Health and Ageing Accreditation Standards. * Risk Management and Manual Handling Principles * Staff performance management principles and guidelines |
| **Skills and Attributes** | * Current registration as an Enrolled Nurse with AHPRA (Australian Health Practitioner Regulation Agency) * An understanding of the ageing process and of caring for aged clients * An understanding and basic knowledge, particularly to age related health issues * Understanding of and commitment to continuous quality improvement * Understanding of and commitment to Occupational Health and Safety legislation affecting daily practice duties * Ability to communicate effectively with clients, family and other members of the health team * Ability to work as a team leader in the absence of Registered Nurse staff * Ability to work as a member of a multi-disciplinary team * Ability to establish and maintain professional and appropriate relationships with residents and/or families/representatives * Demonstrated commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives * Demonstrated clinical skills * Demonstrated use of initiative and manage time effectively * Demonstrated ability to seek out and effectively utilize new knowledge as it relates to nursing practices * Commitment to ongoing professional development * Possess flexibility, adaptability and versatility of approach to handle changing work requirements and the ability to support others in an environment of change * Ability to demonstrate empathy with the needs of stakeholder groups * Ability to liaise with staff and all other stake holders on a day to day basis * Ability to work and negotiate as part of and as a team member. * Mentor and support new employees |
| **Relevant Legislation** | * Equal Opportunity Act 1984 * Work Health & Safety Act 2012 * Aged Care Act 1999 * Aged Care (LLLB) Act 2013 * Other relevant legislation pertaining to the role |
| **Specific Job requirements** | Working in accordance with the philosophy, business practices and policies of Aminya, perform the following duties:  Demonstrates a satisfactory knowledge base for safe practice by:   * Carrying out all work according to Aminya’s guidelines and the residents care plans * Maintaining contemporary professional knowledge and skills through participation in external and internal education and development activities   Functions in accordance with legislation and common law affecting nursing practice by:   * Practicing within the limitations of the enrolled nurse role * Referring to a Registered Nurse any nursing care which is outside the scope of practice of an enrolled nurse * Clarifying unclear instructions * Fulfil the duty of care responsibilities attached to your practice * Accept responsibility for own actions   Protect the rights of residents by:   * Maintaining confidentiality * Respecting the values, customs and spiritual beliefs of residents * Acting in such a way that the rights of residents are protected   Contributes to nursing assessments of residents by:   * Collecting and reporting data to the Registered Nurse in accordance with the care plan * Recognising and reporting changes in residents physical and cognitive function and health * Contributing information to the development of a care plan * Maintaining accurate and legal documentation of care strategies and outcomes   Implements those aspects of the care plan delegated by the Registered Nurse by:   * Understanding the purpose of an individual care plan * Organising delegated workload in conjunction with the Registered Nurse * Implementing delegated nursing activities which assist in meeting the needs of the resident * Assisting in maintaining a safe working environment for all employees and residents   Assists in the evaluation of progress toward expected outcomes by:   * 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   Demonstrates effective communication and interpersonal skills by:   * Liaising with other members of the health team in the provision of care * Participating in Aminya’s quality management system and commitment to processes of continuous improvement activities, such as auditing, surveys and needs analysis   Assists in meeting the need for support, security and self-esteem of residents  Assists in the ongoing maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Aminya’s Work Health and Safety policies and procedures by:   * Participation in Mandatory Health and Safety training sessions * Identifying and reporting of hazards in the workplace   Other duties as directed by the Registered Nurse and Clinical Nurse that are commensurate with classification, training and experience |
| **Authorisations and Delegations** | Authorisations and delegations are in accordance with the appropriate Acts,  Regulations, Aminya Guidelines and the Aminya's Register of Authorisations and Delegations. |

**KEY RESULT AREAS**

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| **Key Result Areas** | **Key Responsibilities** [activities that achieve each KRA] |
|
| Support Aminya to provide and achieve superior aged care service levels | * Undertake and deliver best practice nursing care in line with current standards * Actively participate in achieving nursing care standards to ensure ongoing certification/accreditation * Maintaining professional knowledge and skills through participation in external and internal education and development activities and training |

**ORGANISATIONAL RESPONSIBILITIES**

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| **Key Result Areas** | | **Responsibilities** [activities that achieve each KRA] |
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| **General conditions of employment** | * Aminya is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its work place * Aminya provides a smoke free environment. Smoking within Aminya’s premises is prohibited. * Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions | |
| **Policies and procedures** | The role is performed in accordance with Aminya’s Policies and Procedures and the Code of Conduct for Employees. | |
| **Work health and safety** | Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:   * Carry out their roles and responsibilities as identified in the Aminya’s WH&S and Injury Management policies and procedures. * Participating in Aminya quality management systems and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis * Comply with the requirements of the WH&S Act 2012 * Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management. * Undertake training provided to protect the Employee’s health and safety whilst at work. * Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee’s health and safety and the health and safety of others. * Have a sound understanding of human resource principles with regards to training and development, equal opportunity and occupational health, safety and welfare and associated policies. * Participating in mandatory Health and Safety training sessions * Identifying and reporting incidents and hazards in the workplace | |
| **Privacy and Confidentiality** | * Applying the principles of privacy and confidentiality to all work practices * Adhering to Aminya’s 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 Aminya is kept confidential * Business or operational interest * Methodology and affairs * Financial information * Anything else that is notified as being confidential | |
| **Records management responsibilities** | Employees have an obligation to meet the requirements of the State Records Act, to comply with Aminya’s Records Management Policy, Procedures and Standards and to properly use Aminya's Records Management Systems | |

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| **SIGNATURE:** | |
| **Employee:** | **Name**: **Signature**: |
| **Business Manager** | **Name**: Simone Bailey **Signature**: |
| **Date:** |  |