

**POSITION SPECIFICATION AND DESCRIPTION  
ENDORSED ENROLLED NURSE**

<b>RESPONSIBLE TO:</b>	Deputy Director of Care Services
<b>ROLE PURPOSE:</b>	To provide holistic care to residents, including care for their physical and mental wellbeing and safety. To provide clinical leadership and case management to the residents in our care while ensuring respect for resident's rights at all times.
<b>AWARD:</b>	St Andrews Village Ballina Collective Agreement 2008
<b>UNIFORM</b>	In accordance with internal policies and workplace health & safety.
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>▪ Certificate IV Enrolled Nurse with Medication Endorsement</li> </ul>
<b>ESSENTIAL CRITERIA:</b>	<ul style="list-style-type: none"> <li>▪ Leadership ability</li> <li>▪ Competence in conflict resolution</li> <li>▪ Demonstrated initiative and creative problem solving</li> <li>▪ Good interpersonal skills</li> <li>▪ Experience in change management</li> <li>▪ Ability to balance task and people focus.</li> <li>▪ Demonstrated customer service focus.</li> <li>▪ Current first aid certificate.</li> <li>▪ Competence in documentation (including care planning).</li> <li>▪ Competence in medication management and administration.</li> <li>▪ Capacity to work within St Andrews Mission and Values</li> </ul>
<b>DESIRABLE:</b>	<ul style="list-style-type: none"> <li>▪ Previous experience working with dementia clients</li> <li>▪ Previous experience working in the aged care industry</li> <li>▪ Be computer literate in MS Office and Outlook</li> </ul>

**ST ANDREWS VISION:**

St Andrews strives to be a learning organisation that responds to the dynamic environment of aged care through responsible governance and a commitment to quality care.

**ST ANDREWS MISSION:**

St Andrews identifies and responds to the evolving care needs of the ageing individual.

**ST ANDREWS VALUES:**

St Andrews holds the highest respect for its residents, clients and each other, within a framework of compassion, teamwork and trusting in each other to deliver the best possible level of care and service.

<b>KEY RESPONSIBILITIES</b>	
<b>Key Performance Area</b>	<b>Expected Outcomes</b>
<b>Leader of care team under clinical leadership of a Registered Nurse</b>	<ul style="list-style-type: none"> <li>▪ Quality care delivery to residents</li> <li>▪ Effective team leadership</li> <li>▪ Appropriate allocation of skilled team members to resident care needs (includes allocation of breaks for staff)</li> <li>▪ Ensure effective orientating &amp; buddying of new staff</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Monitor compliance with WH&amp;S requirements</li> <li>▪ Communicate problems to the Registered Nurse</li> <li>▪ Support team members in aspects of their work</li> <li>▪ Ensure the team works in a cohesive and productive manner</li> <li>▪ Maintain open communication with supervisor</li> <li>▪ Attend staff meetings and attend committee work as required</li> <li>▪ Give basic counselling to team members</li> <li>▪ Manage &amp; monitor effective appropriate resource usage within the team</li> </ul>
<b>Participation in medication management</b>	<ul style="list-style-type: none"> <li>▪ Assess resident's ability to take medication</li> <li>▪ Ensure safe medication delivery system in place</li> <li>▪ Meet St Andrews policy on medication delivery</li> <li>▪ Meet legal requirements on medication delivery</li> <li>▪ Act within professional boundaries</li> <li>▪ Liaise with RN in areas of concern</li> </ul>
<b>Participation in clinical care</b>	<ul style="list-style-type: none"> <li>▪ Deliver safe wound care under the direction of the RN</li> <li>▪ Deliver basic nursing care</li> <li>▪ Deliver specialist nursing care including effective catheter care, stoma care, tracheostomy care &amp; enteral feeding management</li> <li>▪ Share clinical knowledge in this area with others</li> <li>▪ Maintain accuracy &amp; currency of knowledge</li> <li>▪ Liaise with RN in areas of concern</li> <li>▪ Appropriate care of equipment</li> </ul>
<b>Resident care</b>	<ul style="list-style-type: none"> <li>▪ Has a full knowledge of the nursing process and how it impacts on resident care</li> <li>▪ Provides a wide range of personal care services to residents</li> <li>▪ Gives assistance to family members and visitors where possible or refers to their supervisor</li> <li>▪ Leads and participates in team meetings to discuss residents' care plans in conjunction with the resident, relative &amp; supervisor</li> <li>▪ Coordinate and direct clinical nursing services under supervision of a supervisor</li> <li>▪ Ensures that the residents' privacy, dignity and safety is maintained at all times</li> </ul>
<b>Maintain client &amp; clinical records</b>	<ul style="list-style-type: none"> <li>▪ Assists in care plan development &amp; evaluation as required</li> <li>▪ Care given articulates with nursing care plan.</li> <li>▪ Completes documentation as appropriate e.g. Daily progress notes, client assessments, evaluations &amp; reviews etc.</li> <li>▪ Acts within legal parameters.</li> <li>▪ Meets policy guidelines regarding client records.</li> <li>▪ Assists in resident assessment.</li> <li>▪ Contribute to ACFI documentation.</li> <li>▪ Participates in care plan review.</li> </ul>
<b>Participate in policy formulation</b>	<ul style="list-style-type: none"> <li>▪ Consultation &amp; involvement as directed.</li> </ul>

<b>Act as a workplace coach &amp; mentor</b>	<ul style="list-style-type: none"> <li>▪ Supports facility training by sharing knowledge and information</li> <li>▪ Role model of excellence in clinical care.</li> </ul>
<b>Case Management</b>	<ul style="list-style-type: none"> <li>▪ Actively participates in case conferences.</li> <li>▪ Liaise with CSE's &amp; RN's prior to &amp; post-case conferencing.</li> <li>▪ Ensure that any changes as a result of case conferencing are referred to the ACFI coordinator &amp; documented in the resident notes as required.</li> <li>▪ Ensure supervisor is informed of progress about case conferences.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Develop personal expertise in a clinical area in consultation with the DDOCS</li> <li>▪ Maintains current competencies</li> <li>▪ Attends seminars, workshops and training as appropriate and/or as directed by the supervisor to further develop skills in aged care</li> <li>▪ Attends mandatory Fire In service and Manual Handling training as required.</li> <li>▪ Being involved in the facility training by sharing information</li> <li>▪ Is available to assist in work experience</li> <li>▪ Is responsible for maintaining own personal education record in liaison with facility educator.</li> <li>▪ Undertakes competency assessments as required</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>▪ As an employee of St Andrews you will participate in continuous improvement activities and always seek better practice in fulfilling your role</li> <li>▪ You will have the opportunity to contribute to the ongoing development and improvement of policy and practice.</li> <li>▪ You will participate in audit programs</li> <li>▪ You will be given the opportunity to improve work practice</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>▪ Participates in the performance management program with your supervisor. This involves agreeing: with your supervisor/manager on the role requirements and the standards expected, meeting the standards agreed to with your supervisor/manager, reviewing your performance at the end of the probation period and annually, and agreeing to develop a plan with your supervisor/ manager in areas of required improvement.</li> <li>▪ Contributes to the performance management of your team members.</li> </ul>
<b>Work within the mission and philosophy of the Organisation</b>	<ul style="list-style-type: none"> <li>▪ Work within the stated mission statement, philosophy and objectives of St Andrews Village Ballina Ltd.</li> <li>▪ Promote and articulate the role and function of St Andrews Village Ballina Ltd with residents, relatives, other health workers and the wider community.</li> <li>▪ Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.</li> <li>▪ Work according to St Andrews Village Ballina Ltd policy, protocols and procedures.</li> <li>▪ Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.</li> </ul>

<b>Demonstrate a Commitment to Training and Development</b>	<ul style="list-style-type: none"> <li>▪ Maintain skills and knowledge related to work role.</li> <li>▪ Attend relevant in-service education sessions.</li> <li>▪ Seek opportunities to undertake continuing education provided by external agencies.</li> <li>▪ Maintain own service and continuing education records.</li> <li>▪ Share knowledge and expertise with other members of the work team gained through attendance at education forums.</li> <li>▪ Participate in regular performance review in accordance with St Andrews Village Ballina Ltd policy.</li> </ul>
<b>Work within the Work Health and Safety Policy and Protocols of St Andrews Village Ballina</b>	<ul style="list-style-type: none"> <li>▪ Perform work activities and functions in a manner which promotes personal safety and risk management.</li> <li>▪ Identify hazards in the work area and report in accordance with St Andrews Village Ballina Ltd policy and protocol.</li> <li>▪ Report all resident, staff and visitor incidents utilising the appropriate incident forms.</li> <li>▪ Follow organisational guidelines for safe manual handling.</li> <li>▪ Select and use appropriate equipment according to St Andrews Village Ballina Ltd policy and procedures.</li> <li>▪ Apply Standard and Additional Precautions according to St Andrews Village Ballina Ltd policy and procedures.</li> <li>▪ Use and store chemicals in accordance with relevant Safety Data Sheets.</li> <li>▪ Attend compulsory fire safety lectures, evacuation drills and manual handling training.</li> </ul>

KEY COMMUNICATIONS	
Individual/Team - internal	Purpose and Frequency
<b>DDOCS</b>	<ul style="list-style-type: none"> <li>▪ Performance management</li> <li>▪ Liaise regarding relevant education issues of the team</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>▪ Daily – supervision, clinical briefing, and feedback</li> <li>▪ Liaise with RN regarding relevant staff and care issues</li> </ul>
<b>Care Service Employee</b>	<ul style="list-style-type: none"> <li>▪ Daily – provide leadership and feedback</li> </ul>
Team/Organisation - external	Purpose and Frequency
<b>Care agencies e.g. local hospitals</b>	<ul style="list-style-type: none"> <li>▪ Continuum of care on admission and during resident's stay</li> <li>▪ Resident follow up as required/directed</li> </ul>

**DECLARATION:**

I have read and understood the above position description, and accept the responsibility of fulfilling the duties and responsibilities outlined.

I understand that my performance within this position will be reviewed annually as part of my annual appraisal.

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Employee

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Deputy Director of Care Services

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Date