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|  | Enrolled Nurse - Position DescriptionCALVARY COMMUNITY CARE |
| Vision StatementWith passion and expertise, to excel in enabling people to live as they choose in the community.FunctionTo provide nursing and/or, personal careResponsible ToRegistered Nurse and Service CoordinatorQualifications and Experience* Enrolled Nurse Certification
* Current Nurses Board Registration in relevant state
* Medication Endorsement
* Recent nursing/clinical experience in the last 5 years or evidence of a refresher course
* Current First Aid certificate
* Experience in Aged/Disability/Community sector

Desirable* Understanding of Veteran Affairs Community Nursing Guidelines
* Understanding of Home Care Packages

Criteria1. Commitment to:
* The organisation’s philosophy of providing responsive, flexible and customer focused services
* The values of Calvary – hospitality, healing, stewardship & respect
* The Code of Ethics for Nurses in Australia
* The Code of Professional Conduct for Nurses in Australia
* The National Competency Standards for the Enrolled Nurse
1. Demonstrated ability to assess and provide clinical care as delegated by the registered nurse to help support clients at home.
2. Demonstrated knowledge of the scope of practice of an EN and levels of supervision required in the community setting.
3. Demonstrated awareness and commitment to best practice and clinical excellence.
4. Demonstrated ability to communicate effectively both verbally and written.
5. Demonstrated experience to work within a team, in collaboration with employees within the organisation and with external agencies and personnel.
6. Demonstrated ability to ensure services are provided within the timeframes required and according to organisation policy and procedures.
7. Demonstrated ability to understand reporting requirements and to comply with them.

Responsibilities1. Provide nursing assistance to each client *in accordance with the service plan* and as directed by the Registered Nurse. This may include nursing, personal care, or respite care.
2. Provide clinical/nursing duties as delegated by the Registered Nurse and/or requested by Service Coordinator.
3. Liaise with the Registered Nurse, General Practitioner and/or carers re clients’ well-being and report immediately any concerns re clients’ status. Provide updates to the Service Coordinator re any changes, actions taken and any outcomes.
4. Comply with all policies, procedures and guidelines of Calvary Community Care.
5. Comply with and contribute to the continuous development of best practice Workplace Health and Safety Policy and Guidelines, while meeting client need.
6. Work within the professional and legal boundaries pertaining to an Enrolled Nurse.
7. Comply with reporting and administrative requirements for clients and employees and ensure that all data is accurate and up-to-date.
8. Monitor the safety and well-being of the client and report any concerns to the area service centre.
9. Maintain client confidentiality at all times.
10. Maintain clinical skills by participating in training programs as required, mandatory training such as First Aid, annual CPR and manual handling.
11. Ensure that schedules are signed on each visit by client/carer and are submitted to the office on time
12. Document each visit and relevant information in the clients notes where required.
13. Report any health and safety hazards, incidents or near misses using the appropriate procedures.
14. Understand and use Microsoft packages and to develop expertise in using Calvary Community Care’s database and e-mail systems – if required.
15. Other duties as directed.

Quality Responsibilities1. To follow the organisation policy and procedures regarding quality.
2. To demonstrate the philosophy of responsive, flexible service provision through the practices of the service centre.
3. To ensure that performance measures are met.
4. To contribute and participate in continuous improvement initiatives within the organisation.

Development1. To contribute to the ongoing monitoring, review and development of quality systems.
2. To represent the organisation in a positive and responsive manner in all dealings/contacts with internal and external clients.

LiaisonClients, family and related professionals and agencies. CCC employees including RNs, Case Managers, Service Coordinators, CSOs, Support Workers, reception, payroll/accounts and training employees.Authority Provide clinical services as delegated by the Registered Nurse and managed/requested by the Service Coordinator.Core UnderstudyOther ENs and RNs Additional requirements* Car and licence essential.
* Flexibility in spread of hours required from time to time in order to be responsive to client.

I have read and understood the information in this Position Description and the accompanying WHS Position Description ([Coordinators and Care Managers WHS Responsibility Statement - Position Description](http://connect.calvarycare.org.au/committees/HR/CommunityCare/Shared%20Documents/Coordinators%20and%20Care%20Managers%20WHS%20Responsibility%20Statement%20-%20Position%20Description.docx)) and agree to comply with its requirements and obligations and confirm that I have no injuries that would prevent me from safely performing the inherent requirements of the position.

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| Name: |  | (please print) |
| Signature: |  |
| Date: |  |

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