POSITION DESCRIPTION

JOB TITLE	**ENROLLED NURSE**
DEPARTMENT	**Residential**
REPORTS TO	**Residential Services Manager, Care Manager**
DIRECT REPORTS	**all care staff (on each shift)**

ROLE PURPOSE

To provide support, guidance and supervision in consultation with a Registered Nurse, to Personal Carers (PC's) to ensure a holistic person centred service and support process is adopted that aligns with SCC's Better for Life framework, is safe and effective and is tailored to meet each resident's needs, goals and preferences.

To assess and regularly review each resident's needs to support their independence and self determination to make their own choices, including taking some risk, to enable them to live as well as they can.

You will apply clinical judgements, within scope of practice and as appropriate in consultation with a registered nurse, and ensure safe and effective care and service plans are actioned, maintained up to date. By embracing SCC values and holding each other accountable, you will create an environment where life feels better and where our residents and clients are better for life.

KEY RESPONSIBILITIES

KEY OUTCOMES	KEY ACTIVITIES
Health promoting Services	● Health Promotion is core practice: - Promote social and physical engagement in all resident interactions. - Promote independence and help residents regain their confidence and to engage in meaningful activities (do with rather than do for). - Support and nurture a partnership, recognising what's important to each resident and discussing and developing a plan about what is important for each resident. - Facilitate motivational techniques that enable residents to express what is important to them and make choices about their lifestyle and activities of daily living. - Prevent the spread of infection by washing hands and following infection control protocols. Supervise all staff to prevent the spread of infection. ● Create and lead a positive environment: - Smile and listen, be welcoming and use encouraging and positive language - Be respectful of each persons identify, culture and diversity - Be kind and caring in all interactions - Be respectful of the site and room being the residents home ● Supervise support provision for daily living in accordance with each residents care/ service plan including: - personal care - bathing, showering, personal hygiene, oral care, skin care, nails and grooming - continence support by monitoring and assisting with toileting, the use of continence products, and incontinence hygiene & skin care management - resident mobility and dexterity support - safe transfers of residents– including the use of mechanical aids - maintenance of resident's rooms and personal equipment– clean and tidy - distribution of laundry and personal clothing - maintenance of work area – cleaning equipment, aids and utensils etc.

	● Undertake best practice clinical care delivery: - Work positively and collaboratively with other staff and qualified practitioners to provide proactive person centred service and support, that is safe and effective, for residents - Review any change in the resident's behaviour or condition and exercise sound clinical judgements, within scope of practice, and/or seek input and advice from a Registered Nurse - Update progress notes accordingly in a timely and accurate manner - Support and assist the registered nurse to promote a culture of anti – microbial stewardship - Ensure medications are administered in a timely and safe manner in accordance with scope of practice and advise the Registered Nurse of any concerns or adverse reactions - Update catering staff, in conjunction with a Registered Nurse, any changes in dietary needs for residents and provide appropriate information to Lifestyle staff to enable them to tailor a program to meet resident's current needs, goals and preferences so they are socially connected - Provide relevant information to Allied Health staff and Health & Wellness Promoters to assist them to develop, and modify as necessary, an early re-enablement approach to delay any avoidable health decline in the resident's capacity.
Person Centred philosophy – our people and values	● Treat all residents with dignity and respect and listen to them (and their representatives) about their needs, goals and preferences and work collaboratively, and in partnership with them, and in consultation with a Registered Nurse, develop a safe and effective care and service plans. Reassess as necessary ● Consider resident's social, cultural, language, religious, spiritual, psychological and medical needs in developing safe and effective care and service plans ● Confer with a registered nurse to assess resident's condition and functional ability and ensure risks are evaluated, discussed with them and included in their care and service planning ● Listen empathetically to, and understand each resident's preferences and support them to make their own informed decisions to manage their day- to-day life so they are able to live as well as they can (better for life).
Aged Care friendly environment	● Report any risks that have the potential to cause an accident or injury ● Report (immediately) any actual or suspected incidents of elder abuse ● Maintain privacy and confidentiality of all resident information ● Maintain current knowledge of contemporary best practice clinical care within the scope of enrolled nursing practice
Governance (quality control)	● Provide assistance, guidance, direction, support, mentoring and coaching, as required, to Personal Carers on each shift ● Assist Registered Nurses to organize workloads of staff to ensure care and support objectives are met for each resident ● Advise the Care Manager of any concerns with the performance of any personal carer and any duty of care breaches ● Use the continuous improvement/quality feedback system to provide suggestions for improving work practices to achieve best practice standard ● Monitor the effective use of resources and supplies to minimise waste ● Monitor the care provided by Personal Carers and other staff on each shift; provide feedback, address and report any performance issues or inappropriate conduct with assistance of the Registered Nurses ● Assist and monitor meal services (protect meal times) and respectfully support residents with meals and drinks to make it a pleasurable and safe experience. Ensure catering staff are aware of changes in dietary needs for residents.

	• Work positively and collaboratively with other staff and qualified practitioners to provide proactive health promoting services that are safe and effective; making referrals to early intervention program, monitoring recovery pathways and assisting residents to restore their function, engage in social activities of choice and experience increased emotional wellbeing. • Report any change in the resident's behaviour or condition (e.g. pain, acute events etc.) and exercise sound clinical judgements, and/or seek input and advice from Registered Nurses, as appropriate • Promote a restraint free environment; utilise approved strategies and refer to Registered Nurse when non-medication alternatives have not been effective. • Ensure optimal use of medications, monitor for adversity and administer in a timely and safe manner. • Manage any incidents appropriately, (critical and clinical) and investigate / problem solve to prevent reoccurrence (e.g. falls – look for trends – location, attempting self toileting) • Liaise with Lifestyle staff to enable a tailored program to meet resident's needs, goals and preferences and allows them to feel socially connected • Liaise with Allied Health staff and Personal Trainers to adopt an early re-enablement approach to delay any avoidable health decline in the resident's capacity. • Ensure all staff read and comply with all policies, procedures and work instructions relevant to them • Use the continuous improvement/quality feedback system to provide suggestions for improving work practices to achieve best practice standard • Monitor the effective use of resources and supplies to minimise waste • Ensure staff on each shift work in accordance with SCC's WHS policies and procedures including but not limited to manual handling.
Safe Work Environment (WHS)	Personally work in a safe and healthy manner and take reasonable care to protect your own health and safety, and to avoid adversely affecting others including but not limited to: • report for duty in a condition not adversely affected by alcohol or drugs to the extent that would endanger your own safety or the health and safety of others • as far as is reasonably possible, use equipment provided for WHS purposes, obey reasonable WHS instructions, comply with all SCC WHS policies, procedures, safe working instructions, specified work practices and associated WHS documents • identify and report any work health and safety hazards/near miss incidents/injuries and maintenance/repair issues

PERSON REQUIREMENTS

Essential Requirements

Qualifications

- Current registration (practising certificate) as an Enrolled Nurse with AHPRA
- Current Provide First Aid & Provide Cardiopulmonary Resuscitation (CPR) Certificate

Experience

- Previous experience working as an Enrolled Nurse in an aged care environment.

Skills

- Sound best practice clinical skills appropriate to the scope of enrolled nursing practice
- Sound communication skills with a level of English literacy to speak in manner that older people can understand, to be able to read written instructions and to write clearly, concisely and transparently particularly in progress notes
- Time management skills to manage own workload to meet deadlines and to support other staff
- Excellent problem solving skills, appropriate to the role, to balance supporting resident's desire for independence and self determination to make their own choices against potential risks and duty of care
- Physical and emotional ability to perform the job requirements
- Manual handling skills to prevent injury to self and others
- Proficiency in the use of Microsoft Office, Word and proprietary healthcare records software

Knowledge

- Sound understanding of the requirements to support residents living with dementia including those who display challenging behaviours
- Sound knowledge of the Aged Care Standards particularly as they relate to accreditation
- Sound understanding of how to apply AN-ACC to ensure optimum levels of funding are achieved
- Sound contemporary best practice clinical knowledge appropriate to the scope of Enrolled Nursing practice including for medicines used in aged care.

Personal Attributes

- Ability to fit the work culture and with a commitment to SCC's Values & Better for Life model
- Ability to build positive relationships with residents and their representatives
- Ability to remain calm and to make rational decisions in emergency situations
- Ability to provide direction, guidance and mentoring/coaching to Personal Carers
- Commitment to work collaboratively as a positive and productive team member
- Demonstration of integrity and personal resilience
- Commitment to provide person centred customer service.

Desirable Requirements

- Supervisor training and experience in a supervisory role
- Conflict resolution skills
- Previous experience in using iCare, PCS (person centred software) and Medimap software.

STATEMENT OF ACCOUNTABILITY

I have read, understand and accept the requirements of this position description, including but not limited to the obligation to:

- Work to and demonstrate commitment to SCC's "Better for life" model in everything I do
- Perform all duties and behave at all time in accordance with the SCC Code of Conduct
- Perform my duties to meet contemporary best practice professional standards applicable to my role
- Treat all residents, clients and their family and support persons, staff and volunteers with respect, dignity and good humour
- Participate in a performance review during the probationary period and at subsequent annual and as required reviews
- Exercise a duty of care and comply with other common law and regulatory requirements in the performance of my duties
- Work in a safe and healthy manner at all times
- Maintain privacy and confidentiality standards applicable to residents, clients and SCC
- Work to and promote SCC's approach to healthy ageing and person centred care
- Comply, as applicable, to all legislative and regulatory requirements including the Aged Care standards
- I commit to modelling SCC's values at all times:

SERVICE	Be the difference to people in our community, through your service, dedication and positive commitment to helping others.
COURAGE	Be the difference by having the courage to step out of your comfort zone to do what needs to be done and trusting in your teammates to do the same.
COMPASSION	Be the difference by working with compassion, a deep sense of empathy, concern and humanity towards others.

- I acknowledge that the duties of my role may change with duties added to, deleted or modified, and I may be required to do additional duties over those listed in this PD from time to time in line with the skills requirement of the role
- I understand the consequences of not adhering to the requirements of the position description may involve disciplinary action up to and including termination of employment.

YOU			
Name			
Signed		**Date**	

Version No	*Updated*	*Approved by*	*Date approved*	*HR Review date*	*HR Reviewer*
5	15/05/2025				