

## POSITION DESCRIPTION

**POSITION TITLE:** Enrolled Nurse (Division 2) Step 5a

**REPORTING TO:** Team Leader (Registered Nurse)

**DATE:** January 2015

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**OVERALL PURPOSE OF POSITION:** To assist the Team Leader (an AHPRA Registered Nurse) in the provision of personal care, in accordance with the competencies attributable to this position.

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| <b>SECTION A: THE JOB</b> |
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### STAFF AND EXPENDITURE RESPONSIBILITIES:

Employees directly supervised: Nil  
Expenditure Authority: Nil

### MAJOR TASKS/ACTIVITIES/FUNCTIONS/OUTPUTS:

#### THE PERSON MEETS THE CRITERIA FOR ALL PREVIOUS STEPS.

##### *Core skills:*

- Meets AHPRA competencies for registration and demonstrates current professional practice.
- Collaborates with Team Leader in planning, formulating, and implementing resident clinical care.
- Completes documentation according to organisational requirements.
- Maintains and demonstrates ongoing learning in clinical and care areas
- Is familiar with, and can refer to, the AHPRA competencies for Enrolled Nurses (Division 2).
- Works co-operatively with the Team Leader in the safe administration and management of residents' medication.
- Actively seeks feedback from residents and relatives as part of the monitoring process for ensuring residents' rights are met at all times.
- Assesses residents' overall satisfaction in relation to their living environment
- Maintains resident confidentiality at all times.
- Discusses the implications of comments and/or complaints with the Team Leader.
- Informs relevant team members of issues of concern.
- Follows up to ensure issues have been addressed.
- Keeps the resident(s) informed of action taken.
- Uses acquired skills and knowledge to deliver delegated, planned specialised nursing care in accordance with Scope of Practice delegations.

**Quality Measures:**

- Understands and is committed to the philosophy of service improvement; uses resources in a responsible and cost effective manner; assists the Team Leader in monitoring the performance of individual team members; provides on-the-job assistance where necessary to improve performance.
- Actively participates in the CQI Implementation Framework.
- Reports to, and liaises with, Team Leaders to ensure timely and adequate ordering of clinical stock.
- Reports to the Team Leader / Facility Manager any instances of employees' non-adherence to policy and/or procedure.

**Team Work:**

- Works with Team Leaders in assisting team members to understand and implement team work.
- Assists new employees to understand and achieve their team's purposes and outcomes and to adhere to the TriCare Code of Conduct.
- Assists in ACR's orientation program for new employees.
- Acts as a role model for all staff.
- Assists new staff in completing orientation.
- Provides feedback to the Team Leader and Clinical Manager regarding the performance of new employees.

**WORK HEALTH AND SAFETY**

The incumbent has the responsibility to comply with and meet all obligations contained in:-

- 1) Work Health and Safety (WHS) legislation;
- 2) Related WHS responsibilities; and
- 3) TriCare's Injury Risk Management (IRM) standards.

**SECTION B: THE PERSON****KNOWLEDGE AND SKILLS:****Essential:**

- Empathy for and desire to work with residents in a residential aged care setting.
- Basic literacy and numeracy skills.
- Ability to work cooperatively in a team.
- Good verbal communication skills.
- Computer skills
- Interest in ongoing personal and professional development.

**QUALIFICATIONS AND EXPERIENCE:****Essential:**

- Basic literacy and numeracy skills.
- AHPRA registration.

***Desirable:***

- Experience in working as an Enrolled Nurse (Division 2) in an aged care setting
- Experience in working all shifts.

**SECTION C: PERFORMANCE MEASURES**

- Performance will be managed by the Quality Performance Improvement Review (QPIR) system which includes an annual review.

**LOCATION AND CONDITIONS OF SERVICE**

- All employment conditions are detailed in TriCare Residential Aged Care Facilities Enterprise Agreement 5, the Aged Care Division handbook and the contract of employment.
- Superannuation is in accordance with legislative requirements.
- Annual leave and personal / carer's leave are in accordance with TriCare Residential Aged Care Facilities Enterprise Agreement 5.
- Employment location to be determined during recruitment.