

Position Description – Enrolled Nurse Step 1

Core Detail

Title	Enrolled Nurse Step 1
Objective	Assist the Team Leader (AHPRA Registered Nurse) in the provision of personal care, working within professional scope of practice and in accordance with the competencies attributable to this position.
Role	Work collaboratively with the Team Leader and personal care team to plan, formulate and implement residential clinical care services in a manner that promotes the residents' health and wellbeing.

Position Parameters

Employment	Full time, permanent part-time, casual
Reporting to	Team Leader (Registered Nurse)
Modern Award	Nurses Award 2010
Award Classification	Enrolled Nurse Pay Point 4
Location	TriCare Aged Care Residence

Detailed Description of the Position

Award Classification Criteria	<ul style="list-style-type: none"> • Pay point 4 refers to the Nurses' Award pay point to which an EN has been appointed. • An employee will be appointed to this pay point based on training and experience including: <ul style="list-style-type: none"> ○ not more than one further year of practical experience in the provision of nursing care and/or services in addition to the experience, skill and knowledge requirements specified for pay point 3; and ○ the undertaking of in-service training, subject to its provision by the employing agency, from time to time.
Core Skills	<ul style="list-style-type: none"> • Meet AHPRA competencies for registration and demonstrate current professional practice.

	<ul style="list-style-type: none"> • Collaborate with Team Leader in planning, formulating, and implementing resident clinical care. • Use acquired skills and knowledge to deliver delegated, planned specialised nursing care in accordance with Scope of Practice delegations. • Complete documentation according to organisational requirements. • Maintain and demonstrate ongoing learning in clinical and care areas. • Is familiar with, and can refer to, the AHPRA competencies for Enrolled Nurses. • Work co-operatively with the Team Leader in the safe administration and management of residents' medication. • Actively seek 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. • Maintain resident confidentiality at all times. • Discuss the implications of comments and/or complaints with the Team Leader. • Inform relevant team members of issues of concern. • Follow up to ensure issues are addressed. • Keep the resident(s) informed of action taken.
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Quality Measures	<ul style="list-style-type: none"> • Understand and commit to the philosophy of service improvement; use resources in a responsible and cost effective manner; assist the Team Leader in monitoring the performance of individual team members; provide on-the-job assistance where necessary to improve performance. • Actively participate in the Continuous Quality Improvement (CQI) Implementation Framework. • Report to, and liaise with, Team Leaders to ensure timely and adequate ordering of clinical stock. • Report to the Registered Nurse, Clinical Manager or Facility Manager (as required) any instances of employees' non-adherence to policy and/or procedure.
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Team Work	<ul style="list-style-type: none"> • Works with Team Leaders in assisting team members to understand and implement team work.
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- Assists new employees to understand and achieve their team's purposes and outcomes and to adhere to the TriCare Code of Conduct.
 - Assists in Aged Care Residence orientation program for new employees.
 - Acts as a role model for all employees.
 - Assists new employees in completing orientation.
 - Provides feedback to the Team Leader and Clinical Manager regarding the performance of new employees.
 - Perform the duties and responsibilities that TriCare assigns to the employee. TriCare may vary these duties and responsibilities at any time.
 - Work in any area within the Aged Care Residence as directed.
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Skills and Knowledge

Essential:

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

Desirable:

- Demonstrated positive interactions with aged persons.
- Interest in ongoing personal and professional development.

Personal/Other Attributes

- Self-motivated.
- Speed and flexibility in accurate decision-making.
- Organisation of own workload and ability to set own priorities with minimal direct supervision.
- Observation and assessment skills to recognise and report deviations from stable conditions across a broad range of patient and/or service needs.
- Demonstrated strong interpersonal and communication skills.
- Demonstrated ability to grasp and apply new skills.
- Willingly acts as an advocate for residents.
- Flexible approach to working hours.

- Ability to work under pressure.
- Committed to quality outcomes.

Experience

Essential:

- Advanced literacy and numeracy skills.
- AHPRA registration (without conditions).
- Police Check clearance.

Desirable:

- Experience in working as an Enrolled Nurse in an aged care setting.
- Experience in working all shifts.

Work Health and Safety

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

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Performance Measures

Annual Quality Performance Improvement Review.