



Position description

Position:	Enrolled Nurse - residential
Agreement/award:	Boandik Lodge Inc Nursing Employees & ANMF Enterprise Agreement 2017
Responsible to:	Residential Manager/Registered Nurse

Position objective:

To liaise and co-operate with the residential manager/registered nurse on duty and other staff to achieve and maintain optimum standards of care for residents, maximum staff harmony and teamwork and support for colleagues, students, volunteers, friends and representatives of residents. Works under the direct or indirect supervision of a registered nurse. Accepts responsibility for own standards of nursing care.

Key responsibilities

1. Provide support and comfort, assisting with activities of daily living to achieve an optimal level of independence, and providing for emotional needs of individuals.
2. In consultation with the registered nurse evaluate care being delivered to residents on an ongoing basis and maintain ongoing communication with the registered nurse so that nursing care plans can be adjusted accordingly.
3. The administration of medications as per guidelines of the Nurses and midwifery Board of South Australia. (See duties list)
4. Actively collaborates with medical and paramedical personnel and ensures that treatments are carried out in consultation with the clinical nurse/registered nurse.
5. The safe keeping of all drugs and keys and maintaining appropriate records as required by state and commonwealth pharmaceutical health department.
6. Professional documentation as detailed in the documentation and accountability manual.
7. Careful and correct use of stores and equipment with due regard to economy.
8. Maximise contact with residents, representatives and community networks.
9. Generate and maintain a trusting relationship with residents, which include protecting confidentiality, privacy, dignity, individual choice and decision making.
10. Participate in a team approach with staff and other professionals in the identification of the resident's needs and the subsequent provision of holistic care.
11. Convey relevant information to staff on the following shifts to allow continuity of care.
12. Undertake all tasks as detailed on duties lists for each shift.
13. Assist with the provision of social, recreational and therapeutic activities.
14. Support the rights and interests of residents by following appropriate reporting mechanisms to meet duty of care and legislative requirements.
15. Provide and promote quality customer relations concerning Boandik to all stakeholders and the community.
16. Have an understanding of cultural needs and issues.
17. Assist in training of employees by either personal instruction and/or demonstration.
18. Adapt to and participate in changes in the work environment.
19. Maintain a homelike environment in a safe , clean and hygienic manner, observing infection control procedures where necessary

Key performance indicators

The key performance indicators below will ensure that key responsibilities are achieved and will be monitored and reviewed at staff appraisal annually:

Position specific

1. Completion of annual staff appraisal, prior to appraisal expiry date.
2. 100% compliance with medication administration policies and procedures.
3. Achieve 100% on medication assessment, prior to annual expiry.
4. Complete 20 hours per year professional development.

Organisation

1. Read and signed emergency procedures manual on an annual basis.
2. Read and signed hazardous chemical register on an annual basis.
3. Submit hazard forms as required - achieve submission of 0.5 hazard per full time equivalent employee.
4. 90% of workers compensation claims are submitted to department head within 2 days.
5. Incident forms will be completed and submitted on Donesafe on the day of the incident.

Mandatory requirements

1. National criminal history certificate or NDIS worker check (less than 3 years old)
2. Senior first aid certificate
3. Influenza vaccination – required by Public Health order
4. COVID 19 vaccination – required by Public Health order

Qualifications and experience

1. Enrolled nurse with current practising certificate. Must have evidence of competence and formal training in medication administration.
2. Evidence of training and competence in wound management and blood glucose level monitoring.
3. A management qualification of benefit but not mandatory.

Skills, knowledge and attributes

1. Empathy and understanding of older people.
2. Effective written and verbal communication.
3. Initiative and self-motivation.
4. Ability to work in a multidisciplinary team environment
5. Knowledge of contemporary nursing and health care issues.
6. Availability to work at short notice.

Performance management

New employees:

Your orientation will be the first step in the performance management process. You will have a six month review as part of your probation at this review we will check your progress and development and that the following are completed:-

- a. Manual handling competencies
- b. 'Your life your choice' learning package
- c. Food safe program

All employees:

1. Participate in an annual performance appraisal.
2. Achieve the key performance indicators for this position.
3. Act in accordance with professional, legislative and organisational standards, policies and procedures.
4. Identify own learning needs and participate in self-improvement/ self education opportunities. Attend all sessions at the compulsory study days on an annual basis.

5. Comply with professional development requirements for an enrolled nurse.
6. Maintain current senior first aid certificate.
7. Comply with the Boandik employee code of conduct at all times.
8. Attend staff meetings as required.
9. To complete the credentialing packages that are relevant to your position on an annual basis. These include:-
 - a. Medication management
 - b. Observations
 - c. Complex first aid

Continuous improvement

1. Recognise the need for and participate in continuous improvement programs relevant to the work area.

Health and safety

1. All staff have a legal obligation to ensure that they comply with work health and safety regulations and the organisational policies, procedures and standards.

Equal employment opportunities

1. Understand and participate in promoting equal opportunity legislation and Boandik policies relating to this legislation.
2. Model behaviours that are fair, non discriminatory and free of harassment.

Salary packaging

1. Boandik offers salary packaging to all staff members who have satisfactorily completed their probationary period.
2. Salary packaging is provided by CBB at a small cost to the staff member.
3. Salary packaging is limited to amounts that are allowable without attracting fringe benefits tax. If a staff member chooses a salary packaging outside these limits they will be liable to pay the fringe benefits tax. CBB will advise staff to ensure this does not occur.
4. Boandik allows staff to salary package unused leave payments on termination of employment.

Further information is available in the human resource policy. This addendum forms part of the position description for my role and I accept the information included.

Employee acknowledgement

I, _____, have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Employee signature: _____ Date: _____

Department head: _____ Date: _____