

Position Details			No.
Position Title:	Enrolled Nurse	Employment Status: <i>Continuing/Fixed Term/Casual</i>	Continuing
Portfolio:	Corporate Services	FTE: <i>Full-time/Part-time</i>	Part-time
Business Unit:	Lerwin	Award /Level or Grade <i>SAMSOA GO Level 1-8 or LGE ME Grade 1 - 14</i>	Lerwin Nursing Homes and ANMF Enterprise Agreement 2021/ EN
Group/Team:	Lerwin		
Reports To:	Registered Nurse	Date Last Reviewed:	March 2024
Direct Reports:	Personal Care Assistants		
Relationships Internal:	This position is required to liaise with and communicate with staff and residents of Lerwin. The position works collaboratively with and takes advice from the Clinical Nurse and other key nursing staff.		
Relationships External:	The position interacts and communicates with a range of external parties including residents' families and representatives, allied health professionals, government departments and agencies, the community and various other external bodies.		
Organisational Core Values			
<p>The Rural City of Murray Bridge has six organisational core values That guide its decision-making processes and the high quality of services it delivers to its staff and community. All employees are required to perform their duties with regard to these core values, which are:</p>			
<p>Accountable</p> <p>Respectful</p> <p>Innovative</p> <p>Collaborative</p> <p>Inclusive</p> <p>Integrity</p>	<ul style="list-style-type: none"> - Effective, equitable, open, honest governance and administration - Respect and support for the diversity of our ideas and culture - Strong commitment to continuous improvement in all business processes - Focus on teamwork within our organisation and create external partnerships to achieve our vision - Value and incorporate local knowledge and viewpoints - Being open and honest in all dealings and maintaining high ethical standards 		
Primary Purpose of Position [relate to Council’s Strategic Plan and long-term objectives]			
<p>Working in partnership with Registered Nurses, Enrolled Nurses will deliver holistic resident focused nursing care while guiding Personal Care Assistants.</p> <p>In providing a personalised continuum of nursing & lifestyle care, Enrolled Nurses will implement & check care plans, monitor results, keep careful records & ensure comprehensive shift handovers.</p>			
Process and Service Responsibilities			
<ul style="list-style-type: none"> - Leadership and guidance - Clinical Practice - Systems Support - Aged Care Funding Instruments (ACFI) 			

Criterion	Description
Qualifications	<ul style="list-style-type: none"> Enrolled Nurse Certificate with the Australian Health Practitioner Regulation Agency (essential)
Experience	<ul style="list-style-type: none"> Experience in the aged care sector Experience in contributing to care planning for residents with complex care needs Experience with electronic client management systems (Leecare preferred) Experience in leading, guiding and supporting team outcomes and performance Demonstrated success in building and facilitating strong networks and relationships with key stakeholders Experience in identifying and facilitating continuous improvement opportunities and documenting processes and procedures
Knowledge	<ul style="list-style-type: none"> Knowledge of aged care legislation, systems, policies and processes Knowledge of Lerwin Emergency Procedures Manuals Knowledge of principles, practices and legislation related to the role's discipline and functions Understanding of local government's role in providing services to the community Understanding of political processes, statutory requirements and other contemporary trends and issues impacting upon the aged care sector
Skills and Attributes	<ul style="list-style-type: none"> Interpretive skills and the ability to translate legislative and statutory obligations into practical procedures and work practices Effective written communication skills including the ability to prepare clear and concise reports Well-developed communication and interpersonal skills including consultation and communication Ability to establish effective relationships with residents, staff, external parties and other key stakeholders Ability to exercise judgment, emotional intelligence and maturity Effective organisation skills, time management and prioritisation
Relevant Legislation	<ul style="list-style-type: none"> Aged Care Act 1997 South Australia NURSES ACT 1999 Freedom of Information Act Work Health and Safety Act 2012 Local Government Act 1999 All other relevant legislation related to the role
Specific Job Requirements	<ul style="list-style-type: none"> Under direction from a Registered Nurse, act as shift supervisor when required Evidence of the achievement of 20 Continuing Professional Development points per annum in accordance with AHPRA registration requirements National Police Clearance maintained NDIS Worker Screening Attend educational programs, training courses and meetings as required Must meet current SA and Australian Government vaccination and related requirements for attendance at Aged Care facilities and must be prepared to meet any changes to these requirements that may occur in the future
Authorisations and Delegations	<p>Authorisations and delegations are in accordance with the appropriate Acts, Regulations, Council Guidelines and the Council's Register of Authorisations and Delegations.</p>

Key Result Areas	Key Responsibilities [Activities that Achieve Each KRA]
Leadership and Guidance	<ul style="list-style-type: none"> - Provide leadership and guidance to personal care staff - Contribute to the supervision, support and orientation of new staff - Contribute to annual performance reviews and ongoing performance management processes - Identify and contribute to learning and development initiatives - Contribute to and facilitate effective communication systems and practices between staff, particularly in shift handovers - Contribute to and assist with effective conflict resolution strategies and processes
Clinical Practice	<ul style="list-style-type: none"> - Assist Registered Nurses within the scope of practice in providing care in accordance with residents' individual care plans - Liaise with multidisciplinary team members regarding nursing, personal care, lifestyle and individual case management matters - Ensure the confidentiality, dignity, privacy and rights of residents in all personal interactions and care - Record observations and collate data that assists with resident assessment and evaluation processes - Undertake the administration of medication management in line with Lerwin policy and regulatory frameworks - Attend to injuries and dress wounds in accordance with wound management principles and practices - Identify and undertake the investigation and resolution of day to day operational matters - Contribute to the recording, reporting, investigation and resolution of formal complaint matters related to clinical care
Systems Support	<ul style="list-style-type: none"> - Contribute to the investigation, implementation and evaluation of audit and indicator data, in consultation with the Clinical Nurse and other staff engaged in quality assurance strategies and practices - Undertake a range of tasks to contribute to and assist Lerwin with meeting the Aged Care Quality Standards - Facilitate the collection, analysis and dissemination of accurate clinical information - Contribute to various strategies and practices that promote a culture of continuous improvement and quality assurance - Contribute to the ongoing review and development of the electronic clinical information systems - Contribute to an effective Infection Control program - Contribute to the development and review of policies, guidelines, operating procedures and practices - Promote and monitor adherence to the Manual Handling Guideline
Aged Care Funding Instruments (ACFI)	<ul style="list-style-type: none"> - Contribute to the processes to develop and review Aged Care Funding Instruments (ACFI) claims to maximise funding opportunities, in consultation with the Clinical Nurse - Provide guidance to personal care staff to ensure the accurate and timely collection and completion of data for assessment purposes

Leadership Contribution	Responsibilities
Shapes Direction	<ul style="list-style-type: none"> - Shows an awareness of the team's work plan by prioritising daily activities. - Follows supervisor's direction to support the teams, portfolio's and organisations goals. - Is enthusiastic and committed to delivery of goals and outcomes for the greater good of the community.
Continuous Improvement	<ul style="list-style-type: none"> - Contributes to innovation and ideas within the workplace. - Is open to change initiatives to improve performance. - Contributes to implementing change initiatives for efficiency and productivity. - Continues to embrace new ideas and opportunities to ensure effective delivery. - Contributes positively to development of alternative methods and innovations.
Works with Others	<ul style="list-style-type: none"> - Acts and adheres to ABC's and core organisational values. - Fosters team play and supports teamwork within teams. - Shares information and cooperates with team members. - Builds and forms relationships. - Respects, supports and encourages team members and peers.
Achieves Results	<ul style="list-style-type: none"> - Uses initiative and judgement to achieve quality outcomes. - Supports other staff and team members to deliver quality outcomes. - Uses initiative and judgement to deliver services within levels of services defined. - Holds self and others accountable for actions and work. - Manages risks and safety in line with policy, procedures and guidelines.

ORGANISATIONAL RESPONSIBILITIES

Key Result Areas	Responsibilities [activities that achieve each KRA]
General conditions of Employment	<ul style="list-style-type: none"> - The Rural City of Murray Bridge is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its work place. - Council provides a smoke free environment. Smoking within Council premises and vehicles is prohibited. - Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions.
Policies and Procedures	The role is performed in accordance with Council's Policies and Procedures and the Code of Conduct for Employees.
Work Health and Safety	<p>Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:</p> <ul style="list-style-type: none"> - Carry out their roles and responsibilities as identified in the Rural City of Murray Bridge's WH&S and Injury Management Roles and Responsibility policies and procedures. - Comply with the requirements of the WH&S Act 2012. - Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management. - Undertake training provided to protect the Employee's health and safety whilst at work. - Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee's health and safety and the health and safety of others. - Have a sound understanding of human resource principles concerning training and development, equal opportunity and occupational health, safety and welfare and associated policies. - Actively participate in rehabilitation and return to work programs.
Financial Responsibilities	<ul style="list-style-type: none"> - Conduct, support or assist with (as relevant to the role) the preparation, monitoring and reporting of Business Unit annual budgets and business plans. - Strictly apply Council's Procurement and Financial Delegation policies and guidelines to obtain goods and services for Council (if and as the position requires).
Records Management Responsibilities	Employees have an obligation to meet the requirements of the State Records Act, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.

Signature	Date
Incumbent	
Manager	
General Manager	
Manager Corporate Services	