



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Enrolled Nurse

October 2021

Organisational Overview:

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide quality Christian residential care and services for aged and disabled people. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

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| POSITION: | ENROLLED NURSE |
| TYPE OF EMPLOYMENT: | AS PER TERMS OF EMPLOYMENT CONTRACT |
| REPORTS TO: | DIRECTOR OF NURSING CHIEF EXECUTIVE OFFICER |
| RESPONSIBLE FOR SUPERVISING: | PERSONAL CARE ATTENDANTS |

Position Overview:

Enrolled Nurses are responsible for the delivery of high quality person centred care that meets each resident's own needs, goals and preferences, is in line with the Aged Care Quality Standards and the values, policies and procedures of Riverview. Enrolled Nurses work under the Registered Nurse in charge of shift, and are responsible for supervising personal care attendants in their allocated area, and work with general practitioners and allied health professionals to provide the best possible care and services for Riverview residents.

Qualifications and Requirements:

Essential

- Registered as a Nurse with the Australian Health Practitioner Regulation Agency and holds a current Annual Practising Certificate
- Holds and maintains satisfactory police check no more than 3 years' old

Desirable

- Holds a Gerontic Nursing Certificate
- Previous experience in aged care setting

Key Job Responsibilities:

- Demonstrate a resident centred approach in the delivery of nursing care
- Conduct all nursing practice in a way that can be ethically justified
- Assist with the assessment of residents on admission in negotiating and developing a care package that meets their needs and wishes, evaluating all risks
- Use assessment tools to determine the needs of a particular resident
- Plan nursing care based on assessment of the resident's nursing needs and the resident's wishes
- Validate the assessment with the resident / family
- Contribute to the re-evaluate residents' care in relation to the nursing care plan and participate in replanning in conjunction with the Care Plan/ACFI Co-ordinator
- Timely completion of resident assessments as directed by the Care Plan/ACFI Co-ordinator
- Communicate changes in resident needs to enable the altering of care plans when necessary to highlight changes in the resident's needs under the guidance of the Care Plan/ACFI Co-ordinator
- Plan nursing care to meet priorities, deadlines, actions and outcomes

- Provide comprehensive handover to the nursing staff on the oncoming shift utilising LeeCare handover sheet
- Document all care given using the organisations recording protocol
- Appropriately document and communicate all incidents to key personnel, e.g. GP, Next of Kin, within 24 hours as delegated by the RN
- Appropriately document and communicate all resident condition changes to key personnel, e.g. GP, Next of Kin, in a timely manner
- Complete and submit medication orders to pharmacy daily and immediately advise pharmacy of any Webster pack changes
- Ensure a physical and psychological environment which promotes safety, security and optimal health
- Function in accordance with legislation affecting nursing practice
- Use and promote effective communication and interpersonal skills
- Collaborate with health care team to establish and maintain constructive relationships
- Work with the team to develop and maintain flexible programmes for residents
- Responsible for the health education of the residents within the sphere of the nurses' preparation
- Responsible for the clinical supervision and support of Personal Care Attendants by guiding, directing and assisting them
- Identify and provide constructive feedback to staff on issues that compromise the delivery of quality care as they arise.
- Responsible for ensuring that all PCA shift staff complete their allocated duties, or if unable to be completed, the reason for incompleteness is communicated to the Registered Nurse and the duties incomplete communicated to oncoming shift.
- Any other duties as outlined on the duties folder or as directed by the RN DON or CEO

Essential Ongoing Responsibilities:

- Maintain current professional knowledge and skills for clinical competency
- Strict adherence to the 10 rights of Medication management
- Participate in all mandatory staff development sessions
- Participate in activities designed to maintain or improve the quality of care delivered
- Compliance with the code of ethics of the profession always
- Practice within own abilities and qualifications, making sound clinical judgements
- Display a respectful and considerate attitude to superiors, subordinates, peers and the public always
- Act in accordance with the Riverview Code of Conduct
- Assist individuals to make informed decisions Ensure effective and economic use of resources
- Be familiar with and conform to the requirements of local, state and Commonwealth Health Acts
- Maintain knowledge of, and act in accordance with the Aged Care Quality Standards, using best endeavors to ensure standards are met and/or exceeded
- Know and operate within the policies and procedures, and quality assurance and occupational health, safety and welfare practices of the organisation
- Maintain up-to-date knowledge and comply with the aims and philosophies of the organisation
- Operate within the Riverview Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect

Essential Person Specification Criteria:

- Ability to conceptualise, analyse and use initiative to problem solve
- Ability to make effective and timely decisions in consultation with Registered Nurse
- Ability to accept responsibility and accountability for actions
- Ability to work effectively with others
- Ability to establish a good rapport with residents, relatives etc and present a positive, knowledgeable image of the organisation to the public at all times
- Treats others with care, dignity and respect at all times



Acknowledgement

I, _____ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED:

Employee's Signature

Manager's Signature

Date: ___/___/___

Date: ___/___/___