

Position Description - Endorsed Enrolled Nurse (Aged Care)

Position Title:	Enrolled Nurse (Endorsed)	Reports To:	Care Manager
Supervising:	Personal Care Assistants	Liaises With:	Employees, residents, visitors and resident's representatives
Employment Instrument:	Mayflower Nurses Enterprise Agreement 2021		
Classification:	EN Pay Point 1 - 8		

<u>Our Vision:</u>	Care without Compromise		
<u>Our Mission:</u>	<i>"Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery"</i>		
<u>Our Values:</u>	<i>Compassion</i>	We care for those in need with empathy and understanding	
	<i>Excellence</i>	We strive for quality and distinction	
	<i>Integrity</i>	We are honest, ethical, and sincere	
	<i>Respect</i>	We recognise the value, uniqueness, and dignity of every	

Position Purpose:	An endorsed Enrolled Nurse role at Mayflower provide exceptional clinical and personal care to residents, oversees the Personal Care Assistants, and support Registered Nurses on duty. This role also encourages and supports residents to maintain their independence by providing an environment that encourages residents to maintain lifestyles of their choice
Qualifications checks and licences:	Mandatory • Current registration with AHPRA as an Enrolled Nurse • Medication Endorsed • NDIS Worker Screening Check • Full COVID vaccination Desirable • Flu Vaccination • Drivers Licence • Level 2 First aid and CPR
Key Selection Criteria	
Essential • Knowledge and understanding of the diverse needs of older people and people with disabilities. • Sound knowledge of the Aged Care and Home Care Standards Accreditation. • Ability to work autonomously, as well as part of a team. • Strong communication skill, both written and oral.	

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Desirable	
• Understanding of issues related to OH&S, infection control, manual handling, and hazard identification. • Previous experience undertaking a similar role in Aged Care • Ability to prioritise. • Ability to encourage and motivate residents	
Responsibilities/Duties	
Quality Service	• Assess, develop, implement, and monitor individual care plans for residents. • Complete technical nursing care within scope of practice for residents and in line person-centred care and individualised support. • Ensure medication is managed and administered in accordance with Care Plans and in line with medication policy and procedures. • Co-ordinate reviews of care plans, assessments, medication charts and ACFI funding documentation. • Participate in admission and discharge of residents of the residential care facility. • Provide. • Encourage residents to maintain independence through actively participation, decision making, and achieving set goals.
Reporting and Documentation	• Report changes in resident behaviour, condition, or care needs, in a timely and accurate manner. • Report to supervisor any workforce challenges and issues, in line with relevant reporting processes. • Accurately document all information relevant to resident care and funding requirements.
Communication	• Liaise with Registered Nurse, doctors, other health care providers and the pharmacist to facilitate optimum health care and clinical practice for the residents. • Liaise and work closely with Lifestyle staff and the activity programs they provide, supporting resident participation. • Liaise with residents, family and friends and participate in the orientation of new residents. • Communicate openly and actively participate in problem solving as required.
Leadership	• Manage, coordinate and lead care employees and foster a team environment. • Provide support, supervision, education and guidance to Personal Care Assistants. • Practice open communication and pro-actively participate in problem solving
Compliance	• Operate in accordance with legislative and quality standards.
Skills and competencies	• Remain aware of relevant legislative standards and guidelines. • Participate in meetings and in-service training sessions. • Pursue ongoing development and contribute to continuous improvement.
Work Health Safety	• Comply with the OHS Act 2004 • Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety

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	equipment, report hazards and injuries, and cooperate with Mayflower to meet OHS obligations.
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Key Performance Indicators
• Administer medication as required without error. • Provide services in accordance with Residents Care Plans and Mayflower Policies and Procedures and person-centred approach • Deliver services to Residents satisfaction at all times. • Compliance with Accreditation and Legislative requirements.

I have read, understood and accept the above position description.

Employee Name:		Signature:		Date:	
Manager Name:		Signature:		Date:	

☐ Copy to Employee

☐ Copy to Personnel File

Completed By: (Initials)

Date:

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