



Your home, your choice, our care ...

POSITION DESCRIPTION

ENROLLED NURSE

Part A: Position Description — Enrolled Nurse — Adelaide Quality Care

Position Objectives:

- To provide home care services to any Adelaide Quality Care (AQC) clients in a friendly, professional and courteous manner, maintaining the high standards which are expected at AQC.
- The Enrolled Nurse provides individual and personalised care to clients, so that they may continue to live in their homes.
- The Enrolled Nurse will demonstrate a commitment to best practice care
- Monitor a safe workplace and ensure that all home care is provided in a caring and respectful manner in accordance with AQC's policies and procedures.

Position Responsibilities:

The Enrolled Nurses responsibilities may include;

- Administering medication
- Wound dressings
- Monitoring and communicating client condition to the Care Manager
- Transportation
- House cleaning
- Personal hygiene
- Assisting with meals and other health and wellness related activities.

Reporting and Team Relationships:

- Work under the guidance and supervision of the Registered Nurse and Care Manager.
- Report directly to the RN and Director of AQC.
- This role actively assists all other team members and includes working in a small team environment.

Major Challenges:

- Improve individual knowledge and skills in healthcare. Attending any possible training provided by AQC.
- Follow instructions accurately and with attention to detail.
- Ensure all employees follow company policy and procedures and report any issues and/or breaches of policies by employees or clients to Director AQC as soon as possible

Part A: Position Description — Enrolled Nurse — Adelaide Quality Care

Key Result Area	Expected Outcomes	Performance Indicators
1. Provide Individualised and Personalised Care	Enhance the client's quality of life, whilst recognising dignity and integrity of clients and their family.	<ul style="list-style-type: none"> • Provide home care including general housekeeping, personal hygiene activities and tasks, respite and personal care • Transport home care clients to appointments and activities • Assist with exercises, physiotherapy and other medical or allied health treatment plans • Monitor and report on client's conditions as required • Deliver appropriate care according to the individual and personalised care plan • Establish and maintain a current and accurate confidential client reporting system • Provide information and feedback to AQC staff as required • Consult with client or their family/representative to ensure that all client needs are being met
2. Administer in Home Care	Ensure care is provided in line with all relevant policies and procedures. Ensure care is delivered in an appropriate, caring and respectful manner	<ul style="list-style-type: none"> • Monitor supplies and resources • Make recommendations for changes and improvements to care as required • Enhance the dignity and integrity of clients • Attends to the physical and/or social needs of clients • Participates in continuous improvement of client care
3. Coordinate community resources and support	Maintain communication between the AQC team and clients	<ul style="list-style-type: none"> • Encourage clients and families to be involved with care • As per consent from client, liaise with family, medical and other resources as required • Liaise with Care Managers for additional supports

		<ul style="list-style-type: none"> • Maintain current, accurate, confidential files for each client
4. Professional Development	Demonstrate a commitment to ongoing professional development and practice within the scope of their qualifications	<ul style="list-style-type: none"> • Accepts responsibility for his/her own actions • Attends in-service education sessions and completes assessments as organised by AQC • Demonstrates awareness of own abilities and limitations, identifying learning needs and seeks guidance when necessary • Maintains qualifications as required by role
5. Occupational Health & Safety	The Enrolled Nurse maintains a safe environment for clients, visitors and staff through implementation of Occupational Health & Safety Policies and Procedures	<ul style="list-style-type: none"> • Administer interventions and treatments that prevent discomfort to the client • Report any unsafe situations/incidents (including 'near misses') • Required to complete OHS related documentation and reports • Ensure all medications, treatments and activities are completed safely to ensure the safety of all clients and staff • Required to apply industry standard infection control guidelines and practices
6. Quality Improvements Systems	The Enrolled Nurse will report on the effectiveness of in home care and identify opportunities for improvements	<ul style="list-style-type: none"> • Attend staff meetings and contribute to quality management review processes • Encourage feedback and suggestions from staff • Ensure residents and their families have access to Comments and Complaints procedures
7. Complying with Legislation	Enrolled Nurses must be aware of and comply with all legislation and regulations affecting his/her role, as well as adhering to the code of ethics and scope of practice that apply to his/her profession, using best practice.	<ul style="list-style-type: none"> • To be responsible and aware that all duties are performed according to AQC's Policies and Procedures • Ensure that all duties are performed within State and Legislative frameworks at all times

Qualifications:

- Minimum Diploma of Enrolled Nursing
- Current Level 2 First Aid certificate
- Current Local Driver's Licence

Knowledge and / or experience:

- Experience working within the community aged or disability industry.
- Knowledge of legislative requirements for safe work practices and environment.

Technical and business skills and competencies:

- Ability to develop strong working relationships within the team and take instruction from more senior staff and clients.
- Ability to liaise at all levels and build strong rapport with Clients.
- Understanding of policies and procedures.

Personal competencies:

- Articulate with good written and verbal communication skills.
- Ability to prioritise tasks and possess sound time management skills.
- Ability to work effectively with or without direct supervision.
- High levels of fitness to enable effective performance of duties.
- Clean, neat and tidy appearance.
- Ability to understand and promote the culture and philosophies of AQC.
- A commitment to quality, professionalism, confidentiality and attention to detail in all tasks.
- Integrity, honesty, discretion and tact to ensure that confidential information is treated as such and respect is given in all circumstances to all clients and staff.
- Ability to work under pressure and meet deadlines and commitments.
- A positive "can do" attitude.
- Flexible and responsive to change.
- Ability to contribute effectively within a team environment.
- Ability to prioritise work in response to unforeseen and fluctuating demands.
- Empathetic understanding for aged or disabled persons.

DECLARATION

My position description has been explained in detail and I understand and accept the responsibilities as outlined.

Employee Name (print)	Employee signature (sign)	Date
-----------------------	---------------------------	------

Manager Name (print)	Manager signature (sign)	Date
----------------------	--------------------------	------