



# Job Description

## Enrolled Nurse

The purpose of this role is to provide resident care under the supervision of a Registered Nurse, contributing to care plans, administering medications, monitoring vital signs, and documentation observations.

Supporting the Personal Care Workers, Enrolled Nurses are a key part of the clinical care team at Summerset Village, ensuring residents receive quality clinical and personal care as well as emotional support.



STRONG ENOUGH TO CARE



ONE TEAM



STRIVE TO BE THE BEST



BRINGING THE BEST OF LIFE

<b>Business Unit</b>	Operations
<b>Department / Team</b>	Village Operations
<b>Reporting Line</b>	Residence and Clinical Manager or Registered Nurse (RN) on duty
<b>Contribution / Responsibilities</b>	<p><b>Whole of village</b></p> <ul style="list-style-type: none"> <li>As an Enrolled Nurse, you will primarily have contact with Residential Aged Care (RAC) staff, and residents and their families but there will be occasions when clinical assistance is required for a resident across the village. Under the direction of the RN you may be required to attend to the specific incident if on duty and make any decision required in consultation with the RN. You will be the Personal Care Worker's (PCW) 'go to' person on your shifts to ensure that a smooth and consistent delivery of care is provided. You will also be required to administer medication and draft resident care plans under the supervision of a Registered Nurse in accordance with your scope of practice.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>You will lead by example, coach, and motivate the PCW's assigned on your shift providing guidance, direction, monitoring and evaluation of cares undertaken. You will do this with respect for the clinical staff, colleagues, and residents under the supervision of the RN. You will also be responsible for ensuring that: <ul style="list-style-type: none"> <li>Resident personal care is carried out as per the prescribed care plan and any issues/risks are identified and raised with the RN.</li> <li>Situations that affect the clinical or physical comfort to a resident are identified and reported to the RN in a timely manner</li> <li>Actions meet the standards of the professional ethical and relevant legislative requirements</li> <li>resident safety, health, independence, and quality of life is maximised for the individuals as much as possible</li> <li>Infection control practices, procedures and policies are adhered to at all times</li> </ul> You proactively and constructively participate in quality improvement initiatives</li> <li>In addition, you will: <ul style="list-style-type: none"> <li>Act as a role model and champion for instilling a customer service culture in the RAC home and wider village as applicable</li> <li>Act as a resource for nurse students and Personal Care Workers</li> <li>Always act in a way that promotes our villages to families, visitors, or prospective residents</li> </ul> </li> </ul> <p><b>Resident Assessment and Managing Resident Care</b></p> <ul style="list-style-type: none"> <li>The RN on duty is the key person reliable for the care provided on your shift, but you are also accountable for being responsive to resident needs supported by your Enrolled Nurse/Personal Carer knowledge and experience. You will: <ul style="list-style-type: none"> <li>Show an understanding of the specified needs of the older person that supports the resident by promoting independence while assisting with individualised care in a homelike and comfortable environment</li> <li>Administer nursing interventions and medications in accordance with policy, prescription, and scope of practice</li> <li>Actively contribute to discussions and decisions regarding lifestyle and care plans so that the knowledge of the wider team will be incorporated, and care plans will be flexible and adaptable to the changing needs of the resident</li> <li>Develop draft detailed documented care plans for residents as required under the supervision of an RN, seeking clarification where needed so that care staff can then follow the plans with minimal doubt and direction. In developing plans, you will apply your understanding of the different developmental stages of the life span</li> <li>Monitor and document progress towards expected outcomes</li> </ul> </li> </ul>

- Complete assessments as delegated by the RN and use a range of data gathering techniques including observation, interview, physical examination, and measurement
- Assist with routine examinations and routine diagnostic investigations
- In consultation with the RN provide accurate and culturally appropriate education and explanations to resident and/or the effects, consequences and alternatives of treatment options
- Deliver planned nursing care and evaluate progress in consultation with the RN and in partnership with the resident and/or family that enhances their daily living, and is safe and appropriate
- Ensure documentation is accurate and confidentiality of information is maintained. Information is observed, reported, and documented systematically in line with organisational policy procedures.
- Deliver nursing care in a manner that respects the cultural and spiritual beliefs of the residents and endeavours to give care that maintains the resident's cultural integrity. Will need to be mindful of other cultural and spiritual beliefs
- Recognise and report changes in health and/or functional status to the RN in a timely manner with an awareness of procedures for responding to concerns which are escalating in the care setting

#### **Interpersonal relationships**




- You will establish and maintain appropriate interpersonal rapport with residents, peers, and other clinical staff, and external medical professionals (and conclude as appropriate). This will be delivered through:
  - Practising nursing in a negotiated partnership with the resident where and when possible
  - Communicating effectively with residents and members of the clinical team taking care to ensure you incorporate different techniques or style of communication that is appropriate to the context and understanding of the resident.
  - Collaboration with peers and members of the clinical team in delivery of care
  - Recognition of the value that all roles and skills of the team add to the delivery of care. Engage with colleagues to give and receive feedback that enhances the delivery of quality care
  - Ensuring that the resident is supported psychologically in a way that enhances their coping and adaptation to changing health status
  - Acting as the residents' advocate ensuring that all relevant parties are aware of the residents wishes and that these are respected
  - Appropriately terminates therapeutic relationships and understands and adheres to professional boundaries

#### **Delivery of clinical care**

- Recognising the differences in accountability and responsibility of Registered Nurses you will also carry out personal cares for residents as a significant proportion of your role. You will do this with respect for the residents, clinical staff, and colleagues. You will:
  - Carry out personal care as per the Care Plan and also under the guidance and direction of the Registered Nurse assigned to your shift
  - Ensure that resident personal cares are prioritised and carried out as per the prescribed care plan and any issues/risks are identified and raised with the RN on duty before you leave your shift
  - Actions meet the standards of the Summerset Policies and Procedures, professional ethical and relevant legislative requirements and as part of your Orientation Programme
  - Patient and resident safety, health, independence, and quality of life is maximised for the individual as much as possible
  - Infection control practices, procedures and policies are always adhered to

	<ul style="list-style-type: none"> <li>Proactively and constructively participating in quality improvement initiatives</li> </ul> <p>In addition, you will:</p> <ul style="list-style-type: none"> <li>Act as a role model and champion for instilling a customer service culture in the RAC home and wider village as applicable</li> <li>Act as a resource for nurse students and Caregivers</li> <li>Always act in a way that promote our villages to families, visitors, or prospective residents</li> </ul> <p><b>Training and development</b></p> <ul style="list-style-type: none"> <li>Summerset is committed to developing our staff for the betterment of both the residents and the individual staff members. As an Enrolled Nurse you will:             <ul style="list-style-type: none"> <li>Undertake regular reviews of your own practice and actively seek out relevant training opportunities to enhance your own development and training needs</li> <li>You will attend and participate in relevant training opportunities to enhance your own development and training needs</li> <li>You will attend and participate in relevant training provided by Summerset including in-service training as requested</li> <li>We encourage you to share your knowledge and skills with peers and new PCW's in a flexible and positive communication style, and in turn learning from others knowledge and skills</li> </ul> </li> </ul>
<b>People Leadership</b>	Coach and support Personal Care Workers with the parameters of company delegations. Foster and develop an inclusive team culture that works effectively with other teams to support Summerset's goals.
<b>Health &amp; Safety</b>	Be a proactive contributor to ensuring the health and safety of our people, our customers, our contractors, and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Enrolled Nursing Diploma –or equivalent</li> <li>Positive “can do” attitude</li> <li>Willingness to understand and adhere to Summerset values and the Summerset way</li> <li>A team player</li> <li>Excellent interpersonal skills and emotionally resilient</li> <li>Good oral and written communication skills</li> <li>A genuine interest in working with older people and a positive attitude to Ageing</li> <li>.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Residence and Clinical Manager</li> <li>Clinical Services Coordinator</li> <li>Village Operations Manager</li> <li>Registered Nurses</li> <li>Enrolled Nurse Team</li> <li>Personal Care Workers</li> <li>Lifestyle team</li> <li>Medical professionals</li> <li>Other health professionals</li> <li>Lifestyle Coordinator</li> </ul>
<b>Dimensions</b>	<ul style="list-style-type: none"> <li>Nil direct reports (supervision of PCW's as delegated or required)</li> <li>opex / capex budget</li> </ul>
<b>Other</b>	This job includes all the main duties and responsibilities of the role; however, you may be required to do other tasks and duties, which would reasonably fall within

	the responsibilities and skills of the role, at the request of the head of Clinical Services.
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Values		
 <b>STRONG ENOUGH TO CARE</b> We treat our residents like family. We do what's right. We respect people as individuals.	 <b>ONE TEAM</b> We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.	 <b>STRIVE TO BE THE BEST</b> We work hard. We like to win. We're always learning and improving.