**Position Description – Enrolled Nurse**

"Lifeview is an equal opportunity employer, welcoming all people into its homes, including LGBTI elders and staff."

| REPORTS TO | Residential Manager  
Australian Health Practitioner Regulation Agency (AHPRA) |
|---|---|

| PURPOSE OF THE POSITION: To ensure the direct care needs of residents are met |

<table>
<thead>
<tr>
<th>KEY RELATIONSHIPS / INTERACTIONS</th>
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</table>
| • Residential Manager  
• Staff  
• Residents and families  
• Visitors  
• Contractors  
• Volunteers  
• Corporate Registered Nurse  
• Chief Operating Officer |

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<tr>
<th>MANDATORY KNOWLEDGE, EXPERTISE AND SKILLS</th>
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</table>
| • Current registration as a Enrolled Nurse, with current endorsement as having completed medication endorsement  
• Demonstrated high level of analytical, written and verbal skills  
• Ability to write clear and precise English appropriate to residents needs  
• Mature outlook with the ability to relate and converse with older people  
• Ability and commitment to working as part of the team  
• Demonstrated initiative and ability to work without supervision  
• Demonstrated knowledge and commitment to continuous improvement  
• Understanding of the accreditation standards  
• Ability to work within the culture of Lifeview Residential Care |

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<tr>
<th>DESIRED KNOWLEDGE, EXPERTISE AND SKILLS</th>
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| • Experience in an aged care setting  
• Understanding of Aged Care and associated Legislation  
• Understanding of ACFI and documentation requirements  
• Experience in supervising staff |

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<tr>
<th>KEY ACCOUNTABILITIES</th>
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| The Enrolled Nurse responsibilities include:  
• Acting at all times to protect the rights of residents, including confidentiality, privacy, individual choice and decision making  
• Provision of consistently high quality care to residents  
• Supporting the independence of residents by providing appropriate assistance with personal care in accordance with care plans  
• Maintain accurate documentation notes, assessments and care plans  
• Providing emotional support to residents  
• Being responsive to the needs of residents, families, advocates and other staff  
• Observe, report and document of all resident changes in need requirements  
• Ensuring maintenance of clean linen, making of beds, changing of linen for residents.  
• Assist with the serving of meals, assisting residents as required  
• Delivery of medication to residents following policy and procedure Undertaking of annual medication competency testing  
• Attendance at mandatory education sessions  
• Assisting to oversee that specialised nursing needs are met and documented within the residence following Lifeview Residential Care policy and procedure  
• Mentoring Personal Care Attendants and assisting them in skill development  
• Ability to supervise medication delivery by Personal Carers  
• Identification, reporting and documenting any areas of risk or resident need |
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**GENERIC ACCOUNTABILITIES**
- Commitment to maintaining the lifestyle, wellbeing and safety of the residents at all times
- Commitment to understanding and upholding the L.I.F.E. Principles at all times
- Active participation in the team environment
- Commitment to Continuous Improvement and active participation within the system
- Compliance with all legislation
- Comply with and promote Residential Aged Services policies and procedures and participate in safety & improvement activities for the organisation. Support and participate in OH&S policies and procedures and implement (where appropriate) within the organisation.
- Responsible for observing and practicing the principles and obligations of Equal Employment Opportunity and maintaining a workplace free from bullying and harassment
- Identification and reporting of areas of risk (including complaints) within the scope of the position and following correct procedure
- Ensure individual maintenance of the requirements of the position – e.g. registration renewal, first aid, food safety etc
- Attendance at meetings and compulsory education
- Responsible for observing and practicing the principles and obligations of Equal Employment Opportunity and maintaining a workplace free from bullying and harassment
- Identification and reporting of areas of risk (including complaints) within the scope of the position and following correct procedure
- Ensure individual maintenance of the requirements of the position – e.g. registration renewal, first aid, food safety etc
- Attendance at meetings and compulsory education

**KEY RESULT AREA** | **MAJOR ACTIVITIES** | **PERFORMANCE MEASURES**
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Management Systems | Continuous Improvement | • Improvements are identified and reported on via the Lifeview Residential Care continuous improvement system  
• Attendance at staff meetings  
• Telephones are answered professionally, messages taken are accurate and delivered in a timely fashion  
• Visitors are welcomed and their enquiries are appropriately dealt with  
• Participation in the appraisal process

Education | | • Attendance at mandatory education sessions  
• Attendance at education sessions of identified areas of need / interest  
• Assisting to educate other staff within the residence  
• Commitment to further education and maintaining up to date with contemporary practice

Information Systems | | • Use of Lifeview Residential Care documented controlled paperwork and systems

Health & Personal Care | Clinical Care | • Delivery of high quality care to residents  
• Assistance in overseeing specialised nursing needs to residents  
• Accurate documentation of resident needs in assessments, care plans and progress notes Following of care plans in the
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<tr>
<th>Section: Managing the Home</th>
<th>Physical Environment &amp; Safe Systems</th>
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<tr>
<td>Medication Delivery</td>
<td>Occupational Health &amp; Safety</td>
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- Delivery of care to all residents
- Resident choice is maintained in care delivery
- Resident independence is maintained in care delivery
- Updating of care plans when care needs change
- Initiating reassessment of residents when care needs change
- Completion of accurate incident forms when incidents occur
- Residents are prepared for all appointments, outings and activities
- Reporting of care need changes to Clinical Care Co-ordinator
- Resident rooms are kept neat and tidy and linen changed as per schedule
- Assistance in the serving of meals and supervising meals during meal times
- Prompt assistance is given to residents when it is requested
- Residents files are maintained

- Completion of annual medication competency
- Safe delivery of medication to residents
- Following of all policies and procedures relating to medication
- Ability to supervise personal care attendants in their medication delivery

- Adherence to all OH&S policies and procedures
- Identification of hazards and incidents, including the accurate reporting and documenting of same

I agree that I have skills and attributes to fulfill this position and hereby return a signed copy for my file, aware that my performance will be measured against meeting the key result areas and by my demonstration of adherence to L.I.F.E. Principles.

I understand that I must at all times maintain a respectful and appropriate relationship with all prospective and current Elders, their immediate family and/or significant other/s, staff, volunteers and contractors per our Diversity Statement, which I have read. As part of Lifeview I shall deliver services irrespective of the Elder’s gender identity, age, ethnicity, cultural background, disability, religion, sexual orientation and/or professional status, thus working to ensure that our services and care are inclusive of all, and especially for older people from the Lesbian, Gay, Bisexual, Transgender and Intersex community (LGBTI).

Signed by the employee:................................................................. (name) ......................................................... (signature) .............................(date)