**Staff Position Description**

**Enrolled Nurse**

**Position Title**

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| **OUR PURPOSE** |
| Finley Regional Care is a community-managed, not-for-profit organization that delivers a range of medical and aged care services to the town of Finley and surrounding areas. Comprising of a residential aged care facility, two medical centres, lifestyle village, and home care services, Finley Regional Care strives to live up to its name as the leading choice for care in the Riverina region. |
| **OUR VISION** |
| Continually striving for excellence in caring for our community |
| **OUR MISSION** |
| We embrace a high standard of quality care that is person-centred, progressive, and comprehensive through the lives of the individual, family, and wider community. |
| **OUR CULTURE STATEMENT** |
| We will:   * Respond to consumers and their stakeholders * Respect consumers and their stakeholders * Inform and reassure consumers and their stakeholders * Listen to consumers and their stakeholders * Work with consumers and their stakeholders * Involve consumers and their stakeholders |
| **OUR VALUES** |
| * Teamwork * Positive * Acceptance * Dedication * Respect |
| **YOUR ROLE & PURPOSE** |
| The Enrolled Nurse is responsible for supporting and delivering person-centred care to residents, in line with their care plan.  The purpose of the Enrolled Nurse is to work harmoniously with key care staff and stakeholders to deliver the highest standard of safe and skilled care across our residential facility, in line with legal and industry compliance standards. |
| **REPORTING TO** |
| Director of Clinical Services  Registered Nurse |
| **KEY INTERNAL RELATIONSHIPS** |
| All Nursing and Care Staff  Administration Staff  Residents  Medical Professionals |
| **KEY EXTERNAL RELATIONSHIPS** |
| Family Members  Service Providers  Allied Health  Consultants |
| **ORGANISATIONAL CHART** |
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| **CAN-DO (knowledge, skill, ability)** |
| * Current registration with AHPRA * Current First Aid Certificate * Current Statement of Attainment in Administration of Medications * A good understanding of Workplace Health & Safety issues or risks * High level of written and verbal communication skills * Strong computer skills, including documentation skills * Current National Police Check and/or NDIS check * Required vaccinations under legislation   **DESIRABLE**   * Memory support unit care experience * Aged Care nursing experience * Understanding of Aged Care funding requirements * Contemporary wound management skills * LeeCare software experience * Understanding of Accreditation process for Aged Care facilities * Understanding of budgetary requirements |
| **WILL DO (values, motivation, personality)** |
| * Passion for the caring industry and delivering person-centred care * Rapport and relationship-focused, with the ability to build strong relationships with others, including our Residents and their families * True collaborator with a passion for building and empowering teams to do their best work every day * Embody a solutions-driven mindset * Respectful, open, and transparent with a commitment to workplace equality, diversity, and inclusion. * Ability to work within, and contribute to, the Mission, Vision, and Values of Finley Regional Care |
| **ROLES AND RESPONSIBILITIES** |
| **SERVICE DELIVERY** |
| * Working closely with the Registered Nurse on duty and completing delegated tasks as required including handovers * Supervising, leading and mentoring Care Service Employees through upskilling and knowledge sharing * Working autonomously to complete daily task lists, or other as required * Completing and ensuring that documentation (including clinical notes and care plans) are completed in a timely manner, and is updated as required on each shift * Working within the Enrolled Nurse scope of practice including the administration of medicine, providing wound care, * Assistance in the development, evaluation, and implementation of individualised care plans * Recognise, report, and respond appropriately to changes in the health of residents * Maintain resident and family personal information confidentiality * Maintain clear lines of communication with all stakeholders of Finley Regional Care * Support, assist and implement Aged Care Standards and Accreditation Agency processes as required |
| **FOR THE JOB** |
| * Attend, complete and actively participate in activities, meetings and training as required * Contribute to and maintain a positive safe workplace for all * Support and comply with Finley Regional Care’s organisational policies and procedures |

I hereby understand the requirements of the position and will fulfill the obligations required of the tasks, responsibilities, and needs of Finley Regional Care.

Name: Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_