



POSITION DESCRIPTION

1. **POSITION TITLE:** Enrolled Nurse (Div 2)
2. **AWARD:** Nurses Award 2010
3. **LOCATION:**
Centre-based Nurses
149 Emerald-Monbulk Road
Emerald VIC 3782
1 Main Street,
Pakenham VIC 3801

In-home Care Nurses
Clients' homes
4. **HOURS:** Variable
5. **REPORTS TO:** Nurse Manager
6. **SUPERVISES:** PCAs, Activities Coordinator and volunteers
7. **POSITION OVERVIEW & OBJECTIVES:**

Nurses are the key providers of nursing and clinical services and are an integral part of Fernlea's multi-disciplinary team. They provide high quality, client-centred care in partnership with our clients and their families. The main objectives of the roles are to:

 - Provide high quality, client-centred care that meets the nursing and clinical needs of the clients
 - Work with the carers to understand and meet the welfare needs of the clients
8. **POSITION REQUIREMENTS:**
 - a. **Qualifications**
 - a. Current AHPRA Registration with Medication Endorsement
 - b. **Skills & Experience**
 - a. Experience in a palliative care setting – highly desirable
 - b. Experience working with dementia clients – highly desirable
 - c. A genuine caring and client-centred approach
 - d. Outstanding communication, observational and reporting skills
 - e. Excellent time management with a proactive attitude
 - f. Demonstrated ability to work alone and as part of a team
 - g. Experience working independently and without direct supervision
 - h. Current Victorian Drivers Licence and own reliable vehicle
 - i. A current police check and a valid Australian Working Visa

c. Knowledge & Personal Attributes

- a. Demonstrated flexibility and a willingness to approach new challenges creatively and as part of the team, adapting to new ideas and change positively
- b. Clear and practical understanding of appropriate personal and professional boundaries
- c. Professional behaviour, including the ability to apply the principles of privacy and confidentiality to all work practices
- d. High levels of integrity including behaving in an honest and trustworthy manner and treating others without judgment

9. KEY RESPONSIBILITIES:

a. Clinical

- i. Monitor clients' symptoms and report any changes or concerns to Nurse Manager
- ii. Assist client's toileting, feeding and ambulation
- iii. Assist with medications as required by the clients or advised by their carers or medical specialist
- iv. Participate in the review of care requirements of clients and carers
- v. Ensure appropriate activities for guests are organised and supervised
- vi. Assist with morning tea, lunch, transport and outings as required
- vii. Liaise with Nurse Manager about volunteer requirements
- viii. Support and work collaboratively with the Nurse Manager, PCAs, other staff and volunteers

b. Administration & Reporting

- i. Maintain required documentation ensuring records are accurate, objective and securely stored
- ii. Ensure Fernlea policies, procedures and protocols are implemented
- iii. Assist with identifying policies and procedures that may be required
- iv. Ensure regular communication with the Nurse Manager including advising of any issues or potential issues

c. Occupational Health & Safety

- i. Ensure you are familiar with and adhere to the OH&S Policy at all times
- ii. Immediately report any current or potential hazards
- iii. Participate in problem solving processes to resolve OH&S issues and ensure a safe and healthy workplace for all

d. As A Team Member:

- i. Ensure the Fernlea Code of Conduct is always upheld
- ii. Take responsibility for reaching key performance indicators, develop and share best practice ideas, and work cooperatively to support other team members to reach their individual and business goals
- iii. Participate in staff reviews and training/development programs
- iv. Maintain a high level of personal presentation and be polite, helpful, and courteous at all times
- v. Overall, work as part of a harmonious team and contribute to a positive, motivating environment

10. KEY PERFORMANCE INDICATORS

- a. All nursing and clinical protocols are met
- b. Clients' needs are met, and care is provided as per Fernlea's policies and procedures
- c. Documentation is complete, accurate, up-to-date and kept securely
- d. All policies and procedures are adhered to
- e. All timelines are met

I have read and understand the expectations of the role as outlined in this position description.

Employee name: _____

Employee signature: _____

Date: _____