Position Description

RDNS is one of the most trusted and respected providers of community health services in Australia. We offer a wide range of home help, nursing and allied health services in the comfort and privacy of people’s homes or other place of choice. With our care, clients can gain more independence, comfort and choice in relation to their healthcare and in many cases helps them to remain at home, living fuller and more satisfying lives. At RDNS, we are proud to be a not-for-profit, non-government organisation. Grounded in the principles of client focus, compassion, dignity, respect, integrity, honesty and innovation, we deliver the finest healthcare services to the community.

For help on developing Position Descriptions, please access the guidelines

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Enrolled Nurse</th>
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<tr>
<td>Support site</td>
<td>As appointed</td>
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<tr>
<td>Department</td>
<td>Client Services</td>
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<tr>
<td>Position reports to</td>
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<td>Direct reports</td>
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Job Purpose

To provide a broad range of client care across a variety of clinical practice areas. The Enrolled Nurse works within their scope of practice under the direct and indirect supervision of a Division 1 Registered nurse.

Key Position Functions

Use a systematic multiple approach to clinical decision-making

- Analyse the clients situation
  - Review situation in an holistic manner identifying all relevant issues
  - Identify client responses to treatment
- Use a systematic approach to gather data regarding the client and their situation
  - Collect information accurately based on clinical observation to identify changes in the client and reports changes to the Division 1 Registered Nurse
- Use interpretive skills to inform and make decisions within the scope of practice
  - Integrate data from all sources
  - Identify client’s actual/potential needs

Provide for and monitor the care of clients and their carers

- Organise workload
  - Priorities for care are based on the needs of the clients
- Participate in integrated client care activities
  - Implement planned nursing care to achieve client outcomes
  - Deliver care founded on an accurate comprehensive knowledge base
  - Utilise acceptable principles for nursing intervention
  - Monitor client responses, behaviour and progress and report changes in a timely manner
Involve the client when delivering care
- Consult the client as an active participant in care
- Recognise opportunities to provide nursing care that is sensitive to the needs of the client
- Promote client self management

Educate clients and carers to maintain and promote health
- Recognise and utilise opportunities for client education
- Provide accurate and appropriate education to clients/carers, as appropriate
- Refer to and, consult with Division 1 Registered Nurse where appropriate

Act to promote safety of the client, carer and others
- Adhere to policies and procedures to prevent hazards or reduce the risk
- Identify breaches in OH&S standards and report to Division 1 Registered Nurse

Develop appropriate therapeutic and caring relationships
- Establish and maintain appropriate interpersonal relationships with clients/carers
  - Maintain professional boundaries
  - Ensure interactions are non judgemental
  - Use effective communication channels

Ensure the client/carer receive and understand information relevant to health requirements/care to be provided

Act to enhance the dignity and integrity of clients/carers from a holistic perspective
- Involve client/carers as active participants
- Consider the cultural and social context for clients/carers when providing nursing care

Collaborate with the health care team to achieve client outcomes
- Work in conjunction with the healthcare team
  - Develop and maintain good working relationships with colleagues
  - Contribute to client care discussions
  - Provide care to clients/carers and consult with Division 1 Registered Nurse and other members of the health team when the care required is outside of own level of competence
  - Recognise the role of the Division 1 Registered Nurse as a point of reference to assist in decision making

Participate in the development of a supportive environment with colleagues
- Demonstrate respect for colleagues
- Assist others in provision of care where appropriate

Act as a positive role model
- Support of, and involvement with District Nurse Division 2 / Enrolled Nurse students
- Supervise Community Care Aides
- Orientate Community Care Aides and other District Nurse Division 2 / Enrolled Nurse colleagues

Act to enhance the professional development of self
- Identify areas of clinical interest
  - Actively pursue training opportunities in the area of clinical interest
- Incorporate new skills into client care within the scope of practice
  - Demonstrate proficiency in the use of information technology systems
  - Accurately maintain client information

**Function in accordance with legislation, regulatory requirements, and in line with RDNS Policy affecting nursing practice**

- Knowledge and understanding of relevant legislation
  - Practice complies with legislation designed to protect individuals and groups
  - Practice complies with NBV Guidelines on Scope of Practice & Supervision and Delegation
  - Monitor client safety and wellbeing by consistent attention to duty of care

**Other**

This position description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the department and/or organisation.

**Skills/Knowledge/Attributes**

- Previous experience as a District Nurse Division 2 / Enrolled Nurse
- Sound clinical knowledge and experience
- Excellent interpersonal and communication skills- written and verbal
- Excellent organisation skills, with the ability to plan and prioritise
- Proven ability to contribute to and, work as part of a dynamic team under direct and indirect supervision and within scope of practice

**Qualifications**

- Enrolled Nurse Medication Endorsement (including intramuscular & subcutaneous injections)

**Occupational Health & Safety Requirements**

RDNS adheres to all Occupational Health & Safety regulations as an employer and aims to be an influential leader in work health safety and injury management.

RDNS is committed to providing staff, students, clients, contractors, and visitors with a safe and healthy environment.

RDNS strives to fully integrate health and safety into all aspects of its activities;

- To protect the health and safety of its workers
- To improve safety outcomes in workplaces
- To reduce compliance costs of business, and
- To improve efficiency for regulatory agencies

**Terms and Conditions**

- As per current relevant Enterprise Agreement
- Current and satisfactory National Police Record check
- Current nursing registration with AHPRA
- Current drivers licence valid in the state or country in which employment based

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<tr>
<th>Reviewed/Created by</th>
<th>Robyn Kane</th>
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<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<th>Authorised by</th>
<th>Anna Meleca</th>
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<tr>
<td></td>
<td>Human Resources Advisor</td>
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