

POSITION DESCRIPTION



ENROLLED NURSE

Position Number:

Division: Support Services - Clinical

Location: The role will be predominantly residential, and community based. It will involve travel to all Friendly and Graceful Care Services sites as well as occasional stakeholder meetings.

Employment status: Permanent Part Time

Classification: Nurses Award, Enrolled Nurse Level 5 (Above Award) plus superannuation

Date: August 2023

POSITION OBJECTIVES

Under guidance from the Team Manager - Clinical Services, the Enrolled Nurse has the responsibility for ensuring that the delivery of care within their local work area(s) meets the expectations of our participants and other stakeholders through a model of person centred care and strong clinical leadership. The role requires the ability to plan, deliver and evaluate care outcomes and provide practical shift leadership to support workers to achieve their best. Policies and procedures will be utilised to promote clinical excellence.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Manager - Clinical Services
Supervises:	Senior Support Workers, Disability Support Workers and students
Internal Liaisons:	Chief Support Services Officer, People & Culture. This role also maintains collaborative and productive work relationships with employees at all levels
External Liaisons:	Multi-Disciplinary Teams, GPs, Families and Guardians in consultation with Team Manager - Clinical Services

KEY RESPONSIBILITIES AND DUTIES

Key Accountability Areas

- Evidence of quality-of-life outcomes achieved for each participant according to their preference, choice and direction
- Participants are provided with a high-quality level of nursing support.
- Evidence that families and advocates are involved and kept informed of key activities (where appropriate) according to the need and choice of the participant.
- Outcomes and measurable targets with annual quality and management plan for the service are met (developed in conjunction with participants and/or families/guardians - where appropriate - and staff
- Service is always reflective of Person Centred Practices.
- Assessments, recommendations and plans are implemented together to provide a holistic framework of care.
- Maintain accountability of own standards of nursing care, and continuous professional development
- Participate in initiatives to enhance quality and safety standards and risk mitigation within the work environment

Participant personal and lifestyle support

- Ensure participant rights under the Convention on the Rights of Persons with Disabilities are upheld, including equity in health service provision.
- Provide nursing care that is participant focused and empowers the participant to make decisions about individual on-going health care.
- Provide clinical nursing care; including but not limited to, health assessments, development of health support plans, performing procedures in accordance with the health support plans, organisational policy and scope of own practice as an Enrolled Nurse .
- Understanding and recognition of participant clinical deterioration and implementing timely corrective measures.
- Be aware and sensitive to the needs of people who are from Aboriginal or culturally and linguistically diverse backgrounds and assist with their integration into the service.

Complex Health Needs

- Provide ongoing complex clinical expertise and assessment to ensure participants with disabilities and requiring high intensity care with complex health needs are supported in a way that reflects their individual needs and in accordance with best practice.

Respiratory/Ventilator Management

- Deliver and document nursing procedures on a daily basis relating to respiratory and ventilator care (including tracheostomy and mask) as per individual health support plans.
- Monitor activities relating to the cleaning and routine maintenance of ventilator equipment.
- according to individual participant needs and instructions.

GI management

- Ensure monitoring of difficulties with swallowing and refer to external stakeholders (for a participant that has a tracheostomy).
- Monitor and manage PEG tube insertion and stomas.

Urinary Contenance and Bowel Management

- Assess continence and bowel needs of participants and implement recognised management strategies including monitoring and care of catheters and administering bowel regimes.

Wound Management/Skin Integrity

- Ensure appropriate management of wound care.
- Ensure proactive pressure management for participants.

Chronic Disease Management

- Ensure documentation, communication and consistent effective support and management of health issues including but not limited to diabetes, asthma, epilepsy, ischemic heart disease and obesity.

Direct Personal Support

- Providing direct care and support with activities of daily living in accordance with relevant standards of practice and individual care plans.

Medication management

- Administer those medications which, in accordance with FGCS medication policy, must not be administered by direct support staff e.g., intramuscular/subcutaneous injections, PRN.
- Provide medication management supervision and guidance to Disability Support Workers and students.

- Maintain records according to legislative requirements.

Emergencies

- Be responsible, and take appropriate action, for participants in the event of emergency situations involving acute illness or injury utilising appropriate policies and procedures and specified clinical pathways.
- Emergency management and response
 - Within scope of practice, respond to and manage emergencies including medical and non-medical situations affecting staff and participants in collaboration with the Emergency and Disaster Team as per FGCS guidelines, policies, and procedures.
- Monitor and ensure that emergency equipment is maintained.

Lifestyle

- Ensure that participants have the opportunity to achieve a quality lifestyle through:
 - Maintaining an environment which meets participant needs and contributes to personal growth.
 - Ensuring that participants are at all times accorded privacy, dignity and confidentiality.
 - Encouraging and assisting participants to pursue their own individual interests, hobbies and friendships, and to exercise choice, initiative and self-expression.
 - Enabling participants to participate and be involved in the life of the community.

Professional Practice & Service Delivery

- Undertake the functions of the Enrolled Nurse within a home environment and with medical care provided from external health care providers and organisations.
- Assist in the development, implementation and monitoring of participant specific health support plan and strategies within agreed timeframes that reflect the individual needs of the participant.
- Undertake nursing procedures that are evidence based as required and document accordingly.
- Use nursing theoretical knowledge and evidence-based guidelines and apply these to the range of nursing activities to achieve agreed outcomes.
- Review decisions, assessments and recommendations from other health practitioners and liaise with participant and key stakeholders and staff to implement.
- Use expert knowledge to implement and evaluate health support plans.
- Participate in relevant projects and research activities as required.

Leadership and Supervision

- Identify opportunities for improvement to systems, processes and work practices within the work area.
- Adapt practice to ensure adherence to relevant nursing requirements and organisational policies and procedures.
- Participate in nursing research, policy development and continuous quality improvement activities.
- Provide regular training, skills development and practical hands-on advice to all disability teams on care (clinical) care provision.
- Provide supervision and support to Enrolled Nurses, Senior Support Workers and Disability Support Workers.

Training/Education

- Assist the Team Manager - Clinical Services in the assessment of competence of Disability Support Workers in relation to specific health care procedures.
- Continue personal professional development and seek learning opportunities.
- Maintain mandatory competencies and refresher training and document evidence.
- Ensure staff support and training is adequate to ensure healthcare needs of the participants are met.
- Assist with the induction of new staff in regards to healthcare planning and support for participants.
- Assist in assessment, review, development and education of Disability Support Workers on participant health plans and procedures.
- Supervises the completion of the learning pathways of the Disability Support Workers.
- Provide support and advice to participants and Disability Support Workers regarding health care issues.

- Provide peer learning opportunities for new and inexperienced nursing and Disability Support Workers. This relates to health or nursing procedures that action the health support plans for the participant and as appropriate to the skills, scope of practice and competence of the staff member.
- Participate in annual performance review with the Manager – Clinical Services.

Communication, liaison & networking

- Under the guidance of the Team Manager – Clinical Services, take lead responsibility for all health care liaisons as required for participants. This includes General Practitioners, hospitals, allied health professionals, aids and equipment issuing centres, and any others as required by participants.
- Liaise between external health service providers and the organisations and staff and participant.
- Establish effective communication with participants using whatever means of communication is appropriate for each individual and liaise with families and/or advocates when required.
- Implement and participate in the development of participant focused documentation including client support plan and health support plan.
- Ensure that all required participant records are accurately maintained, including client support plan, health plan, health care records, medical histories.
- Liaise with the participant, other disability support staff within the organisation and health care providers to maintain good communication and continuum of care.
- Communicate effectively with the Manager – Clinical Services, Chief Support Services Officer and Manager, People & Culture in relation to program/clinical issues and opportunities for improvement.
- Ensure effective information dissemination and communication to FGCS staff within the houses. This position is responsible for communicating all health care monitoring and recording requirements to disability support staff and ensuring thorough handover to relevant shift staff.
- Attend and actively contribute to multidisciplinary staff meetings, including weekly Nurses meetings, and other relevant meetings as required and use information/feedback to continuously improve work performance.
- Facilitate good working relationships with all departments of FGCS, the community, participants, their families, and other people significant to the individual, through clear communication and a willingness to work towards the resolution of any concerns.

Administration Supports

- Assist in the development of annual goals and objectives for the Service in conjunction with the Manager – Clinical Services, Manager, People & Culture and the Clinical Governance Committee.
- Provide regular written reports to the Manager – Clinical Services as requested.
- Accurately complete administrative tasks as required. This may include reading/writing:
 - File notes;
 - Shift reports;
 - Communication books;
 - Learning logs/Monthly reports;
 - Participant Incident reports and WHS incidents;
 - Medication forms;
 - Minutes;
 - Checking emails;
 - Other required documentation.
- Maintain a database of clinical, support plans non-clinical document reviews and updates.
- Key responsibility for maintaining adequate supplies of clinical and non-clinical consumables including stationery in liaison with the Logistics Coordinator.
- Implement the incident report protocol as required in liaison with the Manager – Clinical Services and Manager, People & Culture.
- Undertake administrative responsibility for some aspects of timesheet management.
- Consult with other staff, follow up on, or provide information to the Manager – Clinical Services regarding various issues or administrative tasks as required.

QUALIFICATIONS, SKILLS & EXPERIENCE

Mandatory

- Tertiary qualifications in Nursing or equivalent
- Current registration with AHPRA with a minimum of three (3) years experience
- Experience supporting people with complex needs
- Effective time management skills with demonstrated ability to plan and coordinate multiple tasks
- Excellent communication, interpersonal and problem solving skills
- Experience and an understanding of health related issues for people with disability and children and young people with complex needs including current WWC
- Experience in working in community based settings
- Sound knowledge of National Disability Insurance Scheme Act, the NDIS Practice Standards.
- A commitment to work within the FGCS Mission, Vision and Values.

Desirable/Optional

- Qualification in Disability and/or aged care and/or Home and Community care
- Certificate IV in Training and Assessment
- Complex Care needs
 - complex wound care management
 - tracheostomy management
 - ventilator management
 - complex bowel care
 - Epilepsy Management
 - Chronic disease management (including Diabetes, Cardiac disease, Asthma)
 - Complex nutrition management (Nasogastric/PEG/PEJ) feeding and stoma care.

RESPONSIBILITIES FOR ALL FRIENDLY AND GRACEFUL CARE SERVICES EMPLOYEES

Work Health and Safety

Friendly and Graceful Care Services is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Work Health and Safety Act 2012 (SA) and all Regulations, the Code of Practice and Friendly and Graceful Care Services policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others
- Participate in Work Health and Safety training
- Assist with audits of work procedures, equipment, and workplaces
- Identify areas of improvement by contributing to the Safety System within Friendly and Graceful Care Services
- Contribute ideas and suggestions that promote safety awareness
- Be aware of emergency procedures
- Report unsafe work practices, incidents, hazards and near misses
- Report unacceptable workplace behaviours such as harassment and bullying
- Promote and champion a culture of safety within the workplace

Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability, and professional indemnity) and are expected to:

- Participate in risk assessments when requested

- Demonstrate an understanding of, and a commitment to, Friendly and Graceful Care Services' Risk Management Standard Operating Procedures
- Report all hazards and incidents which they become aware of

Records Management

Employees are required to follow all policies and procedures in relation to records management and are expected to:

- Understand their records management obligations and responsibilities
- Comply with Friendly and Graceful Care Services records management processes
- Keep accurate and complete records of business activities
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

Participant Engagement

Friendly and Graceful Care Services is committed to enhancing the opportunities it provides to participants to be involved in its decision-making processes. Employees are required to demonstrate a commitment to participant engagement through:

- Adhering to Friendly and Graceful Care Services' participant engagement policy, strategy, and framework
- Providing genuine opportunities for participants to be involved in relevant Friendly and Graceful Care Services' decisions and projects
- Involving participants, family/guardians and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved+
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing participants, family/guardians, and stakeholders with relevant and timely information to inform their participation

Equal Opportunity

Friendly and Graceful Care Services' offers a work environment free of discrimination, sexual or other harassment, victimization, vilification, and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during their employment. Employees are required to comply with the Privacy Act 1988, the freedom of Information Act and Friendly and Graceful Care Services' Information Privacy and Health Records policies. Both during and after employment with Friendly and Graceful Care Services', employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at Friendly and Graceful Care Services for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- Employment is subject to a satisfactory six-month probationary period
- Employees must comply with Friendly and Graceful Care Services' Employee Code of Conduct
- A current South Australian driver license.
- Maintain a satisfactory National Criminal History Check and other NDIS mandatory screening
- Some regular out of hours work will be required.

APPROVAL

Prepared By:	
Approved By:	
Employee Acceptance: <i>(Name and signature)</i>	
Date:	