

POSITION DESCRIPTION

ON LUCK CHINESE NURSING HOME

ENROLLED NURSE

At Chinese Community Social Services Centre Limited (CCSSC), we are committed to the provision of professional welfare services and quality aged care for members of the Chinese-Victorian community. We achieve our mission by attracting and retaining the best staff.

Responsible to: Director of Nursing (DON) / Department head/ Line manager

Basis of Employment: Full-time, Part-time, and Casual

Responsible for: As an Enrolled Nurse at the On Luck Chinese Nursing Home, you are responsible for delivering high-quality care to residents, ensuring they receive appropriate treatment, and maintaining accurate documentation. You will oversee medication management, train and supervise Personal Care Assistants (PCAs), and collaborate with other healthcare professionals. You will also contribute to the home's quality assurance activities and ensure compliance with health standards and regulations.

Position Context and Objectives:

The purpose of the role is to:

- provide safe, effective care to elderly residents in accordance with professional standards and regulations.
 - work as part of a team to ensure continuous improvement in care practices and meet the goals of the nursing home.
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KEY RESPONSIBILITIES AND DUTIES:

1. Specific Responsibilities related to Enrolled Nurse

1.1 Comprehensive Nursing Care

- Practice in accordance with the philosophy, intent, and standards prescribed by Australian Nursing and Midwifery Council (ANMC), National Competencies for Registered and Enrolled Nurses, ANMC Code of Ethics for Nurses in Australia, ANMC Code of Professional Conduct for Nurses in Australia, and APHRA guidelines.

- Monitor and ensure compliance with statutory regulations – the Aged Care Quality Standards.
- Take responsibility for the care of care recipients at the Chinese Community Social Services Centre Limited (CCSSC) – On Luck Chinese Nursing Home.
- Medication Management:
 - To undertake the administration of medication (for Enrolled Nurse – Medication Endorsed) and or under the guidance Registered Nurse.
 - Compliance with legislative requirements and organizational policies and protocols, in particular medication incidence and error recording
 - Participation in Medication Quality Assurance activities
 - Willingness to maintain contemporary knowledge and skills in relation to pharmacology of older peoples.
- Nursing & Personal Care Plan:

Develop, evaluate and update the planned actions with other Nursing, PCA, and multi-disciplinary team member to ensure the agreed objectives are met and measured.
- Train, mentor and supervise PCA in the delivery of clinical care to maintain an optimum standard of care for the care recipients.
- Oversee and ensure assessments and documentation are carried out according to plan and scheduled time, and reflect the cares needs of each care recipient.
- Monitor and ensure compliance with statutory regulations pertaining to the delivery of care recipient's care.
- Uphold the philosophy and goals of the nursing home and the nursing profession through compliant and ethical practice.
- Liaise with visiting medical practitioners and allied health professionals regarding matters of care recipients' care as appropriate.
- Participate staff meetings, family conferences and other relevant meetings, implement and evaluate recommended follow up actions
- Inform the DON / line manager of any problems that may arise with a care recipient or staff.
- Report to the DON / line manager any breaches in the provision of care.
- Monitor and ensure medical and other supplies are used efficiently.
- Communicate effectively with care recipients, their representatives / families and staff.
- Oversee staff conduct to ensure all care recipients are treated with respect and dignity.
- Agrees to obey all reasonable lawful directions and instructions given by the Employer or a specific supervision.

1.2 Administration Duties

- Participate in the daily management of the Nursing Home such as ensuring the correct staff mix as predetermined.
- Coordinate the efforts of individual departments include but not limited to PCA to ensure effective working relationships and teamwork, and to promote harmonious collaboration.

- Oversee accurate documentation of all care provided and outcomes in clinical records, including electronic and paper-based systems.
- Maintain accurate, objective, and current documentation, ensuring that all documented issues include corresponding actions taken.
- Supervise and contribute to the evaluation of care recipients' needs and observations on a regular basis as defined within the system of care.
- Supervise and oversee PCA on their contributions in documenting care recipients' changes in care in the progress notes, during ACFI assessments and Care recipient of the Day schedule of care evaluation.
- Demonstrate a positive attitude and commitment to the position responsibilities and organizational goals.
- Oversee resource usage to ensure staff maintain cost-effective practices with supplies, equipment, and energy.
- Empower staff to accept responsibilities through effective delegation of activities.

1.3 Quality Assurance

- Actively participate the Quality Assurance of the Nursing Home to provide evidence based continuous quality improvement activities.
- Participate actively in the development of policies and procedures pertaining to best practice of clinical care.
- Actively participate the systematic assessments of On Luck Chinese Nursing Home Policies and Procedures as well as care practices to meet Aged Care Quality Standards and the documentation required.
- Ensure staff compliance with relevant Acts, Agreements and On Luck Chinese Nursing Home Mission, Vision, Policies, Procedures, Staff Handbook & Code of Conduct. Report non compliances to DON / line manager.
- Ensure staff deliver good customer service, treating all care recipients, clients, visitors and other staff in a courteous and non-discriminatory manner.

1.4 Infection Control

- Implement and monitor infection control practices to prevent and manage infections.
- Educate staff, residents, and families on infection prevention and control measures.
- Conduct regular infection control audits and report findings to the Director of Nursing.
- Ensure proper use of personal protective equipment (PPE) and hygiene practices.

1.5 Occupational Safety

- Promote a safe working environment by adhering to occupational health and safety (OHS) policies and procedures.
- Identify and mitigate risks in the workplace.
- Participate in OHS training and education programs.
- Report and document workplace incidents and hazards.
- Collaborate with the OHS committee to improve safety practices and policies.

1.6 Resident and Family Support

- Provide emotional support and education to residents and their families.
- Address resident and family concerns promptly and professionally.
- Advocate for residents' rights and preferences in care decisions.
- Communicate effectively with care recipients, their representatives/families, and staff.
- Ensure that staff treat the care recipients with respect and dignity.

1.7 Supervision and Mentorship

- Supervise and mentor junior nursing staff and care assistants.
- Provide guidance and support in clinical practice and professional development.
- Conduct performance appraisals/ monitoring and provide constructive feedback.
- Ensure personal care assistants (PCAs) adhere to the code of conduct and professional standards.
- Delegate tasks appropriately and monitor PCA performance.
- Train, mentor, and supervise, PCA in the delivery of clinical care to maintain an optimum standard of care for the care recipients.
- Agrees to obey all reasonable lawful directions and instructions given by the Employer or a specific supervision.

1.8 Code of Conduct

- Adhere to and promote the facility's code of conduct and ethical standards.
- Maintain confidentiality and respect for residents' privacy.
- Demonstrate professional behaviour and dress standards at all times.
- Uphold the values and mission of the facility in all interactions with residents, families, and staff.
- Practice in accordance with the philosophy, intent, and standards prescribed by Australian Nursing and Midwifery Council (ANMC), National Competencies for Registered and Enrolled Nurses, ANMC Code of Ethics for Nurses in Australia, ANMC Code of Professional Conduct for Nurses in Australia, and AHPRA guidelines.
- Ensure compliance with statutory regulations pertaining to the delivery of care recipient's care.
- Ensure compliance with the philosophy and goals of the Nursing Home and Nursing Profession.

1.9 Medication Management

- To undertake the administration of medication.
- To supervise PCA (medication endorsed) medication management.
- Compliance with legislative requirements and organizational policies and protocols, in particular medication incidence and error recording.
- Willingness to maintain contemporary knowledge and skills in relation to pharmacology of older peoples.

1.10 Additional Responsibilities

- Take responsibility for the care of care recipients at the Chinese Community Social Services Centre Limited (CCSSC) – On Luck Chinese Nursing Home.

- Liaise with visiting medical practitioners and allied health professionals regarding matters of care recipients' care as appropriate.
- Inform the Director of Nursing (DON) / line manager of any problems that may arise with a care recipient or staff.
- Report to the DON / line manager any breaches in the provision of care.
- Ensure medical and other supplies are used efficiently.
- Demonstrate a positive attitude and commitment to the position responsibilities and organizational goals.
- Empower staff to accept responsibilities through effective delegation of activities.

2. General

- 2.1 Ensure compliance with the mission & vision of Chinese Community Social Services Centre Limited (CCSSC) – On Luck Chinese Nursing Home.
- 2.2 Ensure compliance with statutory regulations, including the Aged Care Quality Standards.
- 2.3 Demonstrate empathy and compassion toward care recipients.
- 2.4 Ensure that the personal care delivered meets the individual needs of care recipients.
- 2.5 Never leave care recipients unattended during procedures.
- 2.6 Work independently, with minimal supervision, and take responsibility for the care provided.
- 2.7 Maintain a pleasant, courteous, and professional demeanor at all times.
- 2.8 Foster effective working relationships and teamwork with colleagues.
- 2.9 Ensure economical use of supplies and resources.
- 2.10 Adhere to strict confidentiality principles in all matters related to care recipients and workplace operations.
- 2.11 Agree to follow all reasonable lawful directions and instructions as given by the Employer or specific supervision.
- 2.12 Ensure respectful communication with care recipients and their families.
- 2.13 Maintain a high standard of personal hygiene and grooming.
- 2.14 Promote a positive work culture and contribute to the team's success.

3. Infection Control

- 3.1 Ensure compliance with Infection Control Standards at all times.
- 3.2 Adhere to the principles of Universal Precautions.
- 3.3 Ensure ongoing surveillance and prevention of infections, with regular assessments and updates.
- 3.4 Monitor and ensure staff compliance with Infection Control protocols.
- 3.5 Report and document any infection control breaches immediately.
- 3.6 Work with the Infection Control team to implement infection control measures.
- 3.7 Ensure the cleanliness and sanitization of workspaces, equipment, and common areas.
- 3.8 Follow and enforce isolation protocols when necessary (for positions requiring direct patient care).

4. Education

- 4.1 Participate in all mandatory training sessions, including Elder Abuse, Manual Handling, Fire Safety Training, Fire Evacuation/Drills, and CPR (annually).

- 4.2 Engage in ongoing professional development and education to maintain and enhance knowledge of aged care practices.
- 4.3 Attend both internal and external training as required to keep abreast of changes and best practices in care.
- 4.4 Ensure that the organization's philosophy and values are understood, practiced, and reinforced with staff.
- 4.5 Participate in the ongoing education and training of the nursing home's staff as required.
- 4.6 Provide feedback on staff training programs and contribute to improvements.
- 4.7 Encourage and support staff in attending required educational sessions to improve their skills.
- 4.8 Facilitate one-on-one training sessions when needed, focusing on personal and clinical care.
- 4.9 Monitor staff performance and conduct competency checks and audits as required (specific to RN and EN positions).
- 4.10 Demonstrate understanding and competence in delivering care that meets the needs of the care recipients.
- 4.11 Promote a learning environment by sharing knowledge, providing guidance, and supporting staff.

5. Occupational Health and Safety

- 5.1 Provide and maintain a working environment that is safe and free from risks to health, as far as is practicable.
- 5.2 Take care of your own health and safety, and ensure the health and safety of others who may be affected by your actions or omissions.
- 5.3 Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and organizational policies and promote a working environment that is congruent with these guidelines.
- 5.4 Promote a working environment that is aligned with OH&S guidelines and safe work practices.
- 5.5 Ensure staff are familiar with the correct operation of equipment and safety procedures.
- 5.6 Ensure the correct use of personal protective equipment (PPE) as required.
- 5.7 Participate in the preventive maintenance and risk management program to identify and eliminate potential hazards.
- 5.8 Ensure that staff are trained in safe lifting techniques, equipment operation, and transferring procedures, including the correct use of personal protective equipment (PPE), and ensure competency in these practices across all relevant roles (RN, EN, and CCC positions), in accordance with the Nursing Care Plan for each care recipient.
- 5.9 Assist staff in reporting and documenting any accidents, incidents, or hazards promptly, ensuring documentation is accurate and complete.
- 5.10 Follow procedures for investigating and addressing accidents and incidents, ensuring the cause is determined and corrective actions are taken (specific to RN and EN positions).

- 5.11 Ensure that care recipients' privacy and dignity are respected during all procedures, including informing and instructing them prior to interventions.
- 5.12 Ensure that all furniture and equipment are correctly stored to minimize the risk of accidents or falls.
- 5.13 Ensure that all spills are cleaned immediately to prevent slipping hazards.
- 5.14 Cooperate with Return to Work Coordinators regarding return-to-work policies when applicable.
- 5.15 Assist with the implementation of OH&S requirements in accordance with the OH&S Act.
- 5.16 Ensure that all care recipients have a clean, safe, and comfortable environment at all times.
- 5.17 Ensure that a clean and safe working environment is maintained for all staff, care recipients, and visitors.
- 5.18 Ensure that staff wear comfortable, non-slippery shoes while working to reduce the risk of slips, trips, and falls.
- 5.19 Ensure that care recipients are well positioned with correct body and limb alignment at all times to promote comfort and prevent injury.

6. Confidentiality

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act and the Health Record Act.

7. Equal Employment Opportunity

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behavior and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. Workplace Relations

Treat all employees of the Organization with respect and dignity and without discrimination or harassment. Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal resident/performance outcomes.

9. Quality Assurance

- 9.1 Participate actively in the Quality Assurance Program of the Nursing Home to provide evidence based continuous improvement activities.
- 9.2 Report any relevant problems or concerns for continuous improvement to Department Head / Line manager.
- 9.3 Participate in appropriate staff meetings as scheduled.
- 9.4 Report any relevant issues / concerns to the Department head / Line manager.

SKILLS & EXPERIENCE

Qualification:

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Enrolled Nurse.
- Hold current CPR certification.
- Must have a valid Police Check or be willing to undergo one.

Experience:

Essential:

- Strong clinical skills with a thorough understanding of aged care standards and practices.
- Strong problem-solving skills and the ability to handle complex situations with professionalism.
- Minimum of 1 years of experience in aged care or a similar healthcare setting.
- Demonstrated ability in assessment and documentation.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team and independently.
- Compassionate and empathetic approach to patient care.
- Proficiency in using electronic health records (EHR) systems.
- Proficiency in spoken and written Chinese preferred.
- Interested in working with Chinese elderly people.
- Reliable, professional, caring, and respectful to consumers

Desirable:

- Experience with dementia care and palliative care.
- Previous experience in Residential Aged Care Facility.
- Knowledge of the requirements of the Aged Care Quality Standards.
- Understanding of the AN-ACC assessments and reviews.
- Experience in managing consumers' challenging behaviour, supervising staff as well as detailed record keeping and reporting.

PERFORMANCE APPRAISAL

The Enrolled Nurse's performance shall be evaluated by the Director of Nursing (DON) and/or delegate at three months, six months service and at the conclusions of 12 months service and thereafter each subsequent 24 months, on termination of service and/or on request.

CCSSC's policy is that concerns over skill and performance of employees are addressed, wherever possible, through a performance appraisal, which is not related to the Disciplinary Procedure.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all-inclusive.

AVAILABLE ASSISTANCE

- Orientation program on commencement
- Ongoing education and training
- Policies, Procedures and Guidelines for duties
- Legislative Requirements for duties
- Maintenance system to ensure the duties are performed within the Policies, Procedures and Guidelines
- Equipment to be maintained in a safe and functional manner

AUTHORISATION

Authorised by:
Chief Operating Officer

Date: March 2025

EMPLOYEE POSITION DECLARATION

Ihave read and understand the Position Description and Physical Requirements and agree that I have the physical ability to fulfil this position and in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I have initialled the top right-hand corner of each page as confirmation of reading and understanding the position and physical requirements.

I understand that this is separate to the Employment Contract that I will sign/have signed*, outlining the Employment Details.

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Signature

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Date

.....
Line Manager's Signature

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Date

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Line Manager's Name

*Delete as necessary