

*POSITION DESCRIPTION*

Position Title:	Endorsed Enrolled Nurse
Award Classification:	Endorsed Enrolled Nurse –
Location of Duties:	Rosevale Court
Effective Date:	
Department:	Nursing
Approved By:	Nurse Manager

The Endorsed Enrolled Nurse is a nurse who provides care within the limits specified by the Queensland Nursing Council.

PRIMARY OBJECTIVES

The Endorsed Enrolled Nurse:

- Works under the direction, supervision and guidance of the Registered Nurse while retaining responsibilities for their own actions.
- Administers medication within her scope of practice
- Is accountable to the Registered Nurse for all delegated functions and will provide nursing care consistent with the spirit of the stated philosophy of Rosevale Court
- Complies with the standards for Accreditation for Aged Care Facilities
- Complies with the requirements of the Workplace Health and Safety Act 1989 and its regulation and Rosevale Court's Workplace Health and Safety Policies and Education Program.

**RESPONSIBILITIES**

Within the framework of the “Nursing Process” assessment planning, implementation and evaluation and, functioning on to “Team Nursing” approach, the Endorsed Enrolled Nurse:

MAINTAINS GOOD HYGIENE AND PHYSICAL COMFORT BY:

- Assisting in cleanliness and hygiene within the unit.
- Giving direct resident care in bathing, grooming – hair, nails and shaving, oral hygiene and pressure area care
- Bed making
- Assisting with admissions, discharges and/or transferring or residents
- Providing bedside nursing care for residents in isolation.

PROMOTES OPTIMAL ACTIVITY BY:

- Assisting with resident ambulation
- Encouraging rehabilitation
- Giving range of motion exercise as authorised
- Seeing resident comfortably settled by night

PROMOTES A SAFE ENVIRONMENT BY:

- Changing bed linen, keeping residents clean and dry
- Adjusting bed rails and restraints
- Placing requirements within residents reach
- Performing procedures, as authorised, correctly and aseptically
- Maintaining good personal hygiene
- Understanding emergencies and first aid procedures and their level of responsibilities regarding these e.g. Hemorrhage, falls, fitting and fainting
- Maintaining good ward hygiene and disinfection



MEETS RESIDENT'S NUTRITIONAL NEEDS BY:

- Preparing resident for meals
- Assisting resident where necessary with meals and fluids
- Administering between meals and nourishment
- Administering extra fluids as ordered
- Understanding and maintaining fluid restriction for residents as ordered
- Correct charting of input fluid balance chart when required

FACILITATES THE MAINTENANCE OF ELIMINATION BY:

- Giving and removing bedpans and urinals with understanding and privacy
- Attending to enema procedure and the giving of suppositories as ordered
- Collecting, observing, testing and charting of urine, faeces and gastric contents, as ordered
- Observing and reporting resident skin reactions
- Correct charting of output fluid balance chart when required

FACILITATES COMMUNICATIONS BY:

- Listening to change of shift reports
- Participating in team conference
- Checking assignments with Registered Nurse
- Observing residents by frequent rounds and reporting findings
- Talking and listening to residents and relatives
- Being aware of the many non-verbal communications signs the residents exhibit
- Understanding the importance of, and keeping accurate and legible charts:
 - Temperature, pulse and respiration, fluid balance, urine testing, nursing histories assessment forms and resident care plans (excluded are medication charts).



QUALIFICATIONS

MANDATORY

Endorsed Enrolled Nurse with current registration with Queensland Nursing Council

DESIRABLE

Knowledge of professional affairs in nursing trends
Required to participate in continuing education programs

PERSONAL

Good physical and mental health
Well groomed
Reliable and punctual
Compassionate
Demonstrates an appreciation of the responsibilities of their work
Demonstrates ability to promote harmonious inter-personal and working relationships with all levels of staff
Is a person of integrity



FREQUENCY OF PERFORMANCE APPRAISAL

After first three months and thereafter yearly.

ACCOUNTABILITY

Accountable to the Nurse Manager Rosevale Court
The residents and carers
Self and staff of the facility.

PROBATIONARY PERIOD

A two (2) month probationary period applies from the commencement date of employment.

Signature of Employee _____ Date _____

Signature of Employer _____ Date _____



KEY SELECTION CRITERIA ENDORSED ENROLLED NURSE

QUALIFICATIONS AND EXPERIENCE

KSC1 Registration as an Endorsed Enrolled Nurse – current registration with Queensland Nursing Council and current Annual Practicing Certificate is essential

SKILLS AND ABILITIES REQUIRED

KSC2 Demonstrate ability to identify with and promote the philosophy of Rosevale Court

KSC3 Identify satisfactory knowledge base for safe practice

KSC4 Demonstrate effective communication skills and identify the ability to work as a team member

KSC5 State knowledge of legal requirements pertaining to their scope of practice

KSC6 Accept accountability for their own actions

KSC7 Promote and uphold quality nursing care and continuous quality improvement

KSC8 Recognise the need for continuing education

KSC9 Possession of a current Police Certificate

ORGANISATION AND WORK ROLE COMPETENCIES

- Demonstrate a satisfactory knowledge base for safe practice
- Participates in orientation and on-going education
- Functions in Accordance with Legislation and Common Law affecting nursing practice
- Protects the rights of individuals and groups

THE HELPING ROLE

- Contribute to Nursing Assessment to plan, implement and evaluate care for the individual resident
- Demonstrate effective communication and interpersonal skills
- Assists in maintaining the individual's self esteem in a safe, supportive environment