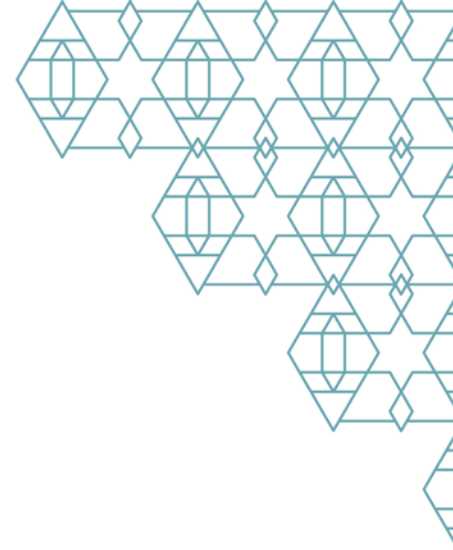




Emmy Monash
Aged Care



Endorsed Enrolled Nurse

- **Community based not-for-profit aged care provider**
- **Modern facilities based in Caulfield North**
- **Great team environment and culture**
- **Variety of day, afternoon & night shifts available**

About Emmy Monash

Emmy Monash is a market leader in aged care services delivering award winning programs, linking with prominent industry partners, offering outstanding facilities and holistic approach to care of seniors in the Jewish community of Victoria. At Emmy Monash we are committed to enriching the lives and wellbeing of our residents. This is achieved by a dedicated team of staff, community partners and volunteers who work together as a team to deliver quality care and services.

Key Selection Criteria

- EEN qualified with current AHPRA registration
- Have a knowledge, of and understanding of contemporary clinical best practice including medication management, wound care and continence management
- Demonstrates a committed approach to further education and professional development
- Have an understanding of the nursing process as a problem solving and quality improvement strategy
- Demonstrated ability to use equipment and resources properly, and to work effectively as a team member
- Resident focused with a demonstrated ability to promote self-care and independence in residents
- Demonstrate understanding of the meaning of 'Ageing in Place', and sensitivity to the cultural diversity, religious needs and life experiences of older Jewish people
- Self-motivated and self-directed
- Good interpersonal and customer service skills
- Computer literate including proficiency in iCare, Microsoft Office, internet

Benefits and Culture

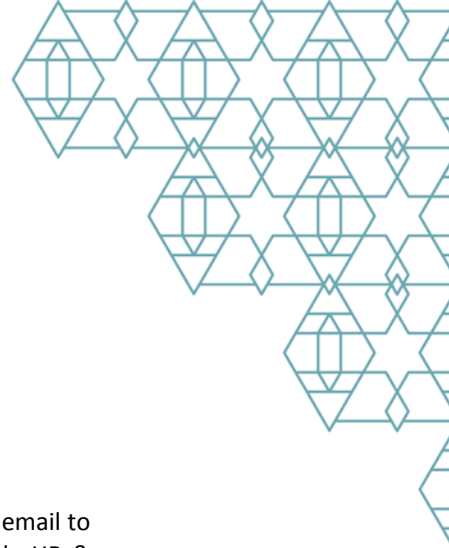
This is a wonderful opportunity to make a difference in an innovative and supportive community based organisation committed to the provision of quality and innovative services to our residents and the community. Centrally located in newly designed facilities, you will enjoy working with a talented and passionate team of staff, employed from diverse cultural backgrounds. At Emmy we are committed to the professional development of our staff and provide training and education to ensure we can deliver the highest standard of care to our residents and to provide an understanding of the Jewish culture, traditions and ethos. We offer a competitive salary, flexibility and the opportunity to maximize your income with salary packaging.

Emmy Monash Aged Care Inc. ABN 64 022 404 782

518–526 Dandenong Road, Caulfield North VIC 3161 P 03 8508 9300 F 03 9509 6176 E info@emmymonash.asn.au
www.emmymonash.asn.au



Emmy Monash
Aged Care



How to Apply

To apply send your letter of application (which addresses the Selection Criteria) and CV via email to careers@emmymonash.asn.au. Telephone enquiries can be directed to Mary McCormack, HR & Quality Assistant on 8508 9300.

Applications close: Friday 10 November 2017



EMMY MONASH AGED CARE

1. POSITION IDENTIFICATION

Title	Endorsed Enrolled Nurse
Functional Area	Nursing Service Area
Reports to	Team Leader or RN Division 1
Employment Status	Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/>
Terms of Employment	Emmy Monash Aged Care Nurses Enterprise Agreement
Hours of Duty	As required and rostered

2. POSITION OBJECTIVE

To fulfil the role of Endorsed Enrolled Nurse as directed by the Clinical Care Coordinator and assist in the provision of nursing care

3. COMPETENCIES REQUIRED

Practices according to the professional code of conduct for Registered Nurse Division 2

Knowledge and Skills

Maintains and updates professional knowledge base to ensure safe and contemporary nursing practice.

Integrates the relevant industry standards, legislation and common law requirements into work practices.

Understands and protects the rights and responsibilities of the residents and staff.

Consistently follows the agreed service policies and procedures.

Reads and understands new and revised service and organizational policies and procedures as distributed.

Issue: 2/5	Authorised by: HR
Date issued: Sept 1999	Review: July 2016

<p>Personal Care and Hygiene</p>	<p>Administers medications in sachet system under the supervision of an RN Div 1.</p> <p>Administers PRN medications under the direction of an RN Div 1.</p> <p>Orders medication and faxes altered medication charts to the pharmacy</p> <p>Contributes to the physical, emotional and lifestyle needs and wants of the residents, through assessment and observation. Reports changes to the responsible Registered Nurse Division 1 &/or Team Leader.</p> <p>Fulfils the role of team member as directed by the RN Div 1 & or Team Leader</p> <p>Implements those clinical interventions as delegated by the Registered Nurse Division 1 and/or Team Leader.</p> <p>Whenever required assists the residents with their personal care and hygiene needs whilst encouraging their independence whenever possible.</p> <p>Documents the evaluation of interventions and reports by exception changes/information in the progress notes</p> <p>Performs clinical duties as directed and required by Team Leader or RN Division 1</p>
<p>Professional Conduct</p>	<p>Practices according to the professional code of conduct for Authorised Enrolled Nurse</p> <p>Demonstrates a positive attitude to the agreed role and responsibilities of the position.</p> <p>Respects and maintains strict confidentiality of residents, staff and Emmy Monash Home.</p> <p>Follows proper procedures in conflict management, and never involves residents in staff disputes</p> <p>Is careful in the use of equipment and consumable resources to make sure they are not damaged or wasted.</p> <p>Has the ability to understand and integrate those behaviours which reflect the vision, philosophy and values of the organisation.</p> <p>Cooperates with allied health, food and domestic services to ensure the needs of residents and their relatives are met.</p>
<p>Professional Conduct</p>	<p>Practices according to the professional code of conduct for Authorised Enrolled Nurse.</p> <p>Demonstrates a positive attitude to the agreed role and responsibilities of the position.</p> <p>Respects and maintains strict confidentiality of residents, staff and Emmy Monash Home.</p> <p>Follows proper procedures in conflict management, and never involves residents in</p>

Issue: 2/5	Authorised by: HR
Date issued: Sept 1999	Review: July 2016

	<p>staff disputes</p> <p>Is careful in the use of equipment and consumable resources to make sure they are not damaged or wasted.</p> <p>Has the ability to understand and integrate those behaviours which reflect the vision, philosophy and values of the organisation.</p> <p>Cooperates with allied health, food and domestic services to ensure the needs of residents and their relatives are met.</p>
Continuous Improvement	<p>Participates and contributes to the review of procedures which aim at 'best' practice</p> <p>Consistently follows organisational and service policies and procedures.</p> <p>Reads and understands new and revised service and organisational policies and procedures as distributed.</p> <p>Contributes to the maintenance of the OHS program</p> <p>Participates in training and development activities related to responsibilities.</p>
Job Duties	<p>Mental Requirements</p> <p>The duties include a variety of situations where stress may be involved, such as, dealing with residents who are cognitively and physically impaired and dealing with residents who suffer from post-traumatic stress and the like.</p> <p>Physical Requirements</p> <p>Duties include the following tasks: Bending, lifting, twisting and turning, requiring the use of the neck, back, shoulders, arms, wrists, hands, hips, legs and knees. Kneeling and crawling may also be required with some tasks.</p>

4. KEY PERFORMANCE OBJECTIVES

Key Selection Criteria –(What is required to be done)	Key Performance Indicator (How do you know it has been done)
<p>Demonstrate a committed approach to management of aged care</p> <p>Have a knowledge, of and understanding of clinical best practice</p> <p>Have an understanding of the nursing process as a problem solving and quality improvement strategy</p> <p>Demonstrated ability to use equipment and</p>	<p>Demonstrates knowledge of contemporary nursing practices, interventions and industry standards.</p> <p>Timely and accurate reporting of resident needs and changes in condition to relevant supervisors and staff.</p> <p>Participation in the formulation of new procedures and review of existing procedures relating to work practices and the environment</p>

Issue: 2/5	Authorised by: HR
Date issued: Sept 1999	Review: July 2016



resources properly, and to work effectively as a team member

Proven ability to promote self-care and independence in residents

Demonstrate understanding of the meaning of 'Ageing in Place', and sensitivity to the cultural diversity, religious needs and life experiences of older Jewish people

Clinical Knowledge of Contemporary Practice

Self-motivated and self-directed

Good interpersonal skills

Provides input into quality initiatives as communicated

Active contribution to achieving team objectives and best practice

Reporting of issues relating to safety

Active participation in identifying and solving problems relating to areas of responsibility

Appraisal: Within 3 months, then on an on-going basis , with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications, Knowledge, Skills & Experience - Desirable:

Aged Care experience

Qualifications/experience in dementia care

Knowledge of contemporary wound care and continence management

Ability to communicate in German, Polish or Yiddish

Knowledge, Skills & Experience (Essential):-

- Nursing Registration, Authorised Enrolled Nurse
- Gerontology qualification or experience

6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

Reports to:

Manages:

Issue: 2/5	Authorised by: HR
Date issued: Sept 1999	Review: July 2016



7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

Employee's
Name:

Direct Manager's
Name:

Signature:

Signature:

Date:

Date:

Issue: 2/5	Authorised by: HR
Date issued: Sept 1999	Review: July 2016