

POSITION DESCRIPTION

Position Title:	Enrolled Nurse
Department:	Nursing
Location:	Royal Rehab Ryde

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	No
NDIS Worker Screening Check required:	No

Position Purpose:
<p>The Enrolled Nurse works with clients in the provision of client focused, holistic care in accordance with client goals and identified needs, within the rehabilitation setting. Holistic care includes participating in the delivery of activities and interventions that specifically increase the frequency and intensity of therapy and in particular client practice. The EN practices under the direction and supervision of a Registered Nurse, and within the limits of his or her qualification. The EN is an integral member of the rehabilitation team vital to the success of the private model of service delivery. The practice of the Enrolled Nurse at Royal Rehab includes the administration of medications excluding intravenous medications.</p>

Organisation Context:
A member of the Nursing Service.

Organisational Relationships:	
Reports to:	Director of Clinical Services Clinical Operations Manager Registered Nurse Work Force Coordinator
Responsible for:	N/A

Performance Review & Development Planning:
<p>Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 3 months after commencement, and annually thereafter.</p>

Qualifications, Skills & Experience:

Essential

- Current registration with AHPRA as an Enrolled Nurse.
- Endorsement to administer medications, or working towards, or commitment to undertaking an accredited medication administration course.
- Experience working within a rehabilitation inpatient setting.
- Ability to work within a multidisciplinary, collaborative environment.
- Person centred approach and commitment to delivering care of a high standard.
- Well-developed written and comprehensive verbal communication skills.
- Customer service focus with corresponding skills and attributes.
- Commitment to professional development and quality improvement.

Desirable

- Experience within a private health setting.
- Experience working within a rehabilitation setting.

Key Internal & External Relationships:

Internal	Communication Operations Manager Multidisciplinary team members Volunteers
External	Enrolled Nurse interest groups

Delegations/Authority

Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

Key Responsibility Areas

Key Area of Accountability	Specific Tasks and Responsibilities
Person Centeredness	<p>Outcome: rehabilitation is planned and delivered in collaboration with the client incorporating their preferences, goals, and priorities.</p> <ul style="list-style-type: none"> • Understand and respect each client's perspectives and cultural diversity. • Implement interventions, and activities in collaboration with the client and/or family that reflect client goals and preferences under the direction of a Registered Nurse. • Positive client feedback. • Documented evidence of client inclusion in decision making; and that clients' personal goals and priorities have been used as a foundation for care.

Equity of Access	<p>Outcome: there is equity of access to the care required by clients of the service as determined by comprehensive assessment of client need, goals, priorities and preferences.</p> <ul style="list-style-type: none"> • Workload to be organised effectively and concurrently to meet the care needs of multiple clients in a fair and equitable manner. • Feedback from performance review survey indicates effective organisation.
Activity and Participation Based Learning	<p>Outcome: the co-production of rehabilitation between clients, families, staff and volunteers is actively facilitated within the context of purposeful and meaningful real life activities and situations.</p> <ul style="list-style-type: none"> • Commitment to activity and participation based rehabilitation. • Facilitate enrichment of the physical, social and attitudinal environment at Royal Rehab to maximize its therapeutic effectiveness. • Use personal, domestic and community activities and participation contexts for rehabilitation service delivery. • Documented evidence of the use of personal, domestic and community activities and participation contexts for rehabilitation assessment, planning, interventions and evaluation.
Goal Directed Clinical Processes	<p>Outcome: all clinical processes are linked to the client's and organisation's goals.</p> <ul style="list-style-type: none"> • Implement client interventions, activities, and practice that are consistent with the client and program goals of the rehabilitation plan. • Documentation supports that interventions are goal directed and consistent with the rehabilitation plan.
Synergistic Effort	<p>Outcome: staff work collaboratively with clients, families, friends, volunteers, and other staff to maximize therapeutic effectiveness and rehabilitation outcomes.</p> <ul style="list-style-type: none"> • Participate in joint assessment, planning, interventions and evaluation of care that eradicates duplication of effort and respects the work and clinical judgement of other team members and health professionals. • Work independently and/or with members of the rehabilitation team in the provision of meaningful practice, leisure, and recreation pursuits to increase the frequency and intensity of therapy for the clients, • Undertake designated tasks as directed – tasks may include but are not limited to assistance with client hygiene and activities of daily living; nursing observation and interventions; transferring and manual handling of clients. • Documented evidence of collaboration. • Positive feedback from performance review and development survey.
Coordination	<p>Outcome: coordinated approach to rehabilitation service delivery resulting in client throughput within mandated timeframes.</p> <ul style="list-style-type: none"> • Complete assessment and planning within time frame parameters stipulated by organizational policies, procedures and guidelines. • Communicate and document client condition, nursing and practice interventions, and progress to ensure optimal coordination of care and feedback to client. • Nursing interventions are coordinated to compliment activities and interventions of other rehabilitation team members within a person centred context. • Contribution to FIM assessments completed within 72 hours following admission and pre discharge. • Customer feedback survey results.

	<ul style="list-style-type: none"> • Clinical documentation audit results.
Leadership	<p>Outcome: leadership at discipline, service and organization levels. Demonstrate effective clinical leadership corresponding with your professional level.</p> <ul style="list-style-type: none"> • Uphold the model of service delivery. • Act as a positive professional role model within and beyond your own discipline. • Evidence of contribution to the service and own discipline's reputation as a leader in rehabilitation. • Evidence of demonstrable support for the model of service delivery. • Positive feedback from annual performance review survey re contribution to the development of others within and beyond your own discipline.
Evidence Based Guidance	<p>Outcome: all aspects of care will be informed by the best evidence of clinical effectiveness and client satisfaction.</p> <ul style="list-style-type: none"> • Maintain professional knowledge base in line with AHPRA requirements; relevant professional standards; and recent evidence. • Participate in relevant discipline and unit quality improvement and research activities as per your professional development plan, or as directed including annual service planning. • Participate in the organisation's performance review and development program. • Participate in quarterly assessment of progress against individual professional development plan. • 10% of work hours dedicated to participation in clinical supervision; professional development; organisation wide quality and accreditation activities. • Feedback from annual performance review survey and quarterly review of professional development plan.
Organisation	<p>Outcome: staff will support the vision and strategic mission of the organisation and comply with all organisational requirements, policies and procedures, regulations and legislative requirements.</p> <ul style="list-style-type: none"> • Comply with all Royal Rehab policies and procedures; and general responsibilities. • Participate in the Royal Rehab mandatory training program and maintain annual currency of practice. • Participate in strategic planning for the organisation and accreditation activities as directed. • Support and participate in marketing activities at organisation, service and discipline levels. • Provide excellent customer service to clients, and internal and external customers. • Document role / discipline specific and client care statistics as per organisation policy. • 100% compliance with Royal Rehab policies and code of conduct. • 100% compliance with all modules of mandatory training. • Evidence of participation and contribution. • Evidence of contribution to marketing of the service and organisation. • Feedback from annual performance review survey. • 100% compliance with and accuracy of statistics entries.

GENERAL RESPONSIBILITIES	
Work Health and Safety	
<p>Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:</p> <ul style="list-style-type: none"> • Ensure that all potential hazards, accidents and incidents are identified and notified • Ensure your own safety and that of others 	
Equity and Zero Tolerance to Bullying, Harassment and Discrimination	
<p>Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.</p> <p>As an employee of Royal Rehab it is your responsibility to:</p> <ul style="list-style-type: none"> • Deal with others in a fair and equitable manner free from harassment and discrimination • Ensure that a working environment free from sexual or any other harassment is recognised as a basic right 	
Principles of Multiculturalism	
<p>Employees are expected to:</p> <ul style="list-style-type: none"> • Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language • Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required • Abide by the principles of the Multiculturalism Act 2000 • Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility 	
Code of Conduct	
<p>Royal Rehab requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> • Demonstrates respect for the right of the individual and the community • Promotes and maintains public confidence and trust in the work of the Centre <p>The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information</p>	
Safety & Continuous Quality Improvement	
<p>All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.</p>	
Organisational Values	
<p>Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:</p> <p>Honesty: We conduct ourselves with truth, openness and integrity.</p> <p>I will:</p>	

- Be sincere and genuine will all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

Working Together: We work as a team to achieve shared goals.

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

Innovative Thinking: We embrace a culture of creativity to find the best solutions.

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

Smoke Free Policy

Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

Royal Rehab Policies and Procedures

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

Job Demands Checklist

Frequency Definitions

O = Occasional	Activity exists up to 1/3 of the time when performing the task
F = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task

C = Constant	Activity exists more then 2/3 of the time when performing the task
R = Repetitive	Activity involves repetitive movement
NA	Not applicable to this role

Job Demands		Frequency				
		O	F	C	R	NA
Physical Demands	Description					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels	x				
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	x				
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting			X		
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist			X		
Standing	Tasks involve standing in an upright position without moving about			X		
Driving	Tasks involve operating any motor powered vehicle	X				
Sitting	Tasks involve remaining in a seated position during task performance	X				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	X				
Walking/running	Tasks involve walking or running on even surfaces	X				
	Tasks involve walking on uneven surfaces			X		
	Tasks involve walking up steep slopes	X				
	Tasks involve walking down steep slopes	X				
	Tasks involve walking whilst pushing/pulling objects	X				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees	X				
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground	X				
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	X				
	1) Light lifting/carrying 0-9kg		X			
	2) Moderate lifting/carrying 10-15kg	X				
	3) Heavy lifting/carrying 16+kg	X				
Restraining	Tasks involve restraining clients/clients, others	X				
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	x				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands			X		
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing			X		
Sensory Demands						
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations			X		
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals	X				
Taste	Tasks Involve the use of taste as an integral part of task performance					X
Touch	Tasks involve the use of touch as an integral part of task performance			x		
Psychological Demands						

	Tasks involve interacting with distressed people		X			
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited		X			
	Tasks involve viewing/handling deceased and/or mutilated bodies	x				
Exposure to Chemicals						
Dust	Tasks involve working with dust i.e. sawdust					x
Gases	Tasks involve working in areas affected by gas, or working directly with gases	x				
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis			X		
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation	X				
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal		X			
Allergenic substances	Tasks involve exposure to allergenic substances	X				
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics			x		
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light		X			
Colour	Tasks involve differentiation of colour					X
Sunlight	Exposure to sunlight					X
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					X
Confined spaces	Tasks involve working in confined spaces	x				
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces	X				
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping	X				
Heights	Tasks involve working at heights			X		
Manual handling	Tasks involve manual handling	X				
Noise	Tasks involve working in a noisy environment	X				
Radiation	Tasks involve exposure to x-rays		X			
Electricity	Tasks involve working with electrical apparatus and currents		X			
Machinery	Tasks involve use of machinery and equipment:					
	1) Light	X				
	2) Heavy					X
	3) Portable	X				
Biological hazards	Tasks involve working with blood, blood products/body fluids	X				
Other Issues						
Workplace access	Tasks involve difficult access or movement from site to site					X
Personal protective equipment	Tasks involve use of Personal Protective Equipment			X		
Safety critical issues	Tasks involve responsibility for safety of others		X			

Document Control (Hiring Manager use only)	
Effective Date: 21/06/2021	Authorised By: Carmel Kennedy

Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

Name

Signature

_____/_____/_____
Date