



cobdenhealth

Enriching & Empowering Quality of Life

Cobdenhealth is the registered business name of Cobden District Health Services Inc.

POSITION SPECIFICATION

POSITION TITLE	Endorsed Enrolled Nurse (EEN)
CLASSIFICATION	Dependent on qualifications and experience
AWARD	Cobden District Health Services Inc., ANMF and HSU Enterprise Agreement 2017
HOURS OF WORK	As per individual contract of employment in line with rosters and hours of operation
DEPARTMENT	Clinical Care
APPROVED BY	Chief Executive Officer / Director of Nursing

VISION Enriching & Empowering Quality of Life

VALUES

Service	We deliver caring, friendly, high quality, confidential and safe service to the community.
Honesty	We are trustworthy and transparent and we value integrity and fairness.
Accountability	We take responsibility for our actions. We value teamwork and affiliative leadership.
Respect	Our kind of care is person centred. We are inclusive, considerate and equitable to all who engage with our service.
Excellence	We continually strive to provide high quality, reliable, consistent, and innovative services to our community, our clients, consumers and stakeholders

ORGANISATION AND ENVIRONMENT

Cobden District Health Services Inc., trading as Cobdenhealth is an all-inclusive health service providing quality care and well-being options for the local community and south west Victoria.

We provide exceptional care in our accredited 60 bed residential aged care facility and support people in their own homes by managing and delivering Home Care Packages (HCP). Our diverse range of allied health, counselling, therapeutic, dental prosthetics and community services support people to achieve their health goals.

Cobdenhealth Family Practice is a business unit of Cobden District Health Services Inc. located in Victoria Street Cobden. Our highly skilled General Practitioners offer a diverse range of healthcare options to patients across all ages, providing a holistic approach to care. Services include, however are not limited to, general practice, health screening, skin checks, care plans, chronic and complex care and health promotion activities.

Cobdenhealth has a fully accredited Urgent Care Centre providing emergency stabilisation service 24 hours per day, 7 days a week.

Our Cobdenhealth Community Fitness Centre has a fully equipped gymnasium offering various subscription options, casual use and leader led classes with accredited trainers. The gym is open to the public 24 hours, 7 days a week. Our Rodney Grove Community Aquatic Centre is a warm water pool open to the public for exercise, water therapy, learn to swim classes and general use. A swim against the current spa is also available.

The Men's Shed, based on-site, is a community based organisation providing a safe and friendly environment where men are able to work on meaningful projects.

Cobdenhealth is an Equal Opportunity Employer.

POSITION OBJECTIVE

To provide holistic care to residents, including care for their physical and mental wellbeing and safety. To provide clinical leadership and case management to the residents in our care while ensuring respect for resident's rights at all times.

The role of the EEN is to use a problem solving approach to assessment and delivery of nursing care in accordance with Aged Care Act, Legislation, Australian Standards and Industry Codes of Practice and Accreditation Standards.

The EEN must work within their scope of practice and competence. The EEN will provide direct care to residents based on individual assessments and be responsible for performing established nursing procedures for individuals or groups of residents. Consultation with other health professionals is required to coordinate and achieve the highest quality resident care.

ORGANISATIONAL RELATIONSHIPS

Reports to: Clinical Care Manager (CCM)

Supervises: Personal Care Assistants

Internal: Staff, residents, other discipline professionals, volunteers

External: Medical Practitioners, Relatives/advocates of residents, visitors, community agencies; other health providers and external stakeholders

LIMITS OF AUTHORITY

- This position carries no authority to commit financial resources
- This position is expected to make decisions within the EEN Scope of Practice.

KEY ORGANISATIONAL ACCOUNTABILITIES

- Promote activities and programs in accordance with Cobdenhealth Purpose and Vision.
- Model and promote Cobdenhealth Values in the workplace
- Adhere to Cobdenhealth's Code of Conduct, ensuring professional conduct is maintained at all times
- Ensure compliance with all mandatory training and e-learning requirements within designated timeframes
- Comply with all legislative requirements relevant to the position
- Comply with policies, procedures, systems and processes of Cobdenhealth and other external stakeholders
- Intellectual Property remains the sole property of Cobdenhealth unless authorised and confirmed in writing
- Undertake and promote safe work practices and procedures in accordance with Cobdenhealth Policy
- Ensure Equal Opportunity principles are followed
- Cobdenhealth are committed to the safety, wellbeing and care of our aged residents and community.

CONFIDENTIALITY

- Ensure confidentiality is maintained at all times and encompasses staff, residents, volunteers and other stakeholders. This includes posts on social media. Any breach of confidentiality is a breach of the employment contract, and will lead to termination of employment.

SOCIAL MEDIA

- All employees must ensure that personal social media accounts and/or personal statement(s) in any media forum do not reflect, discuss or represent Cobdenhealth, Cobdenhealth Family Practice, Cobden Fitness Centre or other Cobdenhealth entities without prior approval.
- You must not engage in conduct on social media or any other forum that results in reputational damage to Cobdenhealth and/or its employees.

KEY RESPONSIBILITIES and DUTIES

- Work collaboratively with the Clinical Care Manager to provide quality nursing services to residents in accordance with Cobdenhealth Policies and Procedures, ANMC Standards, ANMC Code of Ethics and Professional Conduct and common law affecting nursing practice

Residents

- Admit and assess new residents, including the development of interim care plans
- Support residents and their family when dealing with resident clinical care needs
- Undertake resident assessments, preparation and review of care plans, particularly for residents with complex needs, including palliative care
- Review resident care plans in consultation with care staff, the resident, the GP and the families
- Ensure clinical care needs are managed and communicated in a professional and timely manner
- Maintain accurate and legally appropriate documentation

Medication Management

- Assess resident's ability to take medication
- Ensure safe medication delivery system in place
- Administer medications as directed and in accordance with Cobdenhealth policies, the Nurses Board directive and the Poisons Act.
- Act within professional boundaries

Participation in Clinical Care

- Deliver safe wound care under the direction of the RN
- Deliver nursing care and specialist nursing care as directed and required i.e. catheter care, stoma care
- Share clinical knowledge with others
- Provide advice and support to Personal Care staff in respect of resident care issues, and determine and implement appropriate interventions and management strategies
- Organise and liaise with, external health professionals, in respect of resident needs
- Maintain accuracy & currency of knowledge
- Liaise with RN in areas of concern
- Appropriate care of equipment

Maintain client and clinical records

- Assists in care plan development & evaluation
- Care given articulates with nursing care plan
- Complete documentation as appropriate e.g. daily progress notes, client assessments, evaluations & reviews etc.
- Assist with the preparation of Resident Classification Scale / ACFI by completing assessments in a timely and efficient manner
- Ensure any changes are referred to the ACFI coordinator & documented in the resident notes as required.
- Act within legal parameters
- Meet policy guidelines regarding client records

Staff

- Support the orientation and training of new staff to the facility and/or role
- Participate in staff meetings, staff training, reviews, special projects and or activities as requested

External Service Provider

- Ensure external services providers comply with Cobdenhealth policies and procedures, and provide the requested or contracted services

Quality Management

- Support the facility with reviews undertaken by the Department of Health and Aged Care Officers and Accreditation Agency
- Encourage and document resident and staff Hazard and Incident Reports and Comments/Suggestions/Concerns, and Action for Improvement
- Conduct quality audits and surveys, as required by the Clinical Supervisor
- Take an active involvement in the identification and implementation of continuous improvement initiatives
- Ensure compliance with Cobdenhealth policies and procedures, including occupational health and safety

Professional Practice

- Remain up to date in respect of practices in residential aged care
- Maintain registration with the Australian Health Practitioner Regulation Agency

Communication

- Positive interaction with staff, volunteers, members of the team, residents and their representatives
- Ensure the Clinical Care Manager is informed of any relevant issues
- Ensure the Clinical Care Manager is informed of any resident incidents, including advice of reportable incidents and assaults, within designated timeframes

Performance Management

- Participate in the performance management program. This involves agreeing with your Manager on the role requirements and the standards expected, meeting the standards agreed to with your manager, reviewing your performance at the end of the probation period and annually, and agreeing to develop a plan with your manager in areas of required improvement
- Contribute to the performance management of your team members.

Demonstrate a commitment to training and development

- Maintain skills and knowledge related to work role
- Attend relevant in-service education sessions
- Seek opportunities to undertake continuing education provided by external agencies
- Share knowledge and expertise with other members of the work team gained through attendance at education forums

QUALIFICATIONS and ATTRIBUTES

- Diploma of Nursing (or equivalent)
- Current AHPRA Registered Nurse registration and Practising Certificate
- Minimum of 1 year post-registration nursing experience
- Current National Police Certificate – working with vulnerable persons
- Genuine interest and commitment to the holistic well-being of residents, including an ability to empathise and understand their needs

KEY SELECTION CRITERIA

- A comprehensive clinical knowledge, particularly to age related health issues
- High level clinical decision making skills
- Understanding of, and commitment to continuous quality improvements
- Practical experience with the Aged Care Funding Instrument (ACFI) and Aged Care Accreditation Standards
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Competent in use of technology systems, programs and reporting applicable to the environment
- Ability to prioritise and manage workloads according to resident needs
- Ability to work as a member of a multi-disciplinary team

- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Demonstrated commitment to maintain confidentiality
- Demonstrated use of initiative
- Demonstrated ability to seek out and effectively utilise new knowledge as it relates to nursing practices
- Commitment to ongoing professional development
- Adaptability and commitment to change management

PHYSICAL REQUIREMENTS

Due to the layout and nature of work employees will be required to undertake a diversity of tasks, which may require various forms of mobility.

SALARY PACKAGING

As a not-for-profit agency attractive salary packaging options are available.

PERFORMANCE APPRAISAL

A performance appraisal shall be conducted with the Clinical Care Manager within the first 3 months (probation period) and annually thereafter.

AGED CARE ACT

In accordance with an amendment to the Aged Care Act 1997 and the Sanctions Principles concerning “disqualified individuals”, it is a condition of this offer that you are not a Disqualified Individual and that you agree to provide the necessary information for clearance to be given. Further information on this process is included in the Information/Employment offer pack. Should it be determined that you are a Disqualified Individual, this Offer of Employment will be rescinded and employment shall not proceed.

RIGHT TO AMEND

Cobdenhealth reserves the right to amend details of this position specification, as it considers necessary to serve the best interests of the organisation and changes to legislation.

It is recognised that the said description does not attempt to highlight and/or detail all aspects of the position described, and therefore the duties of the position are not necessarily limited by the contents of the specification.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE

I, the undersigned, agree that I have read and understand all the responsibilities of this position and accept employment as offered.

Employee Name:	
Signature:	
Date:	