



Employment Opportunities at Baptistcare for Enrolled Nurses

Baptistcare is an established and growing provider of quality residential and community aged care, together with programmes in the fields of disability support, mental health and community services in Western Australia.

We offer our staff

- A safe and friendly work environment
- Attractive Salary Package
- Continuous learning and training opportunities

Your role as an Enrolled Nurse will be to provide for total resident care to residents and to support the maintenance or restoration of residents independence. This career offers many rewarding opportunities for a dedicated person looking for a new career path or a person looking for a new and exciting change for the new year.

Baptistcare provides nursing and respite services through the following locations:

Great Southern region:

- Bethel Hostel, Albany
- Moonya Nursing Home and Hostel, Manjimup
- William Carey Court, Busselton

Perth Metropolitan region (South):

- Gracewood Hostel and Leslie A. Watson Nursing Home, Salter Point
- Graceford Hostel, Byford

Perth Metropolitan region (North):

- David Buttfield Centre, Gwelup

Perth Metropolitan region (East)

- Sunshine Park Hostel, Lesmurdie

Perth Metropolitan region (South West)

- Gracehaven Nursing Home, Rockingham
- Gracehaven Hostel, Rockingham

For more information about these positions and locations please write to:

recruitment@baptistcare.com.au

Baptistcare
Employee Relations Officer
PO Box 1067
CANNING BRIDGE WA 6153

POSITION TITLE:	Enrolled Nurse
LOCATION:	Residential Aged Care Facility
RESPONSIBLE TO:	Registered Nurse / Manager Residential Care
AGREEMENT/ AWARD:	Baptistcare LHMU Enterprise Agreement 2003
CLASSIFICATION:	Enrolled Nurse L 1 - 5

Key Result Areas:

1. Assist and work under the direction of the Registered Nurse to provide for total resident care
2. Complying with occupational safety and health requirements
3. Contributing to the continuous quality improvement of the organisation
4. Working within our "Philosophy of Care"

This position description describes the selected range of tasks for this position. This list is not intended to be complete. From time to time often tasks may be assigned to meet the needs of the organisation.

Statement of Tasks

1. Assist and work under the direction of the Registered Nurse to provide for total resident care

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> • Function in accordance with legislation and common nursing practice 	<ul style="list-style-type: none"> • Practice within the limitations of the enrolled nurse role • Refer to a registered nurse any nursing care which is outside the scope of practice of an enrolled nurse • Clarify unclear instructions • Fulfil the duty of care in the course of practice • Accept responsibility for own actions
<ul style="list-style-type: none"> • Protect the rights of individuals and groups 	<ul style="list-style-type: none"> • Maintain confidentiality • Respect the values, customs and spiritual beliefs of individuals and groups • Act in such a way that the rights of individuals and groups are protected
<ul style="list-style-type: none"> • Contribute to nursing assessment of individuals and groups 	<ul style="list-style-type: none"> • Collect and report data to the registered nurse in accordance with the nursing care plan • Recognise and report change in individual/group behaviours • Contribute information to the development of the care plan
<ul style="list-style-type: none"> • Implement the aspects of the nursing care plan delegated by the registered nurse 	<ul style="list-style-type: none"> • Understand the purpose of an individualised care plan • Organise and delegate workload in conjunction with the registered nurse • Implement delegated nursing activities which assist in meeting basic human needs • Assist in maintaining a safe environment for self and others



POSITION DESCRIPTION

<ul style="list-style-type: none"> Assist in the evaluation of progress toward expected outcomes 	<ul style="list-style-type: none"> Contribute information relevant to evaluating the progress of individuals or groups toward planned outcomes Contribute information relevant to assessing the effectiveness of nursing care in achieving planned outcomes
<ul style="list-style-type: none"> Demonstrate effective communication and interpersonal skills 	<ul style="list-style-type: none"> Interpersonal skills and communication techniques are appropriate; outcomes are safe; communication is accurate
<ul style="list-style-type: none"> Demonstrate regulatory compliance in Accreditation and continuous improvement. 	<ul style="list-style-type: none"> Comply with all Baptistcare policies and procedures Contribute to the continuous improvement system Respond in an efficient and professional manner to any quality issues. If unable to resolve, seeks direction from the registered nurse Maintain a high level of awareness regarding the requirements of Accreditation

2. Complying with occupational safety and health requirements

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> Demonstrates regulatory compliance in occupational health and safety. 	<ul style="list-style-type: none"> Report any hazards or potential hazards suggesting possible solutions in the appropriate manner. Assists in maintaining a safe work environment. Complies with Baptistcare safety policies and procedures. Be aware and comply with universal precautions for infection control.
<ul style="list-style-type: none"> Compliance with Baptistcare Occupational Health and Safety program in all aspects of your duties. 	<ul style="list-style-type: none"> Attend and participate in safety meetings, Follow established practices and procedures and use the techniques documented in the Baptistcare Occupational Health and Safety programme.

3. Contributing to the continuous quality improvement of the organisation

Key Tasks	Performance Outcomes
<ul style="list-style-type: none"> Contribute to the continuous quality improvement of the organisation. 	<ul style="list-style-type: none"> Look for and suggest ways to improve systems and processes in the facility. Complete Improvement logs where appropriate. Work with other staff on Continuous Quality Improvement projects when required. Attend staff meetings as required.



POSITION DESCRIPTION

4. Working within our “Values of Care”

Core Values	Performance Outcomes
Respect	Deliver quality health care services whilst preserving and maintaining independence dignity and individual rights with responsibility
Integrity	To manage out day to day operations and relationships in such a way that demonstrates our commitment to openness, truth and honesty
Commitment	Provide a team of committed, competent staff and volunteers who will develop and encourage caring relationships between themselves, those in need and their families.
Excellence	Provide a high standard of appropriate care and support for people with special needs.

Signatures

Accepted and agreed by:

Employee Signature:

Date:

Manager Signature:

Date:

Next Review Date:

Selection Criteria

Essential:

- Current registration (Division 2) with NBWA
- Ability to relate to older people with empathy and understanding
- Demonstrate effective verbal, written and interpersonal communication skills
- Ability to work flexibly in a team environment
- Ability to complete busy workload and respond to changing priorities
- Ability and willingness to follow written and verbal instructions.
- Demonstrated commitment to on-going development of relevant knowledge, skills and attitudes.
- Sensitivity and maturity to provide personal care to another person(s) including bathing, dressing and toileting.
- Willingness to work within the Christian ethos of the organisation and its Vision, Mission and Philosophy of Care.

Desirable:

- Working knowledge of Aged Care standards and legislation
- Working knowledge of RCS documentation

BAPTISTCARE
PHYSICAL JOB DESCRIPTION
for an
ENROLLED NURSE ©

INTRODUCTION

This document is a Physical Job Description / Task Analysis of the work performed by an Enrolled Nurse employed by Baptistcare.

It gives a broad outline of the tasks undertaken by an Enrolled Nurse, and the physical parameters in performing the tasks.

The analysis has been undertaken by a Certified Professional Ergonomist.

RELEVANT INFORMATION

Enrolled Nurses are responsible for selected clinical and administrative management of residents in Nursing Homes operated by Baptistcare. They are under the direction of a Registered Nurse who delegates the appropriate duties based on experience and expertise.

The Enrolled Nurse undertakes a range of tasks in the overall care of residents.

Primary tasks include:

1. General clinical care of residents in the facility
2. Assessment of residents for additional or altered needs
3. Distribution of special medications / making up medications / pouring of liquid medications / dispensing of Schedule 8 drugs with Registered Nurse
4. Documentation / RCS schedules
5. Dressings
6. Liaison with medical & hospital staff, families etc/ follow up of treatment regimes and requirements

Secondary tasks include:

1. Doctors rounds
2. Medication rounds if required
3. Assistance to carers if required
4. Ordering of consumables

PHYSICAL JOB DESCRIPTION

ENROLLED NURSE

SCALE of ACTIONS

RARELY	=	< 10 x/shift	or	< 1/2 hour/shift
OCCASIONALLY	=	10-40 x/shift	or	<1 hour/shift
FREQUENTLY	=	40-100 x/shift	or	1-3 hours/shift
VERY FREQUENTLY	=	> 100 x/shift	or	4-6 hours/shift

POSTURE & LAYOUT		SCALE
1.	<u>Work height</u> <ul style="list-style-type: none"> • below knee height • between knee and waist height • between waist & shoulder height • above shoulder height • loads are held away from trunk 	<p>Occasionally – accessing lower cupboards, resident care</p> <p>Occasionally – accessing lower items such as clients in bed</p> <p>Frequently – desk and bench heights</p> <p>Rarely –reaching to overhead cupboards</p> <p>Occasionally – resident care</p>
2.	<u>Awkward positions</u> <ul style="list-style-type: none"> • reaching, stretching, stooping are maintained for periods of up to 5 minutes. • Crouching or kneeling 	<p>Occasionally – dressings, resident care</p> <p>Occasionally</p>
3.	<u>There is prolonged</u> <ul style="list-style-type: none"> • sideways, backwards or forward bending of the neck • sideways, backwards or forward bending of the back • twisting of the neck • twisting of the back • above shoulder reach 	<p>Frequently – written tasks, resident care</p> <p>Occasionally(<45 degrees) / Rarely (> 45 degrees)</p> <p>Frequently</p> <p>Occasionally</p> <p>Rarely</p>
4.	<u>Posture can vary between</u> <ul style="list-style-type: none"> • sitting, standing & walking 	<p>Occasionally – more standing & walking</p>

POSITION DESCRIPTION

5.	<u>Work</u> is easy to reach and can be performed close to the body.	Frequently
6.	<u>Seating is:</u>	Standard office chairs
7.	<u>Stairs</u> are climbed.	Rarely (may be external stairs in some facilities)
8.	<u>Vigorous movements</u> are required.	Occasionally – resident care
TASK & OBJECT		SCALE
9.	<u>Manual Handling</u> is undertaken.	Occasionally
10.	<u>Weight of items handled</u> ranges between <ul style="list-style-type: none"> • 0 - 4.5kg • 4.5 - 10kg • > 10kg 	Frequently Occasionally Occasionally
11.	<u>Specific items</u> of equipment or tools are used in the work.	Occasionally – oxygen cylinders, medicine trays, wheelchairs
12.	<u>Pushing/pulling</u> is involved.	Occasionally – trolleys, wheelchairs
ENVIRONMENT		SCALE
13.	<u>Work</u> is performed in a confined space.	Rarely
14.	<u>Floor surfaces</u> are <ul style="list-style-type: none"> • level, mainly tidy 	Continually
OTHER FACTORS		
15.	Nil relevant	



POSITION DESCRIPTION

PHYSICAL REQUIREMENTS OF THE JOB

Overall strength level required to perform the job: Moderate

A high strength level is required:	Rarely
A medium strength level is required:	Frequently
A low strength level is required:	Frequently

Overall endurance/fitness level required to perform the job: Moderate

The average duration of a **high** level of physical activity is 0 hr/day.
The average duration of a **medium** level of physical activity is 2 – 4 hrs/day.
The average duration of a **low** level of physical activity is 2 – 5 hrs/day.

Overall flexibility level required: Moderate

Spinal – Moderate
Shoulder girdle/arm/hand – Moderate
Hip/knee/ankle/foot – Moderate

Must be able to:

Maintain a slight to moderate degree of cervical and lumbar flexion for periods of a few minutes at a time repeatedly throughout a working day.
Stand for lengthy periods.
Walk reasonable distances.

Must have:

Medium levels of aerobic and anaerobic capacity
Reasonably strong and stable leg joints for prolonged standing and walking activities and occasional squatting.

INJURY RISK RATING

The following Injury Risk Rating gives some guidance as to the degree of risk involved in this position.

1. Probability that an injury will occur
 - medium = remotely possible, or, unusual but possible
2. Exposure i.e. frequency of risk of an injury.
 - medium = occasional exposure to the risk factor
3. Severity of injury that is likely to occur.
 - low to medium = minor symptoms not requiring treatment; moderate symptoms requiring treatment off-site



POSITION DESCRIPTION

4. Consequence if an injury occurs
 - low to medium = no significant impact on work ability; first aid and/or medical treatment required, modification to duties may be required for a short period
5. Costs if an injury occurs
 - low to medium = no compensation or cost less than \$500; workers compensation costs expected to be between \$500 & \$5000, non-compensable costs expected to be under \$5000

CONCLUSIONS

The work undertaken by an Enrolled Nurse is predominantly clerical and clinical in nature with a low to moderate physical intensity more centred around walking and standing.

The work carries a mild risk of injury given that part of the job involves clinical care with residents and a degree of bending over them / dealing with them / assisting carers.

Date compiled – August 2006