



Our Vision: Older people have access to responsive, high quality aged care services.

Our Mission: Doutta Galla exists to provide access to aged care service options which are affordable and inclusive of people with diverse experiences and backgrounds.

Our Values:



Position Description

Position Title:	Endorsed Enrolled Nurse - In Charge	Position Reports to:	Residential Services Manager (RSM) or Facility Manager
Positions reporting to this position:	Care Services Staff		

Position purpose:	<p>The Endorsed Enrolled Nurse is responsible for:</p> <ul style="list-style-type: none"> • The delivery of high quality nursing and personal care to residents. • Providing a range of holistic, contemporary nursing and care services to residents in a manner which always strives to improve quality outcomes for residents, maximise residents' health and well-being, and ensures a safe living environment. • Provision of safe medication administration
Qualifications:	<ul style="list-style-type: none"> • Diploma of Nursing –current Australia Professional Health Regulatory Authority (APHRA) registration. • APHRA accredited medication administration course. • Current First Aid and CPR Certificate (desirable)
Skills:	<ul style="list-style-type: none"> • Demonstrated knowledge of residential aged care services • Clinical knowledge regarding medical conditions, palliative care and care of people living with dementia,

	<p>including managing challenging behaviours</p> <ul style="list-style-type: none"> • Ability to effectively communicate verbally and non-verbally with residents living with dementia and/or where English is a second language • High level interpersonal and written skills including the ability to liaise with residents, resident representatives and other health professionals. • Computer literacy (intermediate). • Knowledge and understanding of the ACFI and its application. • Ability to supervise and direct team members • Strong planning, time management and organisational skills with the ability to prioritise accordingly.
<p>Experience:</p>	<ul style="list-style-type: none"> • Experience in residential aged care preferred • Demonstrated experience in documenting concisely and effectively in resident notes and care plans. • Proven ability to work both independently and to participate as an effective team member. • Proven capability and experience in leading a team.
<p>Resident Dignity and Choice (Aged Care Quality Standard 1)</p>	<ul style="list-style-type: none"> • Treat all residents with dignity and respect, valuing their identity, culture and diversity. • Support residents to exercise choice and independence; to make decisions about their own care, the way care services are delivered and how family and others are involved in their care. • Ensure all resident information is kept confidential, privacy is respected and information provided to the resident is clear and easy to understand so residents may exercise choice. • Provide support and assistance to maintain a clean comfortable, safe, secure and homelike environment for the residents.

<p>Ongoing Assessment and Planning (Aged Care Quality Standard 2)</p>	<ul style="list-style-type: none"> • Ensure resident care services delivery is based on the current needs, goals and preferences of residents as identified in partnership with the resident and others the resident wishes to involve in the planning process. • Ensure assessment and planning, including consideration of risks to resident health and well-being, informs the delivery of safe and effective care and services. • Effectively communicate care and services plans with resident; regularly review for effectiveness and when circumstances change or when incidents impact on resident needs, goals or preferences. • Under direction and supervision of the Registered Nurse, provide person centred care within scope of practice to residents with complex clinical needs with particular regard to wound management, diabetic management, behavioural management, medication management, nutrition and hydration management, pressure care management and incontinence management. • Provide for the physical, emotional and environmental needs of residents while ensuring residents and families/carers have the information they need and capacity to understand. • Ensure medications are administered, documented, stored and disposed of in accordance with regulations and policy. • Take responsibility to ensure evidence based practice in the area of clinical practice.
<p>Personal and Clinical Care (Aged Care Quality Standard 3)</p>	<ul style="list-style-type: none"> • Ensure interactions with residents and their representatives are kind, caring and respectful of each individuals identity, culture and diversity • Provide safe and effective best practice personal and clinical care that is individually tailored to resident needs and optimises their health and well-being. • Recognise and respond to changes in resident mental health, cognitive or physical function, capacity or

	<p>cognition in a timely manner.</p> <ul style="list-style-type: none"> • Ensure needs, goals and preferences of residents nearing the end of life are recognised and addressed, their comfort maximised and dignity preserved.
<p>Support for Daily Living (Aged Care Quality Standard 4)</p>	<ul style="list-style-type: none"> • Ensure services and supports for daily living meet individual resident needs, goals and preferences and optimises resident independence, health, as well as, emotional, spiritual and psychological well-being and quality of life. • Provide services and supports for daily living that facilitate social and personal relationships, meets individual resident interests and enables broader participation.
<p>OH&S (Aged Care Quality Standard 5)</p>	<ul style="list-style-type: none"> • Ensure the maintenance of a safe working environment that meets regulatory requirements and undertake all duties in a manner that demonstrates, at all times, due regard for the wellbeing and safety of self, colleagues and residents. • Respond appropriately to situations of risk or potential risk to the residents, staff and public. • Monitor the safety of equipment and ensure equipment is maintained and used in a safe manner in line with manufacturer's instructions and organisational guidelines, and reports any breakdown or requirements to the Registered Nurse In-Charge ("RN - IC"), Clinical Care Supervisor ("CCS"), Clinical Care Coordinator ("CCC") or Facility Manager ("FM")/Resident Services Manager ("RSM"). • Actively participate in training and education sessions regarding occupational health and safety. • Understand emergency code management, fire and evacuation procedures and implement if required. • Report immediately all accidents / incidents in accordance with organisational guidelines and where necessary document in accordance with organisational guidelines. • Adhere to Occupational Health and Safety Act and associated policies and procedures.

<p>Feedback and Complaints (Aged Care Quality Standard 6)</p>	<ul style="list-style-type: none"> • Provide support to residents and their families and ensure any queries, comments, suggestions and / or concerns are managed promptly and efficiently and referred appropriately according to the role level of responsibility. • Comply with all Privacy Legislation requirements and Doutta Galla confidentiality statements when communicating information pertaining to residents, staff and the operations of any Doutta Galla facilities. • Facilitate awareness of and access to advocates, language services and other methods of raising and resolving complaints in accordance with Doutta Galla policies and procedures and within scope of role.
<p>After Hours In-Charge (where applicable)</p>	<p>The afterhours in-charge role is responsible for overseeing the provision of safe, inclusive and quality care whilst ensuring all compliance and accreditation obligations are met. The role is critical in overseeing the daily operations, risk management and staff performance across the PM, Night and (all) weekend shifts for clinical and non-clinical areas.</p> <p>The role refers to the RSM where operational management is not able to be addressed within level of responsibility/delegation authority.</p>
<p>Key Responsibilities:</p>	<ul style="list-style-type: none"> • Provide leadership and act as a positive role model and resource for all team members; directly supervise and manage all staff on shift within scope of practice. • EENs working in the role of afterhours in-charge must at all times manage within scope of practice and consult as appropriate with designated authority (assigned CCS at other DGAS facility or RN-IC) • Actively liaise with After Hours Clinical Care Supervisors as required in relation to resident care and clinical service provision. • Ensure compliance with legislation and other regulations through managing risk assessments in both clinical and non-clinical areas.

- Efficiently undertake management of the Facility ensuring continuity of operational services and reporting and following up on any issues; escalate issues of concern to Facility Manager/CCC.
- In consultation with the CCC and Admissions Coordinator, actively participate in the selection, orientation and engagement of new residents and their families in consultation with the facility manager and admissions coordinator.
- Ensure staff allocations on shift are in accordance with the requirements/guidelines specified by the CCC/FM.
- Comply with all reporting requirements including incident reporting and elder abuse mandatory reporting.
- Ensure resident/family staff complaints are documented on the correct form and referred to the Facility Manager/CCC if the complaint/issue is not able to be immediately addressed within level of responsibility/delegation authority.
- Demonstrate leadership in all emergency situations and ensure appropriate senior staff are notified as soon as possible and documentation completed.
- Undertake Fire Warden/Emergency Response Supervisor responsibilities as trained and instructed and ensure senior staff are notified as per the policy. Complete documentation as required.

Date Issued	Chapter	Section/Document	Revision Number	
June 2019	HR	HR C3 S1.6 PDs	2 - 31/05/19	Page 6 of 7

Acknowledgement

I have read this position description and agree to undertake the duties and responsibilities as listed above.

I understand I am responsible for ensuring I undertake my duties in compliance the new Aged Care Quality Standards as contained in the Quality of Care Amendment (Single Quality Framework) Principles 2018.

I understand this position description is subject to review and amendment at any time, as appropriate and approved by HR.

I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed above.

I have read and understood the Doutta Galla Code of Conduct.

Name:

Signature:

Date:
