



POSITION DESCRIPTION	ENROLLED NURSE - MEDICATION ENDORSED	
PURPOSE	Enrolled Nurse – Medication Endorsed is responsible to provide safe, competent nursing care, including medication administration to residents	
KEY SELECTION CRITERIA	<p>Essential:</p> <ol style="list-style-type: none"> 1. Enrolled Nurse - Medication endorsement with current registration with the Australian Health Practitioner Registration Agency 1. Annual CPR competency <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience in aged care 2. Knowledge of the Aged Care Funding Instrument and Accreditation Standards for Aged Care 3. Further education in aged care 	
CONDITIONS OF EMPLOYMENT	According to the Nurses Award 2010, Karingal Seymour Enterprise Agreement and Contract of Employment	
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Walk / Stand 30 % of the time. • Sit for documentation for 20% of the time. • Bend, squat up to 10% of the time. • Lift and move residents using mechanical devices and chairs with wheels 10% of the time • Push trolleys including a medication trolley up to 30% of the time. 	
RESPONSIBLE TO	Care Coordinator	
MAIN RESPONSIBILITIES	<p>With supervision within the scope of practice for an Enrolled Nurse – Medication Endorsed and own experience and competence:</p> <ul style="list-style-type: none"> • Contribute to professional care practice such as assessments, exceptional reporting and care plan evaluation • Plan, organise and implement nursing care in accordance with individual resident care plans • Assist and support Personal Care Workers to complete allocated tasks • Administer medication within scope of practice and endorsement. 	
REPORTING REQUIREMENTS	Report any issues of concern to the Care Coordinator	
PERFORMANCE APPRAISAL	3 monthly, then annually by DON /Care Manager then bi-annually or, as requested by employer or employee.	



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Key Result Area	Performance Criteria	Monitoring Process/es
PROFESSIONAL CONDUCT	<ol style="list-style-type: none"> 1. Utilises effective time management to promote efficiency across all operations. 2. Demonstrates a high standard of personal appearance and conduct, using respectful language and manner toward residents, visitors & other staff. 3. Strict confidentiality is maintained in accordance with Karingal's Policies & procedures. 4. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks. 	<ul style="list-style-type: none"> • Meeting minutes
HEALTH & SAFETY	<ol style="list-style-type: none"> 1. Participates in the risk management program and contributes to a healthy & safe work environment. 2. Reports immediately any equipment or situation with potential to be OHS issue. 3. Participates in problem solving processes to resolve health and safety issues. 4. Reports immediately any suspected elder abuse according to policies and procedures. 	<ul style="list-style-type: none"> • Meeting minutes • Incident Reporting Process • Coaching by Manager
CONTINUOUS QUALITY IMPROVEMENT	<ol style="list-style-type: none"> 1. Provides competent service in accordance with Karingal's Policies and Procedures, and legislative requirements relevant to role. 2. Contributes to promoting quality improvement, e.g. by recording suggestions onto MANAD, attending meetings & ongoing education, reviewing procedures, evaluating new products and equipment. 	<ul style="list-style-type: none"> • Performance Appraisal • Quality Activity Reports • Meeting Minutes
KNOWLEDGE & SKILLS	<ol style="list-style-type: none"> 1. Maintains own knowledge and skills through attending in-service and continuing education, mandatory training, staff meetings, reading staff bulletins & emails. 2. Training objectives completed to ensure ongoing skills & knowledge development. 3. Membership / subscription to professional association, network or peer association. 	<ul style="list-style-type: none"> • Annual Performance Appraisal • Attendance Records



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PROFESSIONAL CARE PRACTICE	<ol style="list-style-type: none"> 1. Participate in the completion of individual resident assessment and development, implementation and evaluation of resident care plans. 2. Exceptions to the care plan are verbally communicated to the Care Coordinator and documented in the resident's individual file as soon as practicable. 3. Assist and support residents to maintain independence with respect to activities of daily living and lifestyle. 4. Provide privacy and dignity to residents in all aspects of care and service. 	<ul style="list-style-type: none"> • Coaching by Manager • Internal Assessment System • Resident Survey
NURSING PRACTICE	<ol style="list-style-type: none"> 1. Plan, organise and implement allocated or delegated nursing activities that are consistent with contemporary nursing practise and within EN scope of practice. 2. Ensure residents daily menu requirements, needs and preferences are communicated correctly to the kitchen. 3. Assist and supports Personal Care Workers to complete allocated tasks on a shift by shift basis 	<ul style="list-style-type: none"> • Coaching by RN in Charge • Internal Assessment System •
MEDICATION ADMINISTRATION	<ol style="list-style-type: none"> 1. Safely administer medications (all schedules) by topical and enteral routes, and injection (if qualified) and as delegated by a RND1, 3 or 4 and according to the organisation's policies and procedures. 2. Monitor residents' vital signs and related observations and report any changes in health status to Care Coordinator. 3. Report changes in residents' medication chart, including changes to route to the Care Coordinator. 4. Administer prn medication according to the delegation of the Care Coordinator. Seeks clarification for medication related issues such as medication chart difficult to read. 	<ul style="list-style-type: none"> • Internal Assessment System •



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SKILL	Date:	Date:	Date:
1. Provides customer focussed care/service to residents and their family by being courteous, honest, fair, respectful, understanding and promoting independence			
2. Participates in problem solving activities relevant to resident care			
3. Communicates with peers, residents and others			
4. Able to use the telephone for incoming, transfer and outgoing calls			
5. Works well within the team			
6. Participates in continuous improvement activities related to resident care			
7. Able to complete tasks within acceptable time frames			
8. Works in a safe manner according to OH&S policy and procedure			
9. Safe chemical handling			
10. Performs manual handling according to documented procedures / guidelines			
11. Practices standard precautions			
12. Meets legal documentation requirements			
13. Record management related to residents notes			
14. Computer literacy using Microsoft word			
15. Participates in resident assessment, care planning, implementation and evaluation of residents' care plans to meet individual and ACFI requirements			
16. Reports and accurately records exceptions to the care plan			
17. Provides safe medication administration			
18. Contributes to the team in providing holistic palliative care			
19. Assists residents with their meals and drinks			
20. Able to perform BGL and appropriate follow up of low or high readings			
21. Accurately documents and follows up episodes of pain			
22. Provides competent and caring assistance to residents with their ADLs			
23. Able to take appropriate action for a small or large skin tear			
24. Able to use appropriate strategies to manage a range of behaviours			
25. Able to apply continence aids according to manufacturer's instructions and need			
26. Actively contributes to the falls prevention program			
27. Able to attend to oral and dental care and report issues such as an ulcer			
28. Work practices assist residents with normal sleep			
29. Appropriately assists residents with sensory loss			
Manager initial			
Staff Member initial			

Key: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others