



POSITION DESCRIPTION

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| Position title: | Enrolled Nurse (EN) |
| Position reports to: | Access and Resource Manager |
| Location: | Geelong, Victoria |
| Employment status: | Casual |
| Organisational level: | Clinical |

About Anam Cara House Geelong

Anam Cara House Geelong (ACHG) is a not-for-profit organisation. **Our Vision** is that everyone has the opportunity to live with dignity, experience quality of life at end-of-life, and to die well in the place they choose. **Our Purpose** is an empowered and informed community where people make informed choices and they are in control of their own care.

We are committed to offering support to people, their families and carers who are seeking person-centred palliative and end of life care within the Geelong and wider region. Our services include 24 hour end of life care, day and overnight palliative care, community outreach and equipment loan. Care occurs in a unique, home like environment with best practice clinical care including support from trained palliative care volunteers.

The focus of person-centred palliative care is on the quality of life, symptom management and comfort.

At ACHG **Our Values** guide us to show Respect, Dignity, Accountability, Compassion and Excellence.

Position Overview

An **Enrolled Nurse** at ACHG is responsible for providing provision of care within the team in the delivery of high-quality palliative care to guests and their families, with a commitment to quality care and operational improvement. The role will ensure Anam Cara House Geelong (ACHG) provides best practice in end-of-life care within the guidelines of Palliative Care Australia and legislative requirements.

The Enrolled Nurse will participate in clinical leadership by way of education and training including involvement in research collaboration and student teaching. The Enrolled Nurse will work part of multidisciplinary team to ensure the highest standards of palliative care for guests and the families.

The Enrolled Nurse will ensure they practice to the Palliative Care Self-Assessment (PaCSA) standards, National Safety and Quality Health Service (NSQHS) standards, National Disability Insurance Scheme (NDIS) Quality and Safeguarding requirements and Quality Improvement Council (QIC) Quality Standards.

The Enrolled Nurse will play a key role in the effective operations of the Multidisciplinary team and will achieve outcomes by ensuring ACHG care delivery is provided through the delivery including:

- unsupervised clinical practice,
- Provision of care, counselling,
- health promotion and teaching,
- guest advocacy,
- collaborative guest,
- research,
- supervision and mentorship/preceptorship of student learners,
- interaction/liaison with multidisciplinary team,
- accurate and timely documentation



Key Responsibilities / Accountabilities

| Key Responsibilities | |
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| Clinical Quality and Safety | <ul style="list-style-type: none"> • Provide high quality standards of palliative care to guests admitted to ACHG. • Provide leadership in palliative care, encourage teamwork and foster good communication with staff, guests, significant others, medical practitioners allied health professionals and the community. • Provide excellent short term, respite and end of life care which includes direct nursing care to all guests, including admission assessment, total pain management and holistic symptom control. • Demonstrate knowledge of and compliance with policies and procedures to ensure safe keeping and correct usage of all drugs, completing of drug charts, reconciliation of the Drugs Register particularly for controlled drugs, and the documentation and storage of adequate records. • Ensure progress notes of guest condition and treatment plan is adequately documented. • Ensure handover at end of shift to incoming nurse is accurate, factual and all functions of the shift are well verbalised. • Provide direction and support for trained volunteers including clear communication of guests needs and team members responsibilities. • Ensure guest/carer consent is obtained prior to sharing of information with other service providers. • Maintain knowledge of local resources and arrange referrals where appropriate (eg for pastoral care or counselling) in consultation with guests and their carers. |
| Person Centred Care | <ul style="list-style-type: none"> • Maintain guest's rights and ensure guests are aware of their rights and responsibilities with a focus on consumer /health professional partnerships and person-centred values. • Work with volunteers, medical practitioners and allied health professionals to ensure a standard of excellence in palliative and hospice care that reflects the needs and wishes of the guests and their carers. • Ensure guests and carers receive information in an appropriate and accessible format. • Actively support guests to make informed decisions about their treatment and ongoing care. • Demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient care is effective and culturally appropriate. • Ensure patient information is accurate and only released in line with the health records act requirements. |
| Relationships | <ul style="list-style-type: none"> • Work closely with the Registered Nursing staff and be prepared to undertake duties as delegated within your scope of practice. • Facilitate and promote relationships with other care providers to promote seamless community palliative care. • Attend and participate in all staff meetings and relevant committee meetings at ACHG. • Facilitate and promote relationships with other care providers to promote seamless palliative care across both the Day Program and Community Palliative Care. |
| Professional competence and development | <ul style="list-style-type: none"> • Maintain own professional knowledge and skills through participation and commitment in professional development opportunities • Maintain annual registration requirements and standards outlines by AHPRA through participation in relevant educational programs. • Complete all mandatory training and education to comply with ACHG and other regulatory bodies. |



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| <p>Compliance & Accreditation</p> | <ul style="list-style-type: none"> ▪ Ensure awareness and adherence to the Registered Nurse Standards for Practice, NMBA Code of Conduct for Nurses and ICN Code of Ethics for Nurses ▪ Participate in the development and review documentation of policy and procedures ▪ Establish, monitor and maintain the data in the patient management system ▪ Coordinate and participate in Quality Improvement functions in preparation for accreditation, facilitate communication and improvement in clinical care in alignment with National Palliative Care Standards & National Palliative Care Self-Assessment (PaCSA) ▪ Work within the bounds of the National Safety, Quality Health Services Standards, assist the Quality, Safety & Risk Manager in the accreditation program and align practice with standards. ▪ Participation in NDIS Certification processes and align practice with standards. ▪ Participation in the QIC accreditation process and alignment of practice with standards. |
| <p>Risk Management:</p> | <ul style="list-style-type: none"> ▪ Manage risk and ensure formal risk assessments are conducted regularly. ▪ Commit to taking reasonable precautions to maintain privacy and non-disclosure of confidential information pertaining to guests and their families ▪ Ensure delivery of care aligns with current ACHG policies and procedures |
| <p>People and Culture</p> | <ul style="list-style-type: none"> ▪ ACHG values and behaviors are embodied throughout the organisation ▪ ACHG values are considered in carrying out all interactions including with guests, team members, consulting clinicians and external agencies ▪ Opportunities for personal development are provided. ▪ Performance is reviewed and feedback provided as part of a regular cycle of activities ▪ Commit to taking reasonable precautions to maintain privacy and non-disclosure of confidential information pertaining to guest care, staff, volunteers, visitors, family members operations and affairs without consent. |
| <p>Occupational Health & Safety (OH&S):</p> | <ul style="list-style-type: none"> • Participate in best practice and delivery of OH&S and Emergency Management Procedures, encourage staff, guest, volunteers and visitors to be aware of the requirements. • Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives. • Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the ACHG in any action it considers necessary to maintain a safe working environment which is safe and without risk. • Report and record all incidents, mishaps and losses, investigate and ensure corrective actions are implemented as far as reasonably practical. • Participate in the OH & S committee and contribute to the clinical leadership requirements where applicable. |
| <p>Equal Opportunity:</p> | <ul style="list-style-type: none"> ▪ Provide an environment where team members, volunteers and others are treated fairly and with respect, are free from unlawful discrimination, harassment, vilification, and bullying. |
| <p>Other:</p> | <ul style="list-style-type: none"> ▪ This Position Description may change and duties and responsibilities listed are not exhaustive and may change in accordance with changing requirements of the role. |

Skills, Experience and Qualifications

- Clinical and professional experience in the area of palliative care nursing desirable.



- Eligibility for registration as an Enrolled Nurse with AHPRA.
- Produce evidence annually of 20 hours of continuing professional development including Palliative Care.
- Evidence of completion of Mandatory Competencies.
- Strong interpersonal, organisational and administrative skills.
- Ability to work flexibly in an often-demanding work environment.
- Demonstrated commitment to individualised guest-centred care.
- High level of communication, collaboration skills and ability to work cooperatively within a team.
- Ability to set priorities, plan and organise workload.
- Current Police Check.
- Evidence of immunisations as per ACHG Immunisation Policy including MMR, Varicella Zoster, Pertussis, Hepatitis B, Influenza and COVID-19 (or acceptable evidence for any exemptions).
- Victorian Drivers licence (for community nursing positions only).

Key Relationships

Internal:

- Direct report to Registered Nurse Division 1
- Guest Services Assistant
- Environmental Services staff
- Volunteers
- CEO and Administration Staff

External:

- Community Palliative Care services
- PHN Palliative Care SIG
- Acute Health Services
- Primary Health Services



Signatures

Employee

Signature

Name

Date

Manager

Signature

Name

Date
