



Formed in 2016 Masonic Care Tasmania Inc. (MCT) is a statewide provider of aged care and health care services throughout Tasmania, operating from three main sites, two in Launceston and one in Hobart, along with a number of other sites in both Launceston and Hobart.

MCT provides an integrated range of residential aged care, independent living and home care services, with a strong desire to develop and grow allied health and medical services.

MCT was created through a merging of Fred French Masonic Nursing Home Inc and Masonic Peace Memorial Haven of Northern Tasmania Inc (together previously known as Masonic Homes of Northern Tasmania) and Freemasons’ Homes of Southern Tasmania Inc.

The MCT Vision, Purpose, Values, Philosophy and Core Business Statements create an organisational platform for individual, team and organisational attitudes, behaviours and work practices; the culture of MCT.

<b>MCT Vision</b>	A world where people are supported to live as they choose
<b>MCT Purpose</b>	Enriching lives and communities
<b>MCT Values</b>	<p><b>Choice</b> Honouring the decisions of individuals with integrity</p> <p><b>Compassion</b> Expressing sensitivity and empathy in what we do and how we do it</p> <p><b>Respect</b> Upholding the rights, beliefs and choices of individuals without judgement</p> <p><b>Innovation</b> Having the courage to explore better ways of doing and being</p>
<b>MCT Philosophy</b>	Live Life with Us
<b>MCT Core Business</b>	Developing and delivering individualised aged care and health care services for people who are ageing & have emerging or actual chronic health or complex health challenges and require high care – sub-acute services.
<b>Enrolled Nurse</b>	

<b>Role Purpose</b>	In accordance with the philosophy and policies of Masonic Care Tasmania, government requirement and relevant legislation, the Enrolled Nurse utilise a problem-solving approach in the delivery of nursing care under the direction of a Registered Nurse.
<b>Location</b>	This position is based either in Hobart or Launceston Tasmania.
<b>Reporting and Authorisation</b>	You will report directly to Registered Nurse however this may be subject to change.  Any financial decisions must be aligned with the Masonic Care Tasmania Authorisation and Delegations Schedule.
<b>Qualifications and Skills</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Registration as an Enrolled Nurse with APHRA.</li> <li>• Relevant current practicing certificate/s.</li> <li>• Satisfactory Police Check.</li> </ul> <b>Desirable:</b> Minimum of three years' experience in an aged care facility.
<b>Primary Tasks:</b>	<b>Resident Care</b> <ul style="list-style-type: none"> <li>• Contributes to a comprehensive history from residents and / or families to identify common problems.</li> <li>• Contributes to documentation as directed.</li> <li>• As directed, plans and implements resident care with residents', families and other members of the care team.</li> <li>• Contributes to a resident care plan that:</li> <li>• Identifies expected outcomes for planning nursing interventions.</li> <li>• Promotes health sustaining behaviour.</li> <li>• Responds appropriately to sudden alterations in resident's health status.</li> <li>• Participates in evaluation of the expected outcomes of the resident care plan and revises the care plan to meet the changing needs of the resident.</li> <li>• Delivers medication according to Masonic Care Tasmania policies and AHPRA Guidelines.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with MCT Work Health &amp; Safety policy and procedures;</li> <li>• Comply with any reasonable instruction and direction and to follow safe work practices in relation to Work Health &amp; Safety in the workplace;</li> <li>• Follow instructions when using equipment and use safe manual handling procedures;</li> <li>• Participate in Work Health &amp; Safety education and training programs;</li> <li>• Be actively involved in hazard identification, reporting, assessment and control processes;</li> <li>• Report all incidents and accidents to their supervisor as soon as possible, and assist in the investigation processes;</li> </ul>

		<ul style="list-style-type: none"> <li>• Assist in the implementation of correct procedures or fire and other risk or life threatening situations and attend training and drill as required.</li> <li>• Maintain a safe and clean environment for all residents, families, staff and visitors who enter the work area.</li> </ul>
	<p><b>Reporting and Analysis</b></p>	<ul style="list-style-type: none"> <li>• Maintain confidentiality of resident’s information at all times.</li> <li>• If you have a concern regarding a resident’s condition report your concerns to the nurse in charge.</li> </ul>
	<p><b>Additional Responsibilities and Tasks</b></p>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Maintains an effective system of communication.</li> <li>• Liaises effectively with residents, families and other direct care staff.</li> <li>• Provides guidance for direct care staff.</li> <li>• Participates in resident care conference and other work related group activities.</li> <li>• Involves residents in the maintenance of their care plans.</li> <li>• Maintains resident, family, visitor and staff confidentiality at all times.</li> </ul> <p><b>Resource &amp; Quality Management</b></p> <ul style="list-style-type: none"> <li>• Establishes priorities for resident care delivery.</li> <li>• Assigns aspects of care to direct care staff.</li> <li>• Monitors care given by direct care staff.</li> <li>• Contributes to the revision of the units procedures and practices.</li> <li>• Conducts audits as allocated to enable Continuous Improvement Practices.</li> </ul> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Identifies informational needs of resident and/or families</li> <li>• Utilises resources and strategies to meet the needs of the resident.</li> <li>• Works with other members of the direct care staff for specific needs of the resident.</li> <li>• Acts as a positive role model.</li> <li>• Assists Student Enrolled Nurses and ECA’s in the identification and meeting of learning needs.</li> <li>• Attend in – service education programs and external courses as instructed/ and or as identified to upgrade and maintain skills.</li> <li>• Participates in the competency based training as required. It is recommended staff complete a minimum of 20 hours relevant training per year.</li> <li>• Familiarity with MCT’s Compulsory Reporting policy.</li> </ul> <p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Identifies unsafe practices, and assumes responsibility for intervention.</li> <li>• In conjunction with the Registered Nurse, implements and evaluates all documentation in relation to direct care.</li> <li>• Participates in reviews and analysis of incidents, accidents, resident/family complaints, and makes appropriate recommendations.</li> </ul> <p><b>Leadership</b></p>

	<ul style="list-style-type: none"><li>• Acts as a positive role model.</li><li>• Accountable for the provision of care within the care unit accordance with the relevant legislation, policies and procedures.</li><li>• Provides recommendations and advice to higher level staff.</li><li>• Delegates appropriate responsibilities to care unit team members.</li><li>• Acts as a preceptor.</li></ul>
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It is agreed that these are the primary requirements for the position of **Enrolled Nurse** however there is an expectation that this position may perform, or learn other duties, as required by Masonic Care Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and management, therefore the entire document will be considered during any performance assessment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Enrolled Nurse**