

<b>Position title:</b>	Medication Endorsed Enrolled Nurse (MEEN)	<b>Position reports to:</b>	Team Leader (TL)			
<b>Background</b>						
<p>Shepparton Retirement Villages (SRV) is a non-for-profit community based organisation that was founded by the Rotary Club of Shepparton back in 1968. Since that time SRV has become the largest provider of aged care services in the Shepparton region.</p> <p>SRV is responsible for the delivery of care across 271 residential aged care beds, 288 independent living units and 26 aged care packages. Services are delivered across 3 campuses however our care packages are delivered across Shepparton and the region. The 3 campuses are:</p>						
<table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Rodney Park based in Mooroopna consists of:</b></p> <ul style="list-style-type: none"> <li>• Mooroopna Place: 100 bed residential aged care facility</li> <li>• 93 Independent Living Units</li> </ul> </td> <td style="vertical-align: top;"> <p><b>Kialla Gardens based in Kialla consists of;</b></p> <ul style="list-style-type: none"> <li>• Banksia Lodge: 64 bed aging in place residential care facility</li> <li>• 109 Independent Living Units</li> </ul> </td> <td style="vertical-align: top;"> <p><b>Tarcoola based in Shepparton consists of</b></p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Maculata Place: 120 bed residential care facility</li> <li>• Hakea Lodge: 57 bed aging in place residential care facility</li> <li>• 70 Independent Living Units</li> <li>• Support at Home Program</li> </ul> </td> </tr> </table>				<p><b>Rodney Park based in Mooroopna consists of:</b></p> <ul style="list-style-type: none"> <li>• Mooroopna Place: 100 bed residential aged care facility</li> <li>• 93 Independent Living Units</li> </ul>	<p><b>Kialla Gardens based in Kialla consists of;</b></p> <ul style="list-style-type: none"> <li>• Banksia Lodge: 64 bed aging in place residential care facility</li> <li>• 109 Independent Living Units</li> </ul>	<p><b>Tarcoola based in Shepparton consists of</b></p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Maculata Place: 120 bed residential care facility</li> <li>• Hakea Lodge: 57 bed aging in place residential care facility</li> <li>• 70 Independent Living Units</li> <li>• Support at Home Program</li> </ul>
<p><b>Rodney Park based in Mooroopna consists of:</b></p> <ul style="list-style-type: none"> <li>• Mooroopna Place: 100 bed residential aged care facility</li> <li>• 93 Independent Living Units</li> </ul>	<p><b>Kialla Gardens based in Kialla consists of;</b></p> <ul style="list-style-type: none"> <li>• Banksia Lodge: 64 bed aging in place residential care facility</li> <li>• 109 Independent Living Units</li> </ul>	<p><b>Tarcoola based in Shepparton consists of</b></p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Maculata Place: 120 bed residential care facility</li> <li>• Hakea Lodge: 57 bed aging in place residential care facility</li> <li>• 70 Independent Living Units</li> <li>• Support at Home Program</li> </ul>				
<b>Role Statement</b>						
<p>This position has broad responsibilities for:</p> <ul style="list-style-type: none"> <li>• the efficient and effective delivery of professional care to the residents in consultation with residents their representatives and in liaison with the multidisciplinary team.</li> <li>• ensuring care is provided in accordance to best practice.</li> </ul>						
<b>Additional Information</b>						
<p>All staff within Aged Care Facilities work as members of a team and tasks are divided between team members. Facilities operate on a 24 hour basis and all staff are required to work variable shifts. The requirement for flexibility of work location, the willingness to work varied shifts and occasionally at short notice is considered of utmost importance to the smooth running of the Facilities at Shepparton Villages Inc.</p>						

<b>Reporting Statement/ Working Relationships</b>		
The position will report on a day to day basis to the TL, reporting adverse events to Facility Manager (FM) (Mon to Fri 8.30am to 5pm)/ After Hours Coordinator (outside of this period). They work with the TL in multidisciplinary team to ensure positive outcomes for the residents		
<b>Key Selection Criteria</b>		
<b>Qualifications/Skills:</b>	<p><b>Essential:</b></p> <p>Current registration with APHRA as a MEEN</p> <p>A high level of verbal, written and interpersonal communication skills</p> <p>Excellent team working skills</p> <p>Extensive, recent, residential aged care experience</p> <p>A high level of clinical knowledge and experience (eg able to guide PCWs)</p> <p>Flexibility</p> <p>The ability to problem-solve medium to high level of complexity issues and know when is appropriate to escalate</p> <p>A good understanding and ability to interpret ACFI, continuous improvement, risk management and Health and Safety</p> <p>A demonstrable working knowledge of the Aged Care Act and accreditation requirements</p> <p><b>Desirable</b></p> <p>Certificate IV in Training</p> <p>Diploma of Nursing</p>	
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• A police check/criminal record and NDIS checks are is required prior to employment and periodically during employment</li> <li>• All employees are required to be fully COVID vaccinated in accordance with Victorian Government directives or must be able to provide appropriate medical exemption documentation</li> <li>• Working across all sites, is required.</li> <li>• The probationary period for this position is 6 months (if a permanent role).</li> </ul>	
<b>Key Result Areas</b>	<b>Key Activities</b>	<b>Standard Measures</b>
<b>Demonstrate and uphold the mission, values, foundation of care and vision of Shepparton Villages</b>	Ensure that the values of Shepparton Retirement Villages are incorporated into daily practices in relation to all your activities.	Demonstrate behaviours of choice, respect, care, passion and teamwork at all times while interacting in an employed capacity.

<b>Adheres to all Health and Safety requirements for self, colleagues and residents</b>	<ul style="list-style-type: none"> <li>• Ensure that health and safety is at the forefront of your mind and actions and that you operate only in a safe manner at all times.</li> <li>• Complete incident reports</li> <li>• Elect and support health and safety representatives</li> <li>• Contribute to risk assessments</li> <li>• Participate in training and meetings regarding safety</li> </ul>	<ul style="list-style-type: none"> <li>• Prevention - reporting areas of concern, in an appropriate manner, without delay.</li> <li>• Ensuring incidents, hazards, near misses and injuries are reported immediately and all paperwork is correctly completed and in a timely manner.</li> <li>• Uses personal protective equipment</li> <li>• Comply with risk management policies and procedures and instructions</li> <li>• Attend all safety meetings and training sessions as required</li> </ul>
<b>Promotes and implements individualised, resident focused care that reflects the persons values and beliefs</b>	<ul style="list-style-type: none"> <li>• Promotes a resident focused approach in all activities and behaviours.</li> <li>• Involves the resident in their care.</li> <li>• See the resident as a person and an individual.</li> <li>• Includes resident's beliefs and values in care plan.</li> <li>• Activities are resident focused based on input from residents.</li> </ul> <p>Structures in place to ensure resident confidentiality are maintained at all times.</p>	<ul style="list-style-type: none"> <li>• All documents utilise a language that adheres to the values of Shepparton Retirement Villages</li> <li>• Care reflects an extension of the resident's prior lifestyle.</li> <li>• Communication reflects respect and a non paternalistic manner.</li> </ul>
<b>Provide clinical leadership in the provision of best practice care in the facility</b>	<ul style="list-style-type: none"> <li>• Monitor resident's physical emotional and behavioral status. Recognize changes in resident's condition and report concerns</li> <li>• Contribute to the assessment and care planning process, documentation and evaluation of outcomes</li> <li>• In consultation with the Registered Nurse administer medications in accordance to policy, procedure and legislation</li> <li>• Liaise with medical officers and other health practitioners regarding resident management</li> <li>• To provide a complete and comprehensive handover to oncoming staff</li> </ul>	<ul style="list-style-type: none"> <li>• High quality resident care and documentation is delivered in accordance with professional and legal requirements,</li> <li>• Adhere to Shepparton Villages policy and procedure and with the consultation of the residents and / or their representatives.</li> </ul>
<b>Demonstrate a commitment to ongoing professional development and education</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a professional approach to personal work performance.</li> <li>• Develop goals for improved work efficiency and efficacy to produce positive resident outcomes in work places.</li> <li>• Recognise the importance and necessity for ongoing professional education.</li> <li>• Develop and practice self-evaluation in regard to nursing skills and delivery of resident care To support the concept of personal professional development, education and performance appraisal.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate positive attitude to own personal performance and other team members work performances.</li> <li>• Demonstrate the ability and willingness to identify and develop short term goals that improve service to the Residents.</li> <li>• Demonstrate or provide record of study days or in-service attendances.</li> <li>• Identify areas for improvement and suggest a plan for continuous improvement Demonstrate a commitment to continuing personal professional development and participation in staff performance reviews.</li> </ul>

<b>Be an effective team member</b>	<ul style="list-style-type: none"> <li>• Assists and supports staff in a manner that is empowering.</li> <li>• Promotes positive culture through active engagement in the workplace through concepts of <ul style="list-style-type: none"> <li>○ Choose your attitude</li> <li>○ Be there for all</li> <li>○ Make their day</li> <li>○ Have fun</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Responds quickly and appropriately reporting issues raised by staff, residents their representatives or any other visitors to the facility to the FM/ After Hours Coordinator</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Liaise with other carers, health professionals, relatives and visitors to the facility</li> <li>• Provide advice and direction to Personal Care Workers and respond appropriately to questions regarding Resident care and the organisation of the Facility.</li> <li>• To communicate well with the EMCS, the FM and all other workers within the aged care team</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates sound communication skills in a pleasant clear manner to persons involved in the care of Residents.</li> <li>• Demonstrates effective communication with and provides advice to Personal Care Workers regarding Resident care and the organisation of the Facility.</li> <li>• Demonstrated ability to work and communicate with the EMCS, the FM and all other workers within the aged care team.</li> </ul>
<b>Use resources efficiently and effectively</b>	<ul style="list-style-type: none"> <li>• Ensure an understanding of and commitment to the appropriate funding tool for the facility.</li> <li>• Promote effective and efficient use of all resources within the Facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a sound knowledge and requirements of the ACFI and that entries in the documentation are appropriate for all Residents of the facility.</li> <li>• Demonstrates an understanding of staffing requirements and the process to cover emergency absences. Demonstrates involvement in planning, using and evaluating equipment and supplies in the facility and immediately report to FM if maintenance is required.</li> </ul>
<b>Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.</b>	<ul style="list-style-type: none"> <li>• Complete incident reports</li> <li>• Elect and support health and safety representatives</li> <li>• Contribute to risk assessments</li> <li>• Participate in training and meetings regarding safety</li> </ul>	<ul style="list-style-type: none"> <li>• Reports hazards, near misses and injuries immediately</li> <li>• Uses personal protective equipment</li> <li>• Comply with risk management policies and procedures and instructions</li> <li>• Attend all safety meetings and training sessions as required</li> </ul>
<b>Meet the needs of the organisation, residents and staff</b>	<ul style="list-style-type: none"> <li>• Undertake any other tasks commensurate with the classification of this position</li> </ul>	<ul style="list-style-type: none"> <li>• Meet the needs of organisation, residents and staff</li> </ul>

## INHERENT POSITION REQUIREMENTS

Shepparton Villages has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. This role may require the following tasks among other things:

	Tasks	Occasionally (1 - 33%)	Frequent (34 - 66%)	Very frequent (67 - 100%)
Physical	Assisting residents to reposition, transfer and ambulate		x	
	Standing and walking			x
	Bending, kneeling, squatting, crouching		x	
	Tasks involving manual dexterity		x	
	Tasks involving pushing and pulling		x	
	Lifting and carrying objects (as per our minimal lift policy)		x	
	Computer work		x	
	Sitting for extended periods	x		
	Neck flexion/extension and rotation		x	
	Climbing stairs, ladders	x		
	Driving motor vehicles/machinery			
	Working standing/walking for extended periods			x
	Walking over uneven surfaces	x		
	Handling unstable objects or people		x	
Exposure to vibration				
Psychosocial	Dealing with distressed staff, residents, families and visitors		x	
	Working with residents with cognitive impairments and associated behaviours		x	
	Working with residents at their end of their life		x	
	Requirement to meet urgent timelines		x	
	Exposure to distressing situations		x	
Other	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances eg, cytotoxic medication			

Working in confined spaces			
Working in temperature extremes and exposure to outdoor elements, eg cool rooms and working outdoors			
Slippery or uneven surfaces			
Biological hazards – body fluids, bacteria, infectious diseases		x	

I acknowledge:

- That I have read and fully understand this Position Description
- I agree that I have the ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I agree that I will participate in a performance review six months after appointment and thereafter every two years with my Manager
- I will be required to work in accordance with Shepparton Villages Values and Behaviours, Code of Conduct and policies and procedures
- Shepparton Villages may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

PRINT Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_