



Position Description

POSITION DETAILS

Position Title:	Enrolled Nurse
Reports To:	Clinical Care Manager
Enterprise Agreement:	GRACE Aged Care Victoria Enterprise Agreement 2025-2028
Classification Level/Grade:	Enrolled Nurse (dependent on experience)

ABOUT US

Woorayl Lodge Inc. is a not-for-profit aged care facility nestled in the lush, rolling hills of South Gippsland, with pristine beaches nearby. Situated in Leongatha, Woorayl Lodge is conveniently located near many of the region's natural attractions, including Wilson's Promontory National Park, Agnes Falls, and Tarra-Bulga National Park. The surrounding area boasts charming cafes, restaurants, and wineries to delight all palates.

Founded in 1956 by the local Rotary Club, Woorayl Lodge opened on December 14, 1960 with just three permanent residents. Today, it has grown to 41 private rooms in the residential aged care section and 29 independent living units, yet remains a proudly community-owned and run facility with a voluntary Board of Management.

As Woorayl Lodge prepares to break ground on stage one of a new building that will add approximately 40 beds, its commitment to providing specialist residential aged care in small communities remains strong. Woorayl Lodge continues to build long-lasting relationships and thrive within its Gippsland community.

MISSION, VISION AND VALUES

Mission

Our mission is to provide services and an environment that **enables** residents to **live the life they choose**.

As a long standing Provider of Aged Care services in a small **community**, Woorayl Lodge understands and accepts the responsibility and the importance of treating each person as an **individual**.

Through open discussions, our team of professionals will listen and work with you to **personalise care and services** to meet your needs and choices, enabling you to **“live the life you choose”**.

At Woorayl Lodge, **we are inclusive** of all people. No matter your background, **you are welcome here**.

Woorayl Lodge is committed to providing a friendly environment that supports a lifestyle of wellbeing.

We recognise that to remain viable and to meet changing market demands in Aged Care, a new facility and expanded services need to be explored.

Woorayl Lodge is building a path to a new facility at Boags Road and is committed to keeping all stakeholders informed in a timely and transparent manner and we look to your feedback at all times.

Woorayl Lodge is excited to enter a new phase and direction of providing a unique model of care to the Leongatha and South Gippsland communities.

Vision

“Live the Life You Choose”

Values

Inclusive – Community – Understanding – Individuality – Wellbeing

POSITION OVERVIEW

The Enrolled Nurse’s overall purpose within Woorayl Lodge Inc is to provide safe, high-quality, person-centred nursing care as part of a multidisciplinary team, in accordance with the Nursing and Midwifery Board of Australia (NMBA) Enrolled Nurse Standards for Practice, Woorayl Lodge Inc policies and procedures, and the Aged Care Quality Standards.

The Enrolled Nurse works under the direction and supervision of the Registered Nurse (RN) and is accountable for their own practice within the scope of their registration. The role supports the assessment, planning, implementation and evaluation of resident care while working collaboratively with Registered Nurses, Personal Care Assistants and the multidisciplinary team to promote residents’ health, wellbeing, dignity, independence and quality of life. The Enrolled Nurse also assists residents with activities of daily living, as required, to ensure safe, person-centred care.

The role actively supports older people’s rights under the Aged Care Act 2024, including their rights to dignity, autonomy, choice, independence, cultural identity, safety, privacy, social connection and supported decision-making, empowering residents to make informed choices about their care and daily life in partnership with the care team.

In addition to participating in continuous improvement activities, this role is integral in fostering a positive learning culture where ongoing professional development, clinical excellence, teamwork, respect, safety and rights-based practice are always prioritised.

Practice must always be in a manner consistent with:

- The mission, vision and values of Woorayl Lodge Inc.
- Woorayl Lodge Inc policies, procedures and Code of Conduct.
- The Aged Care Act 2024 (Cth) and the Statement of Rights for Older People.
- The Aged Care Quality Standards (Cth).
- The Australian Privacy Principles (Cth).
- The Occupational Health and Safety Act 2004 (Vic).
- The Drugs, Poisons and Controlled Substances Act 1981 (Vic).
- The Child Wellbeing and Safety Act 2005 (Vic).

- The Victorian Child Safe Standards.
- The Aged Care Code of Conduct.
- The Australian Health Practitioner Regulation Agency (AHPRA) regulatory requirements.
- The Nursing and Midwifery Board of Australia (NMBA) Enrolled Nurse Standards for Practice, Registration Standards and Code of Conduct.
- Clinical governance, quality, safety and risk management frameworks.
- Residents' rights to autonomy, dignity, independence, cultural identity, privacy, social connection and supported decision-making, including the right to make informed choices about their care and daily life in partnership with the care team.

KEY SELECTION CRITERIA

Essential

- Current registration as an Enrolled Nurse (Medication Endorsed) with the Australian Health Practitioner Regulation Agency (AHPRA).
- Diploma of Nursing or equivalent approved qualification.
- Demonstrated knowledge and experience in the provision of nursing care, preferably in residential aged care.
- Demonstrated understanding of the Aged Care Act 2024, the Statement of Rights and the Aged Care Quality Standards.
- Well-developed communication, interpersonal and problem-solving skills.
- Ability to complete accurate clinical documentation and comply with legislative and organisational requirements.
- Commitment to ongoing professional development and mandatory education.
- Ability to work effectively, respectfully and collaboratively within a multidisciplinary team.
- Current satisfactory Police Check.
- Evidence of, or willingness to obtain, annual influenza vaccination (or a valid exemption in accordance with organisational policy).

Desirable/Highly Regarded

- Experience in residential aged care or a similar clinical setting.
- Practical understanding of aged care funding and documentation requirements.
- Experience participating in quality improvement activities and clinical audits.
- Relevant professional development in areas such as dementia care, continence management, palliative care, infection prevention and control, or workplace health and safety.

RIGHTS-BASED CARE COMMITMENT

Woorayl Lodge Inc provides care and services in accordance with the Aged Care Act 2024, the Statement of Rights and the Aged Care Quality Standards. All employees are expected to uphold older people's rights to dignity, choice, independence, privacy, identity, safety, social connection and supported decision-making, and to support consumers to express concerns and access advocacy without fear of reprisal.

PROFESSIONAL RESPONSIBILITIES

- Work within the scope of practice in accordance with AHPRA registration requirements, NMBA Enrolled Nurse Standards for Practice, Code of Conduct and professional guidelines.
- Provide safe, high-quality, person-centred nursing care under the direction and supervision of the Registered Nurse (RN).
- Recognise the need for, and actively participate in, continuing professional development and mandatory education.
- Where care delivery issues are unclear or beyond own abilities and qualifications, seek assistance and clarification from the RN.
- Comply with the roster and provide adequate notification of requests for leave.
- Complete mandatory competencies as specified in Woorayl Lodge Inc policies.
- Comply with privacy legislation and maintain the confidentiality of resident, employee and organisational information.
- Uphold the rights of older people in accordance with the Aged Care Act 2024 and the Statement of Rights, including dignity, autonomy, choice, cultural identity, privacy, independence, safety, social connection and supported decision-making.
- Support residents to make informed choices about their care and daily life in partnership with the care team.
- Support residents to express concerns, provide feedback and access advocacy services without fear of reprisal.
- Promote and maintain a child safe environment by complying with Woorayl Lodge Inc's Child Safe policies and procedures, reporting concerns about child safety, and treating all children and young people with respect.
- Maintain professional boundaries and act with integrity, accountability and respect at all times.

KEY RESULT AREAS, ACCOUNTABILITIES & PERFORMANCE MEASURES

The following table outlines the Key Result Areas for this role and the specific accountabilities and performance measures which reflect the primary functions of the position and should not be interpreted as an exhaustive list of duties and activities.

Key Result Areas	Accountabilities	Performance Measures
Residents	▪ Review resident allocation, clinical priorities and care needs at the commencement of each shift. ▪ Deliver safe, high-quality, person-centred nursing care in accordance with individual care plans, clinical assessment, organisational policies and the direction of the Registered Nurse (RN). ▪ Promote each resident's dignity, individuality, cultural identity, personal preferences and independence at all times. ▪ Support residents with activities of daily living, including personal hygiene, grooming, continence care, mobility, nutrition, hydration and comfort, in a manner that promotes independence wherever possible.	▪ Positive resident experience and feedback. ▪ Safe, timely and person-centred delivery of nursing and personal care. ▪ Accurate and timely completion of resident assessments, care documentation and progress notes. ▪ Appropriate identification, reporting and escalation of changes in resident condition. ▪ Demonstrated respect for resident rights, dignity, independence and choice.

Key Result Areas	Accountabilities	Performance Measures
	- Administer treatments and undertake clinical procedures within the Enrolled Nurse scope of practice. - Observe, monitor and report changes in residents' condition, behaviour or wellbeing promptly to the RN and document appropriately. - Consult and communicate effectively with the RN and multidisciplinary team to ensure coordinated, safe and effective care. - Respect residents' rights to make informed choices, including the right to refuse care, and escalate concerns where appropriate. - Recognise, respond to and escalate risks to resident safety and wellbeing in accordance with organisational policy. - Encourage and support residents to provide feedback, raise concerns and access advocacy services without fear of reprisal. - Report suspected elder abuse or missing residents immediately in accordance with Woorayl Lodge Inc policies and procedures. - Demonstrate empathy, compassion, professionalism and excellence in customer service at all times.	Contribution to positive clinical outcomes and resident wellbeing.
Medication Management	- Administer medications safely and accurately in accordance with legislation, professional standards, organisational policies and the directions of authorised prescribers. - Administer medications only within the Enrolled Nurse scope of practice and medication endorsement. - Exercise professional judgement and seek guidance from the Registered Nurse (RN) or authorised prescriber where clarification or clinical advice is required. - Monitor, observe, document and report the effects of medication therapy, including adverse reactions and changes in residents' condition. - Accurately complete medication documentation and report medication incidents in accordance with organisational policy. - Maintain contemporary knowledge and competence in medication administration through ongoing education and mandatory competency assessment.	- Safe and accurate medication administration. - Compliance with legislation, professional standards and organisational policies. - Accurate and timely medication documentation. - Appropriate reporting and follow-up of medication incidents. - Demonstrated competence in medication management and ongoing mandatory competency requirements.
Teamwork & Communication	- Contribute to a positive, respectful and collaborative workplace culture that supports teamwork, learning and continuous improvement. - Communicate clearly, respectfully and professionally with residents, families, colleagues and external health professionals. - Support the Registered Nurse (RN) in the supervision, orientation and day-to-day guidance of Personal Care Assistants and other Enrolled Nurses, as appropriate. - Work collaboratively with the multidisciplinary team to ensure safe, coordinated and person-centred care.	- Demonstrated respectful, professional and effective communication with residents, families, colleagues and external stakeholders. - Positive feedback from colleagues and internal stakeholders. - Evidence of collaboration, cooperation and willingness to support others. - Active participation in handovers, meetings, education sessions and organisational communication processes.

Key Result Areas	Accountabilities	Performance Measures
	- Share relevant clinical information during handovers and through appropriate communication processes to support continuity of care. - Attend and actively participate in staff meetings, handovers, education sessions and mandatory communication processes. - Seek clarification where required and escalate concerns appropriately and in a timely manner. - Maintain professional boundaries and demonstrate behaviours consistent with the values of Woorayl Lodge Inc.	Demonstrated contribution to a positive workplace culture aligned with the values of Woorayl Lodge Inc.
Continuous Improvement, Compliance & Quality	- Work in accordance with Woorayl Lodge Inc's policies, procedures, Code of Conduct and the Aged Care Quality Standards. - Comply with legal and professional responsibilities, including the Aged Care Act 2024, the Statement of Rights, AHPRA and NMBA requirements. - Participate in quality improvement activities, audits and accreditation processes to enhance resident care and service delivery. - Identify opportunities for improvement and contribute ideas through the organisation's continuous improvement processes. - Report, investigate and follow up incidents, risks and clinical concerns in accordance with organisational policy. - Encourage and support residents to provide feedback, raise concerns and access advocacy services without fear of reprisal. - Complete mandatory education and participate in ongoing professional development to maintain clinical competence. - Promote a culture of safety, accountability, learning and continuous improvement.	- Demonstrated compliance with organisational policies, professional standards and legislative requirements. - Active participation in quality improvement activities, audits and accreditation processes. - Timely identification, reporting and follow-up of incidents, risks and improvement opportunities. - Consistent participation in mandatory education and professional development. - Positive contribution to a culture of learning, safety, quality and continuous improvement. - Demonstrated understanding and application of the Aged Care Act 2024 and the Statement of Rights in everyday practice.
Documentation	- Maintain accurate, timely and objective clinical documentation in accordance with professional standards, legislative requirements and organisational policy. - Complete and update resident assessments, care plans, progress notes, clinical observations and other required documentation in a timely manner. - Ensure documentation reflects person-centred care, resident preferences, clinical needs and outcomes. - Document and report changes in residents' condition, clinical interventions, escalation of concerns and communication with residents, families and health professionals. - Accurately complete medication, treatment and Resident of the Day (ROD) documentation within required timeframes. - Record incidents, accidents, feedback, complaints and follow-up actions in accordance with organisational requirements. - Maintain confidentiality and protect resident information in accordance with privacy legislation and organisational policy.	- Documentation is accurate, complete, objective and completed within required timeframes. - Compliance with legislative, professional and organisational documentation requirements. - Timely recording and escalation of changes in resident condition. - Resident records demonstrate person-centred care and support continuity of care. - No preventable documentation breaches or repeated errors.

Key Result Areas	Accountabilities	Performance Measures
Health, Safety & Infection Prevention and Control	- Work in accordance with Woorayl Lodge Inc's Health, Safety and Wellbeing policies, procedures and relevant legislation. - Undertake duties with due regard for the safety and wellbeing of residents, colleagues, visitors and self. - Follow safe work practices at all times, including correct use of equipment and safe manual handling techniques. - Identify, report and respond to hazards, incidents, injuries and near misses in accordance with organisational policy. - Comply with emergency procedures and respond appropriately to emergency situations, including fire, evacuation and first aid. - Operate equipment safely and report faults, damage or maintenance requirements promptly. - Implement infection prevention and control practices, including hand hygiene, use of personal protective equipment (PPE), standard and transmission-based precautions. - Maintain a clean, safe and hygienic environment that supports resident safety and wellbeing. - Participate in mandatory training and competency assessments relating to health and safety, emergency management and infection prevention and control. - Promote a culture of safety, risk awareness and continuous improvement.	- Demonstrated safe work practices and correct use of equipment. - Accurate and timely reporting of hazards, incidents and near misses. - Compliance with infection prevention and control policies and procedures. - Completion of mandatory health, safety and emergency training. - Evidence of contributing to a safe environment and reducing workplace and resident risks.

PERFORMANCE REVIEW

Performance will be evaluated by the Clinical Care Manager or delegate at three months, 5.5 months, 12 months and annually thereafter, or as required.

Performance reviews will assess:

- Demonstration of Woorayl Lodge Inc values and Code of Conduct.
- Clinical competence and ability to work within AHPRA/NMBA standards and scope of practice.
- Compliance with organisational policies, procedures and the Aged Care Quality Standards.
- Consistent promotion and protection of older people's rights in line with the Aged Care Act 2024 and the Statement of Rights.
- Quality, accuracy and timeliness of clinical documentation.
- Contribution to teamwork, communication and a positive workplace culture.
- Participation in mandatory education, professional development and continuous improvement activities.
- Safe and responsible work practices, including infection prevention and control.

Woorayl Lodge Inc aims to support development and improvement through a fair and collaborative review process. Where performance concerns arise, they will be addressed constructively and in accordance with organisational performance and conduct policies.

EMPLOYEE POSITION DECLARATION

I have read and understand this Position Description and confirm that I have the capacity and commitment to perform the duties described. I agree to comply with Woorayl Lodge Inc policies, procedures, values and Code of Conduct, and to uphold the rights of older people in accordance with the Aged Care Act 2024 and Statement of Rights.

I understand this Position Description outlines the key requirements of my role and may be updated from time to time to reflect operational or regulatory requirements.

Values Commitment

I commit to demonstrating the values of Woorayl Lodge Inc in my work and interactions:

- Inclusiveness – ensuring all individuals feel welcomed, respected and valued.
- Community – fostering a sense of belonging, connection and shared purpose.
- Understanding – listening with empathy, compassion and respect.
- Individuality – recognising and supporting each person's unique needs, preferences and identity.
- Wellbeing – promoting safety, comfort, dignity and quality of life.

I will uphold these values in all aspects of my role and contribute to a positive, rights-based culture that empowers those we support to “live the life they choose.”

Signature*: _____

Print name: _____

Date: _____

**If completing electronically, typing your name is acceptable.*