



Position Description – Support Partner (Enrolled Nurse)

Role title: Support Partner (EN)

Employment Type: FT / PT / Casual

Reports to: Clinical Team

Award: MA000034 Nurses Award 2020

Team

HMS Community employs a range of roles to provide homecare services to those receiving funding through the NDIS, Support at Home program or privately funded individuals. These include:

- Care Companions; minimum certificate qualified support staff with minimal experience required
- Support Partners; a minimum certificate qualified individuals with high levels of experience, retired health professionals or undergraduate healthcare students
- Enrolled Nurses
- Registered Nurses
- Community Paramedics

The clinical team consists of community paramedics, registered nurses and nurse practitioners.

Note: Both key responsibilities of a support partner and enrolled nurse are outlined in this position description as a combined role.

Role Description:

The Support Partner (Enrolled Nurse) is registered with Ahpra and provides person-centred care in a community setting in both a support partner and EN role, dependent on the client's needs, funding and care plans. They can act autonomously assisting individuals, including those living with disabilities, mental health problems, chronic diseases, and older adults, to live safely and independently in their homes and communities. This care involves conducting patient assessment, managing symptoms, contributing to the development of care plans and conducting health and safety risk assessments. While acting autonomously, they will support, collaborate with and report to the leadership team within HMS Community, and Health Professionals (Community Paramedics, Registered Nurses, Nurse Practitioners and Medical Practitioners). They will also collaborate with other members of the HMS Community team including; other Support Partners, Care Companions and administration staff to ensure all clients are receiving high quality and consistent care. The Support Partner (EN)'s primary aim is to work alongside clients to keep them safe in their home and avoid ambulance calls or hospital admissions.

Key Responsibilities:

- Support Partners (EN) provide person-centred and trauma-informed care in people's homes and community settings as outlined:
 - Personal care assistance. This includes supporting clients with bathing and showering, hygiene, dressing, grooming, nutrition and hydration, toileting, mobility, lifting and transfers, and other activities of daily living as required and outlined in care plans.
 - Respite care to allow regular carers a strategic break; respite may include in-home care in the evenings or overnight.
 - Social support to people in their home and accompanying them to access community services.
 - Transport of people to enable attendance at a range of activities or appointments.
 - Medication support in accordance with scope of practice (e.g. medication endorsement), medical orders, plans or instructions on a care plan.
 - Nursing care to the employee's scope under direct or indirect guidance of a registered nurse, community paramedic, nurse practitioner or medical practitioner. Commonly this includes wound care, catheter care, and patient

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assessment.

- Practices within a multidisciplinary health care team with HMS Community employees and external health professionals, support workers, and providers (e.g. support coordinators and care-advisors).
- Consults and collaborates with community paramedics, registered nurses, nurse practitioners and other healthcare professionals, to ensure optimal patient care.
- Conduct patient history and perform focussed physical examination(s) within scope of practice.
- Follows and reviews the progress of established individual healthcare plans in a community setting.
- Identifies non-compliance, deterioration, or the emergence of primary health care conditions and report to the community paramedic, registered nurse or nurse practitioner as required, contributing to ongoing care in accordance with organisational policies and procedures, and relevant guidelines and protocols.
- Demonstrates knowledge and understanding of the legislative and professional boundaries of a nurse in a community setting.
- Administers treatment and procedures in accordance with policy and procedure, guidelines, protocols or medical orders.
- Maintains accurate, clear, current, ethical and legal patient records that comply with organisational standards.
- Reports back to patient's key medical practitioner, nurse practitioner or health provider in collaboration with HMS Community leadership team.
- Acts as an advocate, mentor, and support person for clients and their family/friends/carers.
- Maintains own professional development in line with Ahpra requirements.
- Other duties as directed.

Essential Qualifications and Compliance Requirements:

- Minimum of a Diploma of Nursing (HLT54121) and evidence of Ahpra registration
- A Victorian Drivers licence and access to an insured vehicle
- Working with Children Check
- Valid First Aid and CPR
- NDIS Workers Screening Check
- Complete immunisation record as required by Government
- Australian Citizen or right to work in Australia

Essential Selection Criteria:

- Comprehensive understanding of the role and function of an Enrolled Nurse and Support Partner within a community setting.
- Demonstrated experience and understanding of health promotion, disease prevention, screening, early identification, and management of common primary health care conditions within the scope of an enrolled nurse.
- Risk assessment skills and the ability to identify and evaluate clinical risks in individual patients.
- Proven ability to conduct thorough patient assessments through, history taking, observation and physical assessment including use of equipment.
- High level written and verbal communication skills and the ability to collaborate and coordinate individualised health care.
- Demonstrable ability to work autonomously (indirect supervision) when required and within the legal framework and report accurately to a community paramedic, registered nurse, nurse practitioner, medical practitioner or other health professional.
- An understanding of NDIS and My Aged Care Support at Home Program or a willingness to learn.
- Willingness to utilise personal vehicle to travel between client's homes and transport clients in their car.

Desirable Selection Criteria and Qualifications:

- Experience as an EN or support/care worker in a community setting.
- Medication Endorsement.
- Qualifications in community care/services, mental health or dementia.
- Experience in using online cloud-based patient management and rostering systems

Safety and Quality:

- Participate in the practice risk management and quality improvement processes.
- Record incidents and near misses in line with occupational health and safety policy.
- Participate in occupational health and safety reviews and meetings.

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- Maintain a safe work environment for self, colleagues, clients, patients and others.
- Ensure the practice building and workspaces are conducive to a safe and practical work environment.
- Practice duty of care including meeting practice standards and accountability.
- Maintain patient and always practice confidentiality in line with Australian legislation.
- Undertake and participate in professional review and audit.
- Work to clinical governance processes and standards.

Intellectual Property

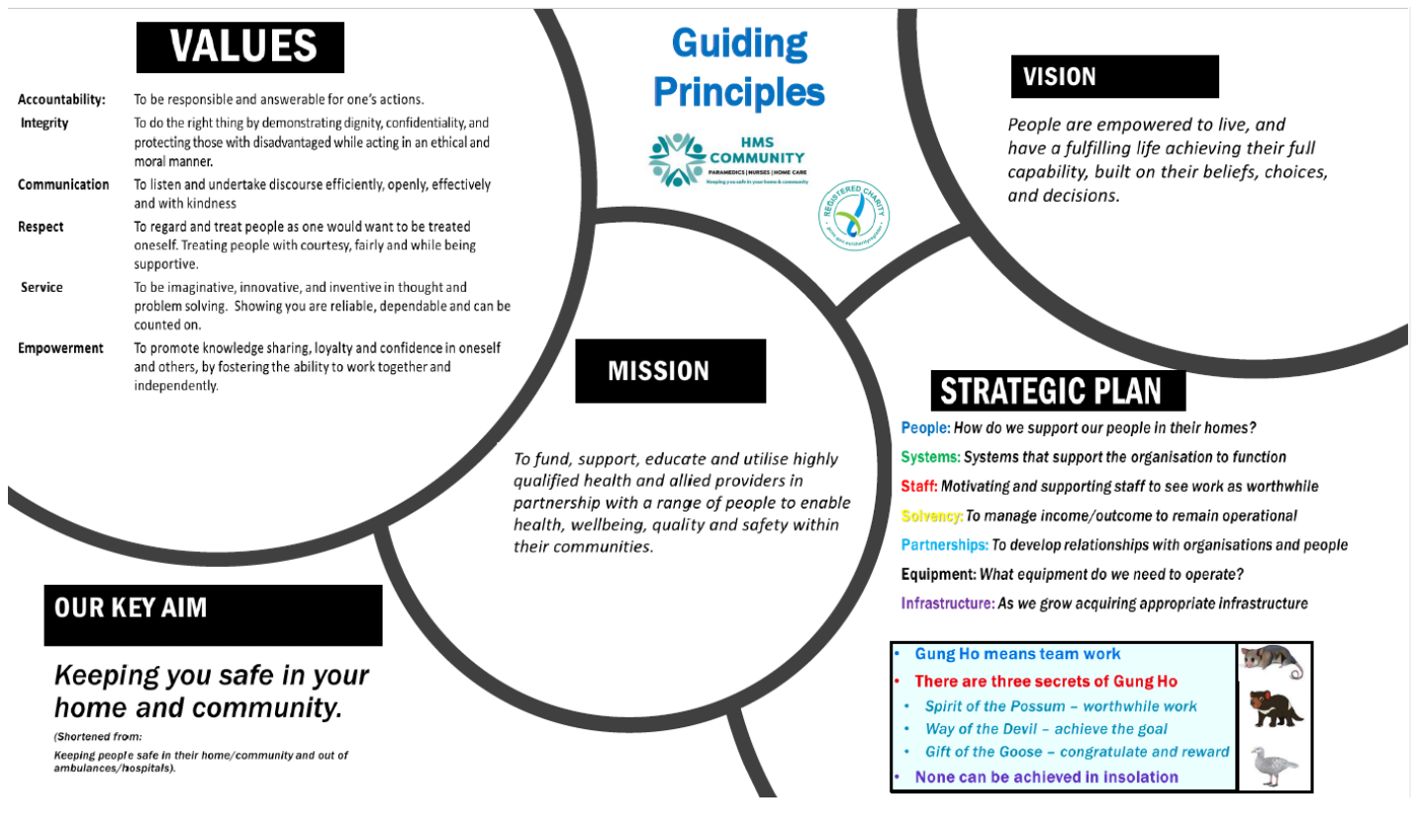
Intellectual Property means all intellectual property including current and future registered and unregistered rights in respect of copyright, designs, circuit layouts, trademarks, know-how, confidential information, patents, inventions and discoveries and all other intellectual property as defined in article 2 of the convention establishing the World Intellectual Property Organisation 1967.

HMS Community Ltd and Health & Medical Services Pty Ltd will retain the full rights to Intellectual Property developed by them, an employee or in matters related to the products of either business. The employee will have no rights to that Intellectual Property unless otherwise agreed between the Parties.

Position Review

This position and the applicant's performance will be reviewed in three months, five months and then on an annual basis.

HMS Community Ltd Guiding Principles



Confirmation and Agreement*

I have read and understand the responsibilities associated with the role of Support Partner (Enrolled Nurse).

Name

Signature

Date

*This section is only completed if HMS Community Ltd makes an offer for a position and it is accepted by the applicant.

**If using an electronic signature, this document will automatically apply standard signature font.