

<b>Task:</b> Patient Personal Care		<b>Role:</b> Enrolled Nurse			<b>Site:</b> Hospitals/ Aged Care Facilities
<p><b>Description:</b> The following tasks are completed by nursing assistance on a daily basis. The following are duties expected but not limited to:</p> <ul style="list-style-type: none"> <li>- Room attendance/ make up/ cleaning</li> <li>- Personal care of patients</li> <li>- Preparation &amp; management of medical services under supervision</li> <li>- Administration</li> <li>- Transfers/transportation/manual handling</li> <li>- Recreation and Leisure</li> </ul> <p>An Enrolled Nurse is a second level nurse who provides nursing care, working under the direction and supervision of a Registered Nurse</p>					<p><b>Overall Physical Demand Rating:</b></p> <p style="text-align: center;">Medium</p>
					<p><b>OH&amp;S:</b> To be trained in correct manual handling, biological hazards, cytotoxic drugs &amp; related waste, emergency preparedness &amp; response, hospital equipment and hazard substances</p>
<p><b>Shift Times:</b></p> <p>Shift times vary between 8 hr shifts depended on hospital departments or facility care environment. No greater than 4 consecutive night shifts</p>					<p><b>PPE:</b> Standard uniform with closed shoes</p>
<p><b>Physical Environment:</b> Even indoor flooring. Minimal noise levels. Satisfactory ventilation, artificial and natural lighting. Some stairs may feature in work area.</p> <p>Areas of practice may include:</p> <ul style="list-style-type: none"> <li>- Acute/Critical care</li> <li>- Palliative care</li> <li>- Aged home/facilities care &amp; Community Health</li> <li>- Home care</li> <li>- General Medicine</li> <li>- Emergency Department</li> <li>- Intensive Care Unit</li> <li>- Cancer/oncology</li> <li>- Education/management/ policy &amp; research</li> <li>- Mental health</li> <li>- Peri-operative</li> <li>- Rural and remote area</li> <li>- Workplace health and safety</li> </ul>					<p><b>Client Base:</b> Mixed for age, gender, concomitant illness or health issues, and abilities, ethnic or cultural background.</p> <p>Client needs / demands vary according to the individual medical and psychological needs.</p> <p><b>Education:</b> Most EN positions require either:</p> <ul style="list-style-type: none"> <li>- Diploma of Nursing</li> </ul>
<p><b>Physical Demands of Working Day</b> (Percentage of actual time spent doing task)</p> <p>R = Rare (0-5%)                      F = Frequent (34-66%) O = Occasional (6-33%)            C = Constant (67-100%)</p>					<p><b>Task Rotation:</b> Tasks are completed daily. The frequency and duration of task completed as documented in description.</p>
<b>Factors</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comment</b>
<b>Standing &amp; Walking</b>				X	Eg. Med distribution, assisting clients with walking
<b>Sitting</b>	X				Eg. Documenting/ Administration
<b>Lifting &lt;1kg</b>				X	
<b>Carrying</b>			X		
<b>Push/ Pull</b>			X		Eg. Dressing trolley
<b>Climbing</b>	X				
<b>Bending</b>			X		Eg. Assistance of clients sit to stand, lie to sit
<b>Twisting</b>			X		
<b>Squatting</b>			X		Eg. Low dressing
<b>Reaching</b>			X		Eg. Personal care, showering
<b>Grip</b>			X		
<b>Fine Motor</b>		X			Eg. Medications, webster packs, hearing aide, dentures



<b>Activity Level (Act.)</b>		
<b>R = Rare O = Occasional F = Frequent C = Constant</b>		
<b>Tasks</b>	<b>Activity Level</b>	<b>Physical capacity</b>
<b>Room attendance/ make up / cleaning</b>	<b>F</b>	<b>(O) crouching, fingering, handling, forward reaching, kneeling, standing, stooping</b>
Linen change		
Disinfecting mattress		
Disposal of linen into laundry bag		
Return equipment to appropriate storage area		
Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs		
<b>Personal care of patients</b>	<b>F</b>	<b>(F) forward reaching, standing and walking. (R) handling</b>
Patient personal hygiene – showering and toileting (mobile patient)		
Patient personal hygiene – showering and toileting (non-mobile patient)		
Positioning/repositioning of patient in bed care		
Assisting patient with dressing/undressing		
<b>Preparation &amp; management of medical services under supervision</b>	<b>O</b>	<b>(O) crouching, fingering, handling, forward reaching, kneeling, standing, stooping</b>
Assist nurses or physicians in the operation of medical equipment or provision of patient care		
Wound maintenance and care	<b>(C)</b>	<b>(C) forward reach and standing</b>
Post-operative maintenance and care		
Sorting medical supplies		
<b>Administration</b>	<b>O</b>	<b>(O) sitting and forward reaching</b>
Patient paperwork		
Computer work/ collating & filing/ photocopying		
Report observations		
<b>Transfers/transportation/manual handling</b>	<b>F</b>	<b>(F) forward reaching, standing and walking. (R) handling</b>
Mobilising patients to shower/toilet		
Transfer from bed to chair/wheelchair/commode		
Transfer patients in wheelchairs		
Moving sterile instrument trays from one place to another		
Lifting and placing trays and sterile stocks on trolleys		