

East Wimmera Health Service

Position Description

Position Title:	ENROLLED NURSE
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Classification: Enrolled Nurse IB60 – IB75

Responsible To: Nurse Unit Manager or Nurse in Charge

Salary and Conditions: In accordance with the Nurses (Victorian Health Services) Award 2000 and the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2012 – 2016.

POSITION SUMMARY:

The Enrolled Nurse provides care within the limits specified by their professional qualification and the Nursing and Midwifery Board of Australia. The Enrolled Nurse works in collaboration with Registered Nurses who delegates care of patients/residents who are in a relatively stable condition. The Enrolled Nurse assists with the care of people in unstable health conditions.

KEY SELECTION CRITERIA:

Essential knowledge, skills and aptitudes:

- Enrolled Nurse currently registered with the Nursing and Midwifery Board of Australia via Australian Health Practitioner Regulation Agency.
- Demonstrate ability in a range of clinical practice activities in relevant area of practice.
- Demonstrate ability to effectively manage a clinical workload commensurate with experience.
- Demonstrate organisational skills, particularly with respect to time management and delegation.
- Excellent communication and interpersonal skills.
- Demonstrate the ability to practice collaboratively as part of a multidisciplinary team.
- For District Nursing – a current Victorian drivers licence.

OTHER SELECTION CRITERIA:

Desirable knowledge, skills and aptitudes:

- Show a willingness to undertake further education in relevant area of practice.

Key Result Area: CLINICAL CARE:

Contribute to the provision of high quality patient/resident care in partnership with patients/residents and their significant others, and other members of the multi disciplinary team.

Major Action	Performance Indicator
Be accountable for own practice, but practice under the direction and supervision of the Registered Nurse.	<ul style="list-style-type: none"> • Accountability assumed. • Practice is within limitations of role. • Guidance sought from Registered Nurse as required.
Practice in accordance with the relevant standards prescribed by Australian Nursing and Midwifery Council (ANMC) Competency Standards for the Enrolled Nurse and EWHS Clinical policies and procedures.	<ul style="list-style-type: none"> • Practices in accordance with all relevant standards and policies.
Assess the patients/residents and document in the appropriate medical record.	<ul style="list-style-type: none"> • Evidence of appropriate assessment and documentation.
Using evidence based practice, participate in the evaluation of the progress of individuals and groups towards expected outcomes and reformulation of client/patient care plans.	<ul style="list-style-type: none"> • Uses evidence based practice. • Feedback indicates effective participation.
Recognise changes in the patient's/resident's condition, take necessary action and document variation in the plan of care.	<ul style="list-style-type: none"> • Care plan demonstrates changes observed and actions taken.
Recognise and report adverse events and incidents to Nurse Unit Manager or delegate.	<ul style="list-style-type: none"> • Adverse events and incidents are documented and reported.
Participate in discharge planning from the initial episode of care.	<ul style="list-style-type: none"> • Feedback indicates effective participation in discharge planning.

Key Result Area: CUSTOMER SERVICE/PATIENT OR RESIDENT SAFETY AND COMFORT:

Ensure customer safety and comfort and liaise effectively with patient/residents, families and visitors.

Major Action	Performance Indicator
Facilitate and maintain effective communication with patient/residents, carers, relatives, visiting medical officers/health professionals, auxiliaries and staff.	<ul style="list-style-type: none"> • Feedback indicates communication is appropriate and effective at all levels.
Identifies and reports to Nurse Unit Manager ways to improve	<ul style="list-style-type: none"> • Customer service actively promoted

service delivery to customers.	within Unit.
Liaise with catering, cleaning, laundry and maintenance services personnel as part of day-to-day care.	<ul style="list-style-type: none"> Feedback indicates communication with environmental services is appropriate and effective.
Ensure patient/resident care is of high standard and promotes safety, comfort, dignity, privacy and choice.	<ul style="list-style-type: none"> Patient/resident care, safety and comfort maintained at a high standard.
Plan, implement and evaluate care to meet needs of individual patients/residents.	<ul style="list-style-type: none"> Planned, implemented and evaluated care is effective and specific to individual need.
Promote a high standard of coordinated care through the use of the nursing process.	<ul style="list-style-type: none"> Coordinated care achieved.

Key Result Area: ADMINISTRATION:

Ensure that administrative functions, processes and systems support the delivery of a high quality clinical care.

Major Action	Performance Indicator
Ensure the optimal use of all resources within the unit to provide patient/resident centred care.	<ul style="list-style-type: none"> Use of resources is efficient and effective.
Check equipment required for each shift and report faulty equipment.	<ul style="list-style-type: none"> Equipment is checked and reported
Adhere to relevant documentation systems and ensure high standard of completed documentation.	<ul style="list-style-type: none"> Standard of documentation is appropriate and in line with relevant legislative and legal requirements. Documentation requirements met.
Utilise information technology effectively to support role	<ul style="list-style-type: none"> Information Technology use is effective and efficient.

Key Result Area: IMPROVING PERFORMANCE:

Contribute to quality service delivered to customers through Continuous Quality Improvement (CQI) activities.

Major Action	Performance Indicator
Actively contribute to improving performance.	<ul style="list-style-type: none"> CQI documents indicate involvement in CQI activities.
Implement Accreditation Standards and other relevant Standards within the Unit.	<ul style="list-style-type: none"> Accreditation Standards and other relevant Standards met on a daily basis. Awareness and understanding of relevant Standards and accreditation processes demonstrated.
Maintain knowledge of the relationship between quality improvement, risk management and incident forms, and ensure all incidents, near misses, hazards, etc. are reported	<ul style="list-style-type: none"> Incident forms, near misses, hazard, etc. are promptly and fully reported Demonstrates knowledge
Contributes to the implementation and evaluation of quality systems.	<ul style="list-style-type: none"> CQI forms indicate involvement within process.

Key Result Area: REGULATORY COMPLIANCE:

Ensure compliance with all relevant legislation, regulatory requirements, professional standards and guidelines.

Major Action	Performance Indicator
Comply with the nursing professional Code of Ethics and Code of Professional Conduct.	<ul style="list-style-type: none"> Requirements of the Nursing Code of Ethics and Code of Professional Conduct met
Demonstrate professional practice in accordance with Australian Nursing & Midwifery Council (ANMC) Competency Standards for the Enrolled Nurse.	<ul style="list-style-type: none"> ANMC competency standards consistently met in daily practice.
Completion of applicable annual mandatory training requirements: <ul style="list-style-type: none"> ➤ Basic Life Support ➤ No –Lift ➤ Manual Handling ➤ Emergency Procedures ➤ Infection Control ➤ Annual Clinical Competency ➤ Annual Declaration 	<ul style="list-style-type: none"> Annual compliance achieved and documented Demonstrates knowledge in work performance
Implement the standards of health and safety and comply with OH&S legislative employee requirements.	<ul style="list-style-type: none"> Health and Safety of self and others maintained.

	<ul style="list-style-type: none"> Compliance with employee OH&S requirements achieved.
Report workplace injuries to Nurse Unit Manager/Campus Manager. Work effectively with staff on return-to-work programs.	<ul style="list-style-type: none"> Workplace injuries reported and documented. Work undertaken with staff returning to work is effective.
Identify and report clinical risks via the EWHS Risk Management Strategy	<ul style="list-style-type: none"> Clinical risks identified and reported
Ensure EWHS policy and procedures are implemented.	<ul style="list-style-type: none"> EWHS policies and procedures adhered to and implemented effectively by self.
Comply with relevant legislative Acts, eg OH&S Act 2004, Drugs, Poisons and Controlled Substances Act 1981. Report concerns/breaches to Nurse Unit Manager/ Campus Manager.	<ul style="list-style-type: none"> Compliance with relevant legislation achieved. Concerns/breaches reported promptly.
Acts to maintain infection control standards. Undertakes campus Infection Control activities.	<ul style="list-style-type: none"> Infection Control standards maintained. Campus Infection Control activities are achieved.
Comply with employee relation legislation and EWHS Code of Conduct requirements. Report concerns/breaches to Nurse Unit Manager/Campus Manager	<ul style="list-style-type: none"> Employee relation legislation and EWHS Code of Conduct requirements maintained. Concerns/breaches reported promptly.

Key Result Area: TEAM WORK:

Function as a team member consistent with the policies and procedures of the Health Service.

Major Action	Performance Indicator
Achieve teamwork through effective collaboration and communication processes. Recognise roles of, and collaborate with team members in the wider health care team.	<ul style="list-style-type: none"> Team objectives achieved. Team member roles and responsibilities recognised. Feedback indicates collaboration and communication with all team members is open and effective Participate in patient/resident care conferences
Complete delegated work tasks effectively and appropriately. Recognise and seek assistance from appropriate staff members when tasks fall outside of ability.	<ul style="list-style-type: none"> Delegated tasks achieved in accordance with guidelines and procedures. Function within ability and scope of practice achieved. Appropriate assistance sought
Supervise junior staff to ensure quality care outcomes.	<ul style="list-style-type: none"> Supervision provided is effective Quality care achieved.
Supports the development of junior staff.	<ul style="list-style-type: none"> Informal coaching/mentoring undertaken as required. Constructive feedback to learners provided. Effective contribution to the competency assessment of learners achieved.
Contributes to the orientation and welcoming of new staff to the unit and the team.	<ul style="list-style-type: none"> Feedback indicates contributions made are effective. All new staff orientated effectively and feel welcomed.
Contributes to multi campus teams through committee membership or supporting colleagues fulfilling committee membership.	<ul style="list-style-type: none"> Contributions are constructive and effective.

Key Result Area: SPECIALIST KNOWLEDGE:

Ensure provision of contemporary care services that meet the individual needs of customers.

Major Action	Performance Indicator
Ensure clinical care meets the individual social, spiritual, cultural and physical needs of aged residents and patients.	<ul style="list-style-type: none"> Care provided is appropriate to the needs of customers.
Completes assessment, planning, implementation and evaluation to maximize individual care for each customer.	<ul style="list-style-type: none"> Client care individualised.
Promote and respect the rights of all customers.	<ul style="list-style-type: none"> Appropriate promotion and respect of

customer rights achieved.

Key Result Area: PROFESSIONAL/PERSONAL DEVELOPMENT:

Commit to ongoing education and personal development.

Major Action	Performance Indicator
Identify own learning and development needs, actively pursue and participate in relevant educational programs and personal development activities.	<ul style="list-style-type: none">• Participation in learning and development activities is self directed and relevant to needs.• Appropriate ideas/strategies gained from education implemented.• Active participation in annual appraisal achieved.
Maintain current professional knowledge and skills relevant to the position	<ul style="list-style-type: none">• Current clinical knowledge demonstrated• Affiliation with relevant professional bodies achieved.

EMPLOYEE OBLIGATIONS:

The employee is required to maintain strict confidentiality with reference to all matters pertaining to patients/residents within the Health Service and externally. Failure to observe this requirement may be regarded as misconduct warranting termination and incurring liability to penalty pursuant to Section 141 of the Health Services Act 1988.

The employee is required to take all reasonable care to ensure personal safety of others who may be affected by the acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25). The employee is required to participate in all safety programs as required by the Health Service.

The employee is required to participate in the Continuous Quality Improvement Program to encourage excellence of care and cost containment within the Health Service.

The employee is required to participate in the Risk Management Program to ensure risks are identified and managed within the Health Service.

East Wimmera Health Service Identification Badge must be worn at all times whilst on duty. This remains the property of the organisation and must be returned to the Pay Officer on termination of employment.

The employee is required to adhere to EWHS Code of Conduct.

PERFORMANCE DEVELOPMENT AND REVIEW:

A Performance Development and Review will be completed after the first six months of service and then as per the East Wimmera Health Service Performance Management Policy. The Performance Development and Review is to be discussed with / conducted by Nurse Unit Manager.

Employee's Name:

Employee's Signature:

Date:

Manager's Signature:

Position Title:

Date:

*Issued March 2000
Revised February 2004
Revised November 2004
Revised January 2006
Revised August 2006
Revised August 2011
Revised September 2012
Revised July 2014*