



Cultivating Healthy Communities

Position Title:	Enrolled Nurse
Reports To:	Nurse Unit Manager
Direct Reports:	NA
Department:	Clinical Services
Classification:	Enrolled Nurse Level 1.1 – 1.6 (IB60 – IB65) Enrolled Nurse Level 2 Cert IV Year 1 – Year 6 (IB66, IB67, IB92 – IB95) Enrolled Nurse Level 2 Diploma Year 1 – Year 4 (IB68 – IB71) Enrolled Nurse Level 2 Diploma Year 5 (with 5 routes) (IB72)
Employment Conditions:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
Qualifying Period	6 months from commencement date.

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS's strategic plan and compliance with the Code of Behaviour for staff of EWHS.

Our Vision

To see sustainable improvement in the health and wellbeing of our community

Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence



ROLE STATEMENT

The Enrolled Nurse (EN) is an integral member of the nursing team. Within this role the EN is accountable for the efficient and effective provision of quality consumer care that promotes the consumer's holistic wellbeing using a consumer centred care model. The EN must therefore be able to assess and prioritise consumer needs in the context of the ward workload to deliver positive outcomes for every consumer, whilst working within their level of expertise and scope of practice.

POSITION SPECIFIC RESPONSIBILITIES

Clinical Care

- Provides high quality consumer care in a harmonious and safe environment, meeting all legal requirements and the physical, social and spiritual needs of the consumer.
- Maintain high quality standards of consumer care in accordance with organisational, nursing policies and procedures.
- Ensure consumers and their families are included in the planning of care.
- Complete documentation that accurately reflects consumers care needs whilst also meeting funding and legislative requirements.
- Effectively communicate with other team members to ensure high quality / timely care is provided.
- In consultation with the Registered Nurse, initiate referrals as required.
- Manage consumer medication administration in accordance with legislation (if medication endorsed).
- Participate in the continuing assessment, planning, implementation and evaluation of activities and goals aimed at achieving optimal consumer care.
- Accept accountability for own actions and seek guidance from the Registered Nurse when limited by own level of expertise.
- Recognise and escalate changes in the consumer's condition and initiate consultation with relevant medical/nursing and multi-disciplinary team members as required.
- Mentor or preceptor staff as directed by the Nurse Unit Manager or delegate.

Consumer Lifestyle

- Assist consumers and their families to adjust to consumer care (if applicable).
- Support and assist consumers to maximise their independence.
- Promote and encourage consumer participation in activities of interest.
- Value and foster consumer's individual interests, customs, beliefs, cultural and ethnic backgrounds.
- Encourage consumers to participate in decision-making process related to their care and environment.
- Ensure that private, personal or sensitive information of the consumer remains confidential and consumers dignity is respected at all times.

Teamwork

- Communicate respectfully with all employees in accordance with EWHS Value and Standards of Behaviour.
- Participate in innovative service development for EWHS.
- Communicate and collaborate professionally with internal and external peers, stakeholders and consumers to promote EWHS.
- Perform all other duties as directed (by the Registered Nurse) within the scope of practice.
- Respect decisions and actions of other staff; collaborates with team members to achieve desired consumer outcomes.

Administration

- Assist in the planning, delivery, documentation and evaluation of quality clinical care in consultation with consumers, carers, and other health professionals.
- Ensure medical records are managed in compliance with legislation (eg: they are legible, accurate, completed in a timely manner and signed) and that privacy, confidentiality, and security are maintained.
- Complete filing and documentation as required on each individual shift.

Professional Competence & Development of Self and Others

- Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.
- Supports the development of others by acting as a resource to colleagues and participating in orientation and mentoring of new staff.
- Maintain annual registration requirement and continuing professional development (CPD standards outlined by the Australian Health Practitioner Regulation Agency for Nursing and Midwifery).
- Undertake all assigned Education Training Schedule units as outlined by EWHS.

Quality / Safety and Risk Management

- Demonstrated commitment to best practice.
- Understand the importance of consumer safety, clinical risk management and consumer participation within our organisation.
- Maintain an understanding of individual responsibility for consumer safety, quality & risk and contributes to the organisational quality and safety initiatives.
- Follow organisational safety, quality & risk management guidelines.
- Taking responsibility for your own practice and sharing responsibility for creating and maintaining systems that provide a safe working environment and high quality health care.
- Escalate concerns regarding safety, quality & risk to appropriate staff member – if unable to rectify yourself.
- Promote and participate in the quality improvement activities aimed at improving consumer outcomes and maintaining accreditation standards
- Comply with principles of Consumer Directed Care.
- Comply with requirements of relevant regulatory requirements.

Integrity

- The values and expected behaviours at EWHS support ethical and responsible decision-making and a culture where all staff behave with integrity and respond appropriately if behaviour (at any level within an organisation) falls short of expectations.
- EWHS's disclosure and reporting processes provide confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.
- If you suspect unethical, fraudulent or corrupt behaviour, it is imperative to report that behaviour. Sometimes this behaviour is managed internally but if it meets the mandatory minimum requirements, the CEO as the principal officer at EWHS has a statutory obligation to report material issues to the Independent Broad-based Anticorruption Commission (IBAC)
- Reports can be made directly to the CEO or the Board depending upon the level within the organisation the suspected behaviour is occurring.



Other Requirements

- Ensure compliance with relevant EWHS clinical and administrative policies and guidelines.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your duties for EWHS.
- Comply with relevant privacy legislation.
- Maintains current knowledge of clinical practice and research in nursing.

PERFORMANCE INDICATORS

It is expected that the Enrolled Nurse works under the supervision of an Registered Nurse to meet the following performance indicators:

- Provides and ensures clinical nursing is delivered competently with the goal of excellence in nursing care.
- Contributes to the consumer's journey through EWHS by providing support that enables the consumer to engage more proactively with their condition and treatment.
- To ensure the right patient receives the right care at the right place every time.
- Practices in accordance with legislation affecting nursing practice.
- Contributes to quality activities that lead to the continuous improvement in the ward.
- Communicates professionally and effectively with the team, consumers and families.
- Provides guidance, leadership, mentoring and support to all staff to assist them reaching their full potential.
- Achieves full compliance with the Education Training Schedule (ETS).

KEY BEHAVIORAL COMPETENCIES

- Customer Focus
- Motivating Others
- Conflict Management
- Functional / Technical Skills
- Problem Solving
- Time Management

KEY SELECTION CRITERIA

- Be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (Ahpra) and hold a current Practising Certificate.
- Demonstrated clinical knowledge and skills commensurate with experience.
- Knowledge of the National Safety & Quality and Aged Care Standards and ability to support these.
- Knowledge of the Australian National Aged Care Classification (AN-ACC) funding model and the ability to document accordingly.
- Demonstrated organisational skills particularly with respect to time management.
- Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team.
- Demonstrated ability to communicate effectively with consumers, visitors and employees at all levels within the organisation.
- Demonstrated evidence of commitment to ongoing education and professional development.
- Demonstrated ability to use Information Technology.
- A current National Police Check or ability to obtain a satisfactory check.
- Evidence of recent annual influenza immunisation or willingness to obtain or evidence
- Evidence of full immunisation against COVID-19

The Enrolled Nurse at East Wimmera Health Service will hold:

- Ability to comply with the "Behavioural Outcomes" for this role.
- A current Working with Children Check for employment or willingness to obtain.

East Wimmera Health Service		
STANDARDS OF BEHAVIOUR		
Our staff will always:		Our staff will not:
Together	<ul style="list-style-type: none"> • Work as part of the team • Mentor others • Provide encouragement to others • Care for others the way they would like to be cared for themselves • Partner with consumers in decision making about their healthcare 	<ul style="list-style-type: none"> • Be self-centred • Have inappropriate conversations with others • Demonstrate a “can’t-do” attitude • Ignore feedback given by patients or colleagues • Avoid responsibility • Refuse to assist others with their workload
Honesty	<ul style="list-style-type: none"> • Be open & honest with ourselves and with others • Make ethical decisions • Bring ourselves to work • Maintain high levels of integrity • Be responsible and accountable 	<ul style="list-style-type: none"> • Be dishonest • Be unreliable • Pass the buck • Be lazy
Empathy	<ul style="list-style-type: none"> • Commit to delivering a positive health experience to every person every time • Show compassion to all people • Demonstrate empathy & understanding 	<ul style="list-style-type: none"> • Be sarcastic • Be judgmental • Make care decisions without consulting the consumer
Community	<ul style="list-style-type: none"> • Maintain customer focus • Lead by example • Be responsible & accountable for their own actions • Stand up and take action • Escalate issues or behaviours of concern 	<ul style="list-style-type: none"> • Be hypocritical • Contribute to rumours • Discriminate against others • Think they’re better than others • Be passive
Open	<ul style="list-style-type: none"> • Demonstrate consistency • Treat people equally • Be considerate & understanding • Be collaborative and collegiate • Deal with issues 	<ul style="list-style-type: none"> • Demonstrate favouritism & exclusion • Withhold information • Ignore issues
Respect	<ul style="list-style-type: none"> • Maintain confidentiality & privacy • Be punctual • Listen to others & accept differences • Respond courteously • Greet all people by saying hello, smiling and introducing themselves • Be culturally informed and sensitive • Respect diverse opinions 	<ul style="list-style-type: none"> • Be arrogant • Be disrespectful • Display rudeness • Bully, harass or display aggression • Allow unacceptable behaviour
Excellence	<ul style="list-style-type: none"> • Expect and deliver excellence • Persevere to do the best job they can • Strive continuously to improve • Be professional & enthusiastic • Have the courage to question what we do 	<ul style="list-style-type: none"> • Give up • Accept mediocrity • Leave an untidy workplace

Staff at EWHS must also comply with both the Industry and organisational Code of Conduct



RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency			
	Occasionally	Regularly	Continual	NA
<u>Work Environment</u>				
• Work with the possibility of extended hours	✓			
• Work in locations geographically separated from main facility	✓			
• Working off site which may include clients homes				✓
• Clinical areas			✓	
• Travelling or Driving in cars on a regular basis	✓			
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities			✓	
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		✓		
• Sitting at the computer for extended periods of time		✓		
• Sitting in meetings for extended periods of time	✓			
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment	✓			
• Patient Handling (<i>No Lift Program operates throughout EWHS</i>)		✓		
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)		✓		
<u>Work relationships</u>				
• Work in a team environment and at times independently			✓	
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> ○ colleagues and other hospital staff ○ members of the public ○ Patients and relatives 			✓ ✓ ✓	



Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS 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.

Name (please print) _____

Signature _____

Date _____

Document Control	
Executive Sponsor: Director of Clinical Services	
Manager Responsible: Director of Clinical Services	
Author(s): Director of Clinical Services	
Last Review: 02 May 2023	Next Review: 02 May 2025