



Cultivating Healthy Communities

Position Title:	Enrolled Nurse Trainee
Reports To:	Nurse Unit Manager \ Nurse in Charge
Direct Reports:	NA
Department:	Clinical Services
Classification:	IB40 Trainee Year 1 IB41 Trainee Year 2
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

Enrolled Nurses are a critically important part of East Wimmera Health Service (EWHS), delivering high quality patient care while also building good relationships with the patients, clients and residents they're caring for.

The Enrolled Nursing Traineeship is a 2-year contract, 5 days per week whereby trainees are paid to study and work while they become qualified Enrolled Nurses.

Trainees must be accepted to undertake this training by EWHS's partner Approved Training Provider and complete the Diploma of Nursing as students of EWHS's partner Approved Training Provider. Trainees undertake this by being on campus at the Approved Training Provider for three days a week and working in one of our 5 EWHS Public Sector Residential Aged Care Services (PSRACS) two days per week. This position will be supernumerary for the duration of the Diploma.

POSITION SPECIFIC RESPONSIBILITIES

Clinical Care

- Provides high quality resident 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 resident care in accordance with organisational, clinical and residential aged care policies and procedures.
- Effectively communicate with other team members to ensure high quality / timely care is provided.
- 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 to the Registered Nurse in charge.
- Other duties as directed.

Teamwork

- Communicate respectfully with all employees in accordance with EWHS Value and Standards of Behaviour.
- Perform all 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.
- Participates in meetings and other forums as required.

Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS policies and procedures that relate to this position and the organisation.
- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Participate and contribute in occupational health and safety activities to ensure a safe work environment for consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Adhere with EWHS's Occupational Health and Safety policies and participate in appropriate safety education and evaluation activities.

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.

PERFORMANCE INDICATORS

- Achieves full compliance with the Education Training Schedule (ETS).
- Attends EWHS's partner Approved Training Provider's training and works towards completion of Diploma.
- Communicates professionally and effectively with the team and consumers.

KEY BEHAVIORAL COMPETANCIES

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

KEY SELECTION CRITERIA

- Understanding of nursing.
- Interest in working with and caring for people.
- Commitment to enrol and undertake Diploma training through EWHS partner Approved Training Provider.
- Developed literacy and numeracy skills.
- Problem solving abilities.
- Good communication and interpersonal skills.
- Evidence of recent annual influenza immunisation or willingness to obtain prior to commencement.
- Evidence of full immunisation against COVID-19.

The Enrolled Nurse Trainee at East Wimmera Health Service will hold:

- A current National Police Check or ability to obtain a satisfactory check.
- A current Victorian Drivers Licence.
- Ability to comply with the "Behavioural Outcomes" for this role.
- A current employment Working with Children Check.

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			
<u>Work Environment</u>	Occasionally	Regularly	Continual	NA
• 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 		✓	✓	



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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): Pat Croft: Director of Clinical Services

Last Review: 27 May 2024

Next Review: May 2025