



## Cultivating Healthy Communities

<b>Position Title:</b>	Graduate Enrolled Nurse
<b>Reports To:</b>	Nurse Unit Manager & Clinical Support Nurse
<b>Direct Reports:</b>	Nil
<b>Department:</b>	Clinical Services
<b>Classification:</b>	EN Level 2.3
<b>Employment Conditions:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Qualifying Period</b>	Six 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

As a member of the health care team, the Enrolled Nurse (EN) is at the forefront of the provision of high quality nursing care to patients/clients on a daily basis. As a healthcare professional, the EN is accountable for:

- Providing care within the parameters specified by their professional qualification and the Nursing and Midwifery Board of Australia (NMBA).
- The EN works in collaboration with and under the supervision of Registered Nurses (RNs) who delegates the care of consumers that aligns with the individual EN's scope of practice.

## POSITION SPECIFIC RESPONSIBILITIES

### Clinical Care

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans. Implement planned nursing care to achieve identified outcomes
- Assess the clinical, non-clinical and social needs, including the identification of 'at risk' consumers and record with appropriate and accurate documentation in the consumers history and care plan and implement consumer specific risk minimisation strategies
- Recognise any signs of deterioration in consumer's condition and escalate to the NUM/ANUM. Document the variation in the consumer's history and care plan.
- Accurately reflect the consumers requirements, outcomes or events within prescribed East Wimmera Health Service documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with East Wimmera Health Service policies and procedures.
- Effectively develop discharge plans that reflect the needs of consumers and their significant others and demonstrates an understanding of the role of community providers with assistance.
- Effectively handover consumer status, progress and requirements to colleagues and other Health Professionals as required.
- Advocate for consumers and families with assistance and encourage participation in all stages of care continuum.
- Provide safe, high quality, evidence based care when attending to the consumer
- Perform other duties as required
- Practices in accordance with Infection control Standards
- Maintain Consumer confidentiality as prescribed by the relevant Acts and organisational policies and procedures

### Professional Competency & Development

- Maintain annual registration requirement and Continuing Professional Development (CPD) standards as outlined by the Australian Health Practitioner Regulation Agency for Nursing and Midwifery)
- Maintain knowledge, skills, and evidence-based practice through participation in professional development activities.
- Participate in the performance review and development program (PDR) process
- Undertake all assigned Education & Training Schedule (ETS) units as outlined by EWHS.

### 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 to 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 consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and participate in appropriate safety education and evaluation activities.
- Recognise and manage risk, ensuring that actions are taken to prevent and minimise harm to consumers and the healthcare workforce.
- Reports all incidents/hazards/injuries/near misses using VHIMS Central

## PERFORMANCE INDICATORS

It is expected that the Graduate Enrolled Nurse works under the supervision of a 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 consumers 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).
- Work collaboratively with all members of the multidisciplinary team

## KEY BEHAVIORAL COMPETENCIES

- |   |   |
|---|---|
| • Functional/Technical skills                       | • Patient Care                            |
| • Delivery of safe & quality best practice evidence | • Medical Knowledge                       |
| • Teamwork  | • Practice-based Learning and Improvement |
| • Interpersonal and Communication Skills            | • Professionalism                         |
|   | • System-based practice                   |

## KEY SELECTION CRITERIA

- Successful completion of a Diploma of Nursing qualification or equivalent within the last 10 months and less than 6 months post-diploma experience
- Registration as an Enrolled Nurse in Australia
- Possess proficient clinical skills
- Effective organisational skills, with respect to time management
- Well-developed written and verbal communication skills
- Effective interpersonal skills
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary healthcare team
- Demonstrated evidence of undertaking professional development activities to maintain and enhance nursing expertise
- A commitment to high quality, safe and person centred consumer care
- Evidence of recent annual influenza immunisation or willingness to obtain (unless a valid exemption applies)
- Evidence of full immunisation against COVID-19



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

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

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

**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			
Work Environment	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	✓			
Work Activity				
• 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 &amp; procedures in place to prevent contact</i> )		✓		
Work relationships				
• 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"> <li>○ colleagues and other hospital staff</li> <li>○ members of the public</li> <li>○ Patients and relatives</li> </ul>			✓ ✓ ✓	



# 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: Nurse Unit Manager / Clinical Support Nurse	
Author(s): Leonie Mactaggart – Human Resources Manager, Tania Scarce & Kyra Petrie – Clinical Support Nurses.	
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