

Position Description

ENROLLED NURSE

Vision: To enrich the health and wellbeing of the community

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| NAME _____ | |
| REPORTS TO | Nurse Unit Manager Department: Clinical Services |
| AREA OF RESPONSIBILITY | The Enrolled Nurse (EN) is an integral member of the clinical team, working with the Associate Nurse Unit Manager and the Registered Nurse working within their scope of clinical practice to ensure the delivery of quality person centred care in a variety of clinical settings. |
| ESSENTIAL | <ul style="list-style-type: none"> • Certificate IV or Diploma in Nursing • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse • Behavioural qualities reflecting BDH core Values |
| DESIRABLE | <ul style="list-style-type: none"> • Medication Endorsement • Knowledge of Studer and People Excellence Every Time (PEET) |
| SAFETY AND QUALITY | <p>The Enrolled Nurse has a responsibility to ensure the safety and quality of all BDH clients and residents by participation and adherence to the BDH Quality and Safety program. The EN will;</p> <ul style="list-style-type: none"> • Exhibit above average knowledge of BDH's Risk Management policies and procedures, and be able to recognise risks and report any identified risks whilst performing day to day duties. • Clearly model behaviour that supports the organisations commitment to safety, quality and person centred care. |
| CLASSIFICATION | Dependant on qualification and routes of Medication Administration held in accordance with the determination of the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020. |
| HOURS OF WORK | As per contract |
| VISION STATEMENT | To enrich the health and well-being of our community |
| CORE VALUES | <p>Impartiality <i>All decisions will be made objectively considering all relevant and known facts</i> <i>All people will be treated equally and fairly, recognising individual abilities</i> <i>Client focus</i> <i>Be an advocate for our clients</i> <i>All information related to persons and BDH will be treated as confidential</i> <i>Demonstrates personal standards of consistency, tolerance and patience</i></p> <p>Accountability <i>Carryout work practices in a responsible and ethical manner</i> <i>Actively support and communicate with members of the team</i> <i>Share knowledge and achievements</i> <i>Actively encourage a workplace free from bullying, harassment and discrimination</i> <i>Promote a culture of learning; encourage innovation in the workplace</i> <i>Monitors the impact of one's own behaviour on others</i> <i>Shows excellence in best practice and adheres to BDH policies and procedures</i> <i>Works with a team focus</i></p> <p>Integrity <i>Maintain a sense of humour, warmth and tolerance and is truthful</i> <i>Perform work in a courteous, efficient and professional manner</i> <i>Respect, support and value work colleagues</i> <i>Recognise and support others people's differences</i> <i>Supports a "no blame" culture in reporting incidents and helping to resolve them</i></p> |

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| KEY SELECTION CRITERIA | <p>KSC 1 Sound knowledge and skill in relation to nursing care, relevant to experience and scope of practice</p> <p>KSC 2. Good understanding and adherence to the principles underpinning person centred care.</p> <p>KSC 3. Proven time management and prioritisation skills</p> <p>KSC 4. Well developed interpersonal communication skill and the ability to communicate professionally and effectively with patients and colleagues.</p> <p>KSC. 5 Ability to set goals and objectives and meet deadlines as required</p> <p>KSC 6. Thorough knowledge and experience in quality improvement processes and understanding of the Aged Care and Australian National Quality Health Standards</p> <p>KSC 7. Evidence of a commitment to ongoing professional development</p> |
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SPECIFIC FUNCTIONS AND REPSONSIBILITIES

| Key Responsibility Area 1 | DESCRIPTION |
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| <p>Personal & Professional Development</p> <p><i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i></p> | <ul style="list-style-type: none"> • Maintain current registration with AHPRA as an Enrolled Nurse. • Maintain own clinical expertise through ongoing relevant professional development and promotes professional development amongst the clinical team. • The EN follows the set clinical standards to delivering quality person centred care which fosters and maintains a learning environment for all staff. • Actively participates in the support and orientation of students and new staff. |
| Key Responsibility Area 2 | DESCRIPTION |
| <p>Customer Service</p> <p><i>Evidence of positive feedback and consumer satisfaction.</i></p> | <ul style="list-style-type: none"> • Exhibits a commitment to clinical excellence that is based on the delivery of person centred care. • Ensure all stakeholders are educated to recognise the health needs of the patient/resident/client which encourages self care and promotes independence. • Observes, documents and reports accurately to the nurse in charge any general and specific physical and behaviour changes in condition. These changes may include but are not limited to; social and emotional issues, changes or concerns to vital signs, food or fluid intake or output. • Effectively communicates between the client/resident/patient, carers and other health professionals in a sensitive and professional manner. • Works to maintain the highest level of confidentiality on all issues relating |

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| | <p>to the health service, residents/patients/clients and colleagues.</p> <ul style="list-style-type: none"> • Demonstrated commitment to ensuring all women, men, people from diverse cultural experiences, including Aboriginal and Torres Strait Islander people, class positions and social circumstances, sexual orientations, health and illness conditions are treated appropriately according to their specific needs. |
| <p>Key Responsibility Area 3</p> | <p>DESCRIPTION</p> |
| <p>Administration & Documentation</p> <p><i>Through the use of BDH processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p> <p><i>Department is managed within budget</i></p> | <ul style="list-style-type: none"> • Works within scope of practice under the delegation and direction of the Registered Nurse • Ensure individual care plans are followed for all residents/patients/clients. • Actively participate in the Discharge Planning Process to ensure continuation of quality care and services. • Participate in the documentation process required for optimal ACFI returns and other funding streams as they arise. • Assists in the development of clinical policies and procedures in line with current best practice. • Demonstrated ability to accurately estimate resource requirements for particular tasks. • Raises resource issues in a constructive and solution-focused manner in consultation with the nurse in charge. |
| <p>Key Responsibility Area 4</p> | <p>DESCRIPTION</p> |
| <p>Technical Skills and Application</p> <p><i>Demonstrated knowledge and application of the skills required for this position.</i></p> <p><i>This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p> | <ul style="list-style-type: none"> • Ensure all care is delivered and evaluated in a person centred manner in accordance with the Health services Policies and Procedures. • Understanding of the BDH organisational structure in relation to scope of authority. • Be conversant with the Commonwealth Government's accreditation standards and ensure continuously works towards all aspects of these standards across all clinical areas. • To become familiar with all emergency equipment, policies and procedures, in particular Cardiac Arrest procedures. Assist with training as required. • Ensure all physical and emotional requirements of patients/residents/clients are met by <ul style="list-style-type: none"> ○ Assisting the person with activities of daily living and encouraging independence where safe to do so ○ Respecting all individuals privacy, dignity, attitudes and religious beliefs ○ Assisting in the provision of an attractive, comfortable and safe home environment • Medication Endorsed Enrolled Nurses may administer medication under the assigned delegation of the Registered Nurse. • Demonstrate clinical skills including <ul style="list-style-type: none"> ○ Medication administration (where qualified) ○ Wound Management ○ Basic Life Support |

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| Key Responsibility Area 5 | DESCRIPTION |
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| <p>Teamwork & Communication</p> <p><i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of BDH.</i></p> | <ul style="list-style-type: none"> • Clearly & confidently communicate with people at all levels of the health service. • Liaise with Visiting Medical Staff, and other Health Professionals. • Work to resolve issues of conflict within the nursing team in a fair and diplomatic manner that reflects BDH policies and is in line with the Victorian Public Health Sector Code of Conduct, Expected Behaviours, Mission and Vision statements. • Participate in staff orientation, education and development as required. • Demonstrate leadership amongst the clinical team by providing clear direction achieving team goals.. |
| Key Responsibility Area 6 | DESCRIPTION |
| <p>Quality / Safety and Risk Management</p> <p><i>Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system.</i></p> <p><i>Act in accordance with all relevant external legislation and internal BDH policies and procedures that relate to this position and the organisation.</i></p> | <p>Understand the importance of the quality and safety system at BDH and assume responsibility for the delivery of the system through;</p> <ul style="list-style-type: none"> • Active participation in quality improvement activities. • Actively participate in staff meetings and professional development programs • Demonstrated knowledge of the Fire Safety and Evacuation Procedure. • Working knowledge of the BDH Infection Control, OH&S and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team. • Attends to mandatory training • Mentors students and new staff • Skills to be competency assessed by attending face-to-face education or on-line education. • Actively shows participation in change management |

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| Performance Indicators |
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| <p>The EN performance will be monitored against the following indicators:</p> <ol style="list-style-type: none"> 1. Evidence that comprehensive nursing care is provided which is consistent with a patients/residents care planning 2. Best practice is being delivered and documented in patient/resident records 3. Proof of promotion, leadership and team work on actions supportive of BDH maintaining accreditation under the Aged Care and National Safety and Quality Health Standards 4. Verification of the provision of a positive work place environment that shows professional conduct and communications with other health stakeholders (especially with VMO's, Pharmacist's and allied health practitioners.) 5. Active engagement and involvement in ACFI processes, systems and documentation. 6. Achievement of duties as assigned by the Nurse Unit Manager |

| Actively participates in role modelling above/below the line behaviours supporting the team to bring behaviours above the line. | |
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| Principle/Value | Associated Behaviours |
| Services are client focused | <ul style="list-style-type: none"> • Having the courage to question what we do • Determined to do the best job you can • Striving continuously to innovate and improve • Being professionally and enthusiastic • Maintaining client focus |
| Through impartiality, the rights and choices of people are respected | <ul style="list-style-type: none"> • Showing compassion to all • Demonstrating empathy and understanding at all times • Working as a team and mentoring others • Providing encouragement to others |
| Accountability is demonstrated through our actions | <ul style="list-style-type: none"> • Maintaining confidentiality and privacy at all times • Listening to others and accepting differences • Being punctual • Responding courteously • Greeting all people by saying hello, smiling, introducing yourself, being culturally sensitive • Demonstrating consistency in decision making • Treating people equally being considerate and understanding • Being collaborative and collegiate |
| Care and services delivered in a manner which demonstrates integrity | <ul style="list-style-type: none"> • Being honest • Leading by example • Being responsible and accountable for your own actions |

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PERFORMANCE REVIEW

A performance development and review process will be carried out three months after commencement, and on an informal basis and thereafter on a formal annual basis.

I acknowledge that I have received a copy of this position description. I have read (or had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Employee:Date :

Associate Nurse
Unit Manager:Date:

Nurse Unit Manager: Date:

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| Review | |
| 3 Months | <input type="checkbox"/> |
| 6 Months | <input type="checkbox"/> |
| Annual | <input type="checkbox"/> |

Issued: September 2nd, 2009

Reviewed: May 2012, August 2013, August 2014, September 2016.