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| **Position Title** | Enrolled Nurse  |
| **Position Number** | N5908 |
| **Department** | Garden View Court |
| **Classification** | Enrolled Nurse Level 2  |
| **Agreement**  | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-20  |
| **Reports to:** | Nurse Unit Manager  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide and maintain a high standard of nursing care and service delivery to a wide range of people with different needs and expectations.

**Department / Unit Specific Overview**

Garden View Court is a 24 bed residential aged care facility. Our aged care services focus on the individual, their family, friends and community, Individualised care is assured by identifying the Residents personal preferences and interest in all areas across the social and clinical spectrum. This facility supports residents needs in the cognition and behaviour domain with many patient having varying degrees of dementia. We have adopted the Montessori environment approach to provide purpose and stimulation through everyday activities. This approach supports our residents to live their lives to the fullest and make the most of the services we have to offer.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’.  We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

1. A system geared to prevention as much as treatment
2. Everyone understands their own health risks
3. Illness is detected and managed early
4. Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

1. Care is always there when people need it
2. More access to care in the home and community
3. People are connected to the full range of care and support they need
4. There is fair access to care

**BETTER CARE**

1. Target zero avoidable harm
2. Healthcare that focuses on outcomes
3. People are active partners in care
4. Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board of Australia Standards for Practice for an Enrolled Nurse.
* Recognises own limitations in practice and abilities and seeks input from more experienced clinicians and help as necessary
* Provide physical, emotional and environmental assistance for patients / residents / clients in your designated area
* Safely and effectively assess, and monitor patients within own abilities and scope of practice in consultation with more experienced clinicians when problems or more complex care is required
* Prioritises workload based on needs, acuity and optimal time for intervention and co-ordinates working within a team setting, delegating work tasks within scope of practice
* Participate in the teaching and coaching of students in their ability to provide safe and effective care
* Maintain accurate, complete and up-to-date documentation on activities and patient care
* Provides care to patients / residents / clients that is informed by clinical best practice
* Contribute to the implementation of safety and quality initiatives
* Ensure that all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination

Key Selection Criteria

**Essential Criteria:**

* Completion of an NMBA approved Diploma of Nursing
* Registration as an Enrolled Nurse through AHPRA
* Commitment to a high standard of personal appearance and conduct that is clean, neat, tidy, punctual and respectful in language and manner towards staff, patients, residents and visitors
* Demonstrated strong written and verbal communication and organisational skills
* Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team
* Commitment to flexibility and innovation in practice including an evidence based approach to care
* Demonstrate adequate computer literacy skills for use within the designated area
* Current drivers licence

**Must comply to having or completion of:**

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)

**Desirable Criteria:**

* Currently holding an NMBA approved qualification in administration of medicines as per the requirements of the designated area

**Acknowledgement**

Employee Signature:

Employee Name: Date:

Manager Signature:

Manager Name: Date:

**Developed Date: December 2019**

**Developed by: Director of Clinical Services**