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| **Position Title** | Endorsed Enrolled Nurse |
| **Position Number** | N5920 |
| **Department** | Willaura Healthcare |
| **Classification** | IB69-IB72 - Enrolled Nurse |
| **Agreement** | [Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 202](http://intranet/Files/Awards/Nurses%20(Victorian%20Public%20Health%20Sector)%20MECA%202007-2011%20(Public).pdf)4 |
| **Reports to:** | Nurse Unit Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Enrolled Nurse who provides and is responsible for the clinical care of patients and residents.

**Department / Unit Specific Overview**

Willaura Health Care and Parkland House Hostel are part of East Grampians Health Service located 37 kms south of Ararat. The Health Service consists of 8 Acute and 2 nursing home beds. Parkland House Hostel consists of 10 Hostel bed. Willaura meets the stringent health standards and is fully accredited by the Australian Council of Health Care Standards and Aged Care Standards and Accreditation Agency. Willaura is well supported by community health allied health services and district nursing based in Ararat.

**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**

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

**BETTER ACCESS**

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

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* 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,%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**

* Function in accordance with legislation, professional standards and practice guidelines.
* Work collaboratively with all staff EGHS.
* Ensure all patients, visitors and staff are treated with respect, dignity and courtesy.
* Demonstrate a commitment to organisational change.
* Accurately document patient care in accordance with health service guidelines.
* Promote and maintain an environment of teamwork and professionalism.
* Act responsibly and reasonable in relation to rostering practices.
* Demonstrate compliance and achievement of annual competency.
* Demonstrate efficient use of resources.
* Participate in the patients assessments and ensure care and changes in presentation are documented clearly and actioned as required.
* Actively promote and participate in quality improvement activities.
* Comply with EGHS integrated risk management framework.
* Identify areas of nursing practice where improvements can be made to the quality of patient care.
* Maintain patient care knowledge.
* Participate in review and development of personal professional development plans.
* Maintain accurate and timely documentation.
* Participate in information and data collection as required.
* Ensure that the affairs of East Grampians Health Service, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of East Grampians Health Services.

**Key Performance Indicators**

* Accuracy and timeliness of work completed
* Mandatory in-service sessions on emergency procedures are attended.
* Relationship building
* Process improvement
* Annual professional development plan

Key Selection Criteria

**Essential Criteria:**

* Current qualifications and registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency.
* Medication endorsement including IV administration.
* Well developed communication and interpersonal skills.
* Demonstrated ability to contribute and practice as part of a multidisciplinary team.
* Well developed patient assessment skills.
* Demonstrated sound level of nursing skills.
* Commitment to flexibility and innovation in practice including an evidence based approach to care.
* Demonstrated computer skills.

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

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

**Acknowledgement**

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| **Employee Name:** |  | | |
| **Employee Signature:** |  | **Date:** |  |
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| **Manager Name:** |  | | |
| **Manager Signature :** |  | **Date:** |  |
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| **Developed Date:** | **July 2022** | | |
| **Developed By – Name:** |  | | |
| **Developed by – Title:** | **Manager Willaura** | | |
| **Date of Next Review:** | **July 2024** | | |