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| **Position Title** | Graduate Enrolled Nurse |
| **Position Number** | Various |
| **Department** | Education |
| **Classification** | IB68 – Enrolled Nurse Level 2 Diploma Year 1 |
| **Agreement**  |  Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024  |
| **Reports to:** | Nurse Unit Manager |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

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

**Department / Unit Specific Overview**

East Grampians Health Service (EGHS) Diploma of Nursing (EN) Graduate Nurse Program is offered to newly registered Enrolled Nurses looking to consolidate learning and build foundations of care. The program will foster and develop the foundation skills of nursing with each graduate enrolled nurse being provided the opportunity to experience 3 x four month clinical rotations in acute, sub-acute and residential aged care across two health organisations, being EGHS and Beaufort and Skipton Health Service (BSHS). The rotation possibilities include a combination of:

EGHS

* 70 Lowe Street – 45 bed Residential Aged Care
* Garden View Court Hostel – 24 bed Residential Aged Care

BSHS

* Beaufort Health Services - 10 acute and sub-acute beds, 27 Residential Beds
* Skipton Health Services – 6 Acute and sub-acute beds, 20 Residential Beds

**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 |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **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 |
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| **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 |
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| **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 (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS 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, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**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)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, 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 to 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. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* 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, consumers and visitors
* 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**

# **Personal & Professional Development**

* Maintain current registration with AHPRA as an Endorsed Enrolled Nurse.
* Maintain own clinical expertise through ongoing relevant professional development and promotes professional development among the clinical team.
* The EEN 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.

# **Customer Service**

* 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 consumer 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 consumer, carers and other health professionals in a sensitive and professional manner.
* Works to maintain the highest level of confidentiality on all issues relating to the health service, residents/patients/clients and colleagues.
* 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.
* Ensures all consumers and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination

**Technical Skills & Application**

* Ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board Standards for Practice for an Enrolled Nurse
* Recognises own limitations in practice and seeks input from more experienced clinicians as necessary
* Works within scope of practice to safely and effectively assess and monitor patients and seeks consultation with more senior practitioners when needed
* Provides care that is informed by clinical best practice

# **Teamwork & Communication**

* Clearly and 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 BSHS 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.

# **Quality / Safety & Risk Management**

* Demonstrate commitment to participating in continuous quality improvement initiatives as directed by manager.
* Reports all incidents/hazards/injuries /near misses using VHIMs system.
* Ensure adherence to organisational standards and mandatory education including but not limited to Medication Safety, Infection Control, Hand Hygiene, Basic Life Support, Risk Management, Bullying and Harassment, and Occupational Health and Safety.
* Follows directions of the Emergency Coordinator in the event of the activation of an emergency/disaster response.
* Actively participates in team meetings, professional development, infection control, emergency procedures, OH&S and manual handling, promoting compliance amongst the team

**Qualifications:**

* Recent completion of an NMBA approved Diploma of Nursing

**EGHS Accountabilities:**

* Compliance with all EGHS Policies and Procedures.
* At all times practices works within the vison, mission and values of Beaufort and Skipton Health Service.
* Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.
* Participation in the EGHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
* Ensures that the affairs of EGHS, its patients, consumers (residents), 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 will extend to the commercial and financial activities of EGHS.
* At EGHS, we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst EGHS employees.
* EGHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the EGHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues

Key Selection Criteria

**Essential:**

* Recent completion of a Diploma in Nursing
* Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Endorsed Enrolled Nurse
* Behavioural qualities reflecting EGHS & BSHS core Values

**Desirable:**

* Well –developed interpersonal skills and the ability to work as part of a team
* Work as an advocate for the EN GNP, displays professional, respectful conduct across both organisations
* Commitment to flexibility in clinical rotations and innovation in practice including an evidence based approach to care
* Demonstrates sound level of clinical nursing skills and the ability to work safely and effectively within the clinical area(s)

**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 (MM,YY) |  |
| Developed By Name | Developed by Title |
| Date of next review (12 months) |  |