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| **Position Title** | Enrolled Nurse |
| **Position Number** |  |
| **Department** | Perioperative Services |
| **Classification** | Dependant on qualification and experience  |
| **Agreement**  |  Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 202 - 2028  |
| **Reports to:** | Nurse Unit ManagerAssociate Nurse Unit Manager  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To provide and maintain a high standard of nursing in Perioperative Services.

**Department / Unit Specific Overview**

The EGHS Perioperative Department offers a wide range of services to meet the needs of the local community and the surrounding region. Perioperative services include two operating theatres, a 6 bay day procedure unit, central sterile supply department, a 4 bay recovery room and a renal dialysis suite. We offer a range of surgical procedures performed by visiting surgeons. These include; general surgery, gynaecology, ophthalmology, orthopaedics, urology, dental, ear nose and throat, caesarean section and certain emergency surgeries.

**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**

* Responsible for ensuring that clinical practice and delivery of care is consistent with the Nursing and Midwifery Board of Australia Standards for Practice.
* Accepts responsibility for own actions, recognises limitations in practice and abilities and seeks input from more experienced clinicians and help as necessary
* Provide physical, emotional and environmental assistance for patients in addition to supporting the team through counselling and education
* Plans, delivers, evaluates and reviews nursing care in partnership with the patient, their families, carers and the multidisciplinary team
* Prioritises workload based on needs, acuity and optimal time for intervention
* Provide supervision and mentorship to students and less experienced staff in their ability to provide safe and effective care
* Demonstrate accurate, complete and up-to-date documentation in line with EGHS policies and maintain a high documentation standard of all staff within the designated area
* Contributes to and supports the usage of best evidence to drive patient care
* 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
* Undertake the admission and discharge of patients to a high standard as required by your area of work
* Display competence in the areas of Anaesthetic, scrub, scout and PACU nursing

**Key Performance Indicators**

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high-quality health care through continuous improvement.
* Demonstrates commitment to personal and professional development and participate as an active member of a team.
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

Key Selection Criteria

**Essential Criteria:**

* Current qualifications and registration as an Endorsed Enrolled Nurse with the Australian Health Practitioner Regulation Agency.
* Demonstrated sound level of nursing in a perioperative environment or a keen interest in working in this field.
* Well-developed communication and interpersonal skills.
* Demonstrated ability to contribute and practice as part of a multidisciplinary team.
* Commitment to flexibility and innovation in practice including an evidence based approach to care.

**Desirable Criteria**

* Post-graduate qualification in a perioperative nursing

Must comply to having or completion of:

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

**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 |  |