|  |  |
| --- | --- |
|  | |
| **Position Title** | Endorsed Enrolled Nurse |
| **Position Number** | N5904 |
| **Department** | Acute Services - Inpatient Unit |
| **Classification** | Endorsed Enrolled Nurse Level 2 |
| **Agreement** | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028 |
| **Reports to:** | Nurse Unit Manager |

|  |  |
| --- | --- |
| **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.
* To adapt to a fast-paced environment
* To work as a member of a team of dynamic health professionals.

**Department / Unit Specific Overview**

East Grampians Health Service has a 29-bed inpatient unit offering a wide range of clinical services located at the main Ararat campus. The inpatient unit accommodates medical, surgical, paediatric, perioperative, midwifery and palliative care patients. Developing health service partnerships, EGHS aims to service the health care needs of patients within the community as well as neighbouring towns. EGHS offers a 24-hour urgent care centre which is supported by our local GP clinic. Other acute services provided include an on-site pathology laboratory and medical imaging services.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **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 (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(2023-27).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,%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**

* 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.
* Recent acute nursing experience.
* 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)
* Immunisation requirements (annually)

**Acknowledgement**

|  |  |
| --- | --- |
| Employee Name | |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature | Date |
|  |  |
| Developed Date (MM,YY) |  |
| Developed By Name | Developed by Title |