

Position Description Enrolled Nurse



Our Vision:

Leading our communities to excellence in integrated health and community services.

Our Mission:

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy:

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services:

Mallee Track Health and Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. MTHCS services include community and district nursing, a broad range of community and allied health services, neighbourhood houses, early childhood education and care, and access to primary health care. In addition, medical clinics, acute medical care, urgent care and residential aged care are provided at Ouyen and Sea Lake.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

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MTHCS Values

- **Accountability:** We define our expectations and are accountable for our actions.
- **Excellence:** We set high standards and continually strive to improve on them.
- **Compassion:** We treat everyone with care, respect and dignity.
- **Teamwork:** We work collaboratively and in the spirit of partnership.
- **Integrity:** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency:** We are open and honest and embrace positive change.

Mallee Track Health and Community Service is a smoke free workplace

DEPARTMENT: Nursing

POSITION TITLE: Enrolled Nurse

RESPONSIBLE TO: Nurse Unit Manager (Ouyen) or Director of Nursing (Sea Lake)

POSITION STATEMENT:

In accordance with the philosophy and policies of MTHCS, Government Standards and requirements, Nursing and Midwifery Board of Australia Enrolled Nurse Standards for Practice and relevant Legislation, the Enrolled Nurse utilises a problem solving approach in the delivery of nursing care. Collaborates with all members of the multidisciplinary healthcare team to contribute to the delivery of quality care

This position reports directly to the Registered Nurse. It is expected that the immediate supervisor will be informed of changes in patient's/resident's conditions and that any complex care needs or procedures will be undertaken with the knowledge or supervision of the Registered nurse on duty. An employee at this level works under both direct and indirect supervision according to the provisions of the Nurses Act of 1995.

KEY SELECTION CRITERIA:

Essential:

- Proven ability to apply high ethical standards, and represent MTHCS in a professional manner.
- Current Registration with Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse.
- Experience working in a healthcare setting.
- Experience working with older people and with chronic illnesses.
- Ability to work as part of a team.
- Excellent communication skills with customers, families and other staff.
- Well-developed computer skills.
- Well-developed organisational and time management skills.
- Current Victorian Driver's Licence.
- Current Police Check.

Desirable:

- An understanding of accreditation / certification processes.
- A commitment to working with the elderly.

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KEY RESPONSIBILITIES:

Organisational:

- To ensure all staff comply with regulatory requirements of relevance and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases consumer experience and person centred care.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.
- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to be aware of current policy.
- Actively involves patients in their own care, identifying agreed goals and actions for patient's treatment and care.
- Interacts effectively with doctors, patients/consumers and relatives, and allied health professionals to ensure cohesion of care for patients/consumers.
- Participates in staff meetings and other forums as required.
- Communicates with Nurse Unit Manager (NUM) or Director of Nursing (DON) and/or Registered Nurse on duty on health status and needs of patients/consumers. Communicates with NUM / DON on all operational issues.
- Maintains confidentiality on all matters relating to residents and their families at all times and on all other matters imparted in confidence.

Professional:

- Provides a high standard of clinical care to the patients and residents as delegated by the Registered Nurse in charge in line with the Nursing Services policies and procedures and the organisations philosophies and objectives.
- Maintains a knowledge and understanding of Health Service policies and procedures
- Contributes to compiling a comprehensive history from patients/consumers and/or families to identify care needs, by participating in admission and ongoing assessment.
- Maintains a high standard of nursing documentation, which accurately reflects care delivery and which will ensure validity for funding purposes
- As directed by the supervisor, contributes to care plans and implements patient/resident care, in consultation with patients/residents, families and other members of the care team
- By maintaining appropriate nursing documentation, contributes to a patient/consumer care plan that optimises patient/consumer health and wellbeing and is relevant to care needs.
- Contributes to evaluation of care plans to meet changing needs of patients/consumer.
- Responds to altered health status in patients/consumers by informing supervisor, families, doctors and allied health professionals as appropriate
- Other duties as directed.

Management:

- Undertakes sound documentation practices to ensure accurate records are kept and appropriate care is delivered
- Participation in the formulation of new procedures and review of existing procedures relating to the nursing service area.

Interpersonal Skills:

- Good written and oral communication skills.
- Ability to gain co-operation and assistance from customers and other staff.
- Ability to identify, discuss and resolve problems.
- High level of overall personal presentation.

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Child Safe Organisation

- Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

OCCUPATIONAL HEALTH & SAFETY AND ENVIROMENTAL - All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
 - Use any equipment provided for health and safety purposes.
 - Obey reasonable instructions given by MTHCS in relation to health and safety at work.
 - Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
 - Comply with all MTHCS OHS policies and procedures
 - Ensure they do not interfere with or misuse anything provided in the interests of health and safety
- Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

COMPULSORY TRAINING

As per the schedule

PERFORMANCE APPRAISAL

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
(staff member)

Print Name: _____

Signed: _____ **Date:** ____/____/____
(supervisor)

Print Name: _____

cc: Personnel File

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