

Enrolled Nurse

DEPARTMENT: Care Services

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

The Role:

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 responsibilities:

- 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.

PD No: 22	PD Authorised by: Executive Director of Nursing/Quality Manager	Issue Date: 15.03.24	Version: 8
		Page 1 of 4	
		Reviewed by: CEO & Directors	Last Reviewed: 15/03/2024
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer	Next Review Due: 15/03/2026	

- 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.

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.

Our Vision

Leading our communities to excellence in integrated health and MTHCS

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 is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

PD No: 22	PD Authorised by: Executive Director of Nursing/Quality Manager	Issue Date: 15.03.24	Version: 8
		Page 2 of 4	
		Reviewed by: CEO & Directors	Last Reviewed: 15/03/2024
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	Next Review Due: 15/03/2026

Our 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.

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 uphold these 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.

Mallee Track Health and Community Service is a smoke free workplace

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

PD No: 22	PD Authorised by: Executive Director of Nursing/Quality Manager	Issue Date: 15.03.24	Version: 8
		Page 3 of 4	
Reviewed by: CEO & Directors		Last Reviewed: 15/03/2024	
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer	Next Review Due: 15/03/2026	

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.

Acknowledgement

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: ____/____/____
Chief Executive Officer

Print Name: _____

cc: Personnel File

PD No: 22	PD Authorised by: Executive Director of Nursing/Quality Manager	Issue Date: 15.03.24	Version: 8
			Page 4 of 4
	Reviewed by: CEO & Directors		Last Reviewed: 15/03/2024
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 15/03/2026