



POSITION DESCRIPTION

POSITION TITLE:	Enrolled Nurse (EN) Level 1 / Level 2
DEPARTMENT:	Clinical Services
CLASSIFICATION:	EN Level 1 (IB61-IB65) / EN Level 2 (IB66-IB72)
INDUSTRIAL INSTRUMENT:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020 and subsequent agreements.
REPORTS TO:	Nurse Unit Manager (NUM) / Assistant Director of Nursing (ADON)
PRE-REQUISITES:	Essential: <ul style="list-style-type: none">• Current Registration with the Nurses and Midwifery Board of Australia and AHPRA or Membership of Relevant Professional Body.• Current Police Check.• Current Working with Children Check.• Current Flu Vaccination (evidence required).

KEY SELECTION CRITERIA:

- Achievement of competencies of an Enrolled Nurse in accordance with criteria as prescribed by the Nursing and Midwifery Board of Australia.
- Demonstrate well-developed communication and interpersonal skills.
- Possess knowledge of relevant legislation, particularly the National Health Reform, National Standards and Aged Care Standards.
- Demonstrated ability to deliver excellent clinical care standards in accordance with Benalla Health's philosophy, policies and procedures.
- Ability to work as part of a multi-disciplinary team and to work independently of others.
- An ability to represent as a patient advocate.
- Demonstrated ability to maintain confidentiality.

OUR PURPOSE:

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

OUR VALUES:

Compassion, Empathy, Accountability, Respect and Excellence.

POSITION SUMMARY:

The Enrolled Nurse position is a clinical role responsible for providing high quality nursing care to patients; residents and clients in Benalla Health under the direction of a Registered Nurse or supervisor.

RESPONSIBILITIES:

Professional Practice

- Practice in accordance with the Australian Nursing and Midwifery Accreditation Council Competency Standards for the Enrolled Nurse (<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx#competencystandards>).
- Accept accountability and responsibility for own actions within Enrolled Nursing practice.
- Demonstrate commitment to person-centred care and best practice standards.
- Ensure the delivery of a high standard of evidence-based nursing care to consumers.
- Demonstrate and maintain competency in the performance of clinical skills.
- Establish and maintain effective communication with all other health professionals and support staff, consumers, families, the community and external care providers.
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards.
- Demonstrate sensitivity, empathy and respect for customs, values and spiritual beliefs of others at all times.
- Ensure consumer complaints are escalated to the appropriate supervisor in accordance with Benalla Health's policies and procedures.
- Promote the Organisations' Values and Standard of Care through appropriate practices and encourage the same of colleagues.

Clinical/Management of Care

- Provide nursing care of individuals and groups within the Enrolled Nurse scope of practice.
- Complete comprehensive and accurate nursing assessments of patients/residents.
- Appropriate assessment tools and strategies are used effectively.
- Data is analysed and interpreted accurately.
- Deviations or changes in a patients' normal condition, including vital observations which may indicate deterioration, are acted upon appropriately and promptly.
- A plan of care is developed and documented in consultation with the patient/resident and relevant others and identifies expected outcomes, including a timeframe.
- Respond to patient and/or carer educational needs, referring to others where necessary.
- Planned care is implemented, evaluated and assessed.

Enabling

- Contribute to the promotion of safety, security and personal integrity of individuals and groups within the scope of Enrolled Nursing practice.
- Provide support and care to individuals and groups within the scope of Enrolled Nursing practice.
- Perform as an advocate and promotes an active partnership with patients, their carers and families to ensure safe and effective patient centred care.
- Advocate for nursing and midwifery within the organisation.
- The individual is treated with dignity and respect at all times.
- Strategies that encourage independence are identified and utilised.
- Communicate effectively with individuals and groups.
- Work is organised, coordinated and delivered according to priorities of care.
- Emergency management practices and drills are participated in, according to organisational policy.
- Establish and maintain collaborative relationships with colleagues and members of the health care team.
- The roles and functions of the health care team are recognised and understood.

Critical thinking and Analysis

- Practice within an evidence-based framework.

- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others.
- Demonstrate critical thinking in the conduct of Enrolled Nursing practice.

Financial Management

- Participate in cost saving strategies as directed.
- Identify opportunities to reduce costs and effectively manage resources across all functions.

SAFETY MANAGEMENT SYSTEMS:

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures.
- Reporting hazards and injuries.
- Participating in OH&S consultation and OH&S training.
- Cooperating with managers and supervisors to ensure that OH&S responsibilities are met by all.
- Not wilfully interfering with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measure put in place by the employer and any related OH&S requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

QUALITY & RISK:

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

POLICIES & PROCEDURES:

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the Benalla Health Intranet site.

RISK MANAGEMENT:

All staff have a responsibility to identify and report risks in their workplace. All staff are required to participate in risk management training identified as relevant to their position and level of employment.

CONFIDENTIALITY:

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

MANDATORY ORGANISATIONAL COMPETENCIES:

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete competencies as prescribed (on commencement, annually, every two years or as otherwise stated).

Refer to the organisations mandatory training policy for full details.

PREVENTION AND RESPONSE TO FAMILY VIOLENCE:

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at Benalla Health will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and morale.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

PERFORMANCE REVIEW & DEVELOPMENT:

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review.

If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

EMPLOYMENT CONDITIONS / HOURS:

The services provided by this organisation are offered to the community on a 24 hour day, 7 days per week basis. We will endeavour to meet individual preferences and needs however the incumbent acknowledges that this may not be possible in all instances.

DIVISION:

The employment with the organisation is offered in the Nursing Division. Staff may be required to work in different nursing units within the organisation to meet patient / resident needs.

This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.

This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE:/...../.....

MANAGER'S NAME: _____

MANAGER'S SIGNATURE: _____

DATE:/...../.....

CREATED: March 2013
REVISED: December 2020

Benalla Health

Aligning behaviours to our Values and Code of Conduct

Compassion	Empathy	Accountability	Respect	Excellence
In our team we ...				
<p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour</p>	<p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour</p> <p>reflect on our own behaviour</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour</p> <p>model and demonstrate polite behaviour</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	<p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p>
In our team we do not ...				
<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumour mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
Our standard is what we choose to walk past ...				