

# Position Description



## Enrolled Nurse

### Position Objective

- The Enrolled Nurse is primarily responsible for supporting the efficient and effective provision of acute and residential care services to patients/ residents as part of a team
- To participate in multi-disciplinary team environment to ensure the progression of client centred care within the service plan objectives
- To provide care to stable patients/ residents based on best practice; information gathering; systematic assessment and consultation within the multidisciplinary team. The Enrolled Nurse is required to report immediately to the Registered Nurse in the delivery of care to unstable patients/ residents
- Enrolled Nurses who have attained their first line emergency nursing (HLTEN620A) will assist the Registered Nurse to assess and monitor the unstable patient/ resident within the framework of direct and indirect supervision.

### Reporting

This position reports to the NUM, the After-Hours Nurse Managers and Registered Nurses

This position has the following direct reports:

### Primary Roles and Responsibilities

Requirements	<ul style="list-style-type: none"><li>• The Enrolled Nurse will have a patient/ resident allocation per shift and be responsible for knowing that the care is provided, documented appropriately, shared with the team and reported on to the following shift/ team</li><li>• Responsible for designated Team leadership under the indirect supervision of the Registered Nurse, work/shift planning and sharing of the work load for the effective management of the workload within the framework of the Australian Nursing Midwifery Council (ANMC) guidelines</li><li>• The Enrolled Nurse will administer medications under the direct and indirect supervision of a Registered Nurse</li><li>• The Enrolled Nurse will not organise the medication chart changes or medication rewrites with the General Practitioners without consultation with the NUM or the Registered Nurse in-charge of the shift</li><li>• The Enrolled Nurse may only administer medications to a patient/ resident who has been assessed as stable by a Registered Nurse</li><li>• Medication administration can be via approved enteral, intramuscular subcutaneous and topical route unless evidence of additional endorsement for intravenous route has been provided</li></ul>
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	<ul style="list-style-type: none"> <li>• The Enrolled Nurse can administer S2, S4, S4D and S8 medications</li> <li>• The need for PRN medications will be discussed with the Registered Nurse prior to administration</li> <li>• The Enrolled Nurse can count the S8 and S4D medication in the Drugs of Addiction Administration Books with a Registered Nurse</li> <li>• The Enrolled Nurses will work within the values of the Corryong Health team</li> <li>• Adhered to, ensuring patient/ resident allocation</li> <li>• Implement clinical best practice within the framework of the National Safety &amp; Quality Health Service Standards</li> <li>• The Model of Team STEPPS relating to communication and resolution of conflict will be observed and worked towards on every shift</li> <li>• The Enrolled Nurse is directly responsible to the Registered Nursing Staff on any rostered shift, and the Nurse Unit Manager for the efficient and effective delivery of direct care services for patients and residents and the After Hours Nurse Manager when applicable. Issues directly related to Residential Care and Acute Care setting should be reported to the Registered Nurse in Charge of the shift and the Nurse Unit Manager</li> <li>• All reasonable directives during a shift from a Registered Nurse will be followed</li> </ul>
<p>Efficient, Effective, Safe Service Delivery</p>	<p>Comply with organisation processes in carrying out:</p> <ol style="list-style-type: none"> <li>1. Continuous Quality Improvement aligned with National Safety and Quality Health Services Standards, Australian Aged Care Accreditation Standards, National Disability Insurance Scheme and Australian General Practice Accreditation Limited.</li> <li>2. Timely and accurate completion of data relating to service delivery.</li> <li>3. Reporting of outcomes / deliverables in line with funding agreements.</li> </ol>
<p>Professional Conduct</p>	<p>In your position, you are responsible for:</p> <ol style="list-style-type: none"> <li>1. The interchange and management of communication with internal and external stakeholders.</li> <li>2. Compliance with organisational code of conduct.</li> <li>3. Compliance with organisational policies and procedures, including infection control and confidentiality.</li> <li>4. Compliance with relevant legislation such as work health and safety, equal opportunity and anti-discrimination.</li> <li>5. Compliance with Code of Professional Conduct and Statement of Ethical Practice for National body relevant to this discipline.</li> <li>6. Behaving in a professionally responsible and accountable manner at all times.</li> <li>7. Compliance with Agency mandatory training Policy.</li> </ol>

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	<p>Flexibility in working role related to changing job requirements including:</p> <ol style="list-style-type: none"> <li>1. Willingness to take on activities or tasks that may fall outside of regular duties</li> <li>2. Capacity to identify and / or respond to areas of need within the workplace on negotiation with Line Manager</li> </ol>
<p>Immunisation Requirements</p>	<p>As per the Immunisation of Health Care Workers Procedure. Table 1 Risk Assessment Categories for Health Care Worker's.</p> <p>Staff Category A Vaccinate For:</p> <ol style="list-style-type: none"> <li>1. Diphtheria/Tetanus/Pertussis</li> <li>2. Poliomyelitis</li> <li>3. Measles/Mumps/Rubella if born since 1966 – 2 doses</li> <li>4. Hepatitis A</li> <li>5. Hepatitis B</li> <li>6. Varicella (chicken pox)</li> </ol> <ol style="list-style-type: none"> <li>1. Influenza (offer yearly)</li> </ol>

## Selection criteria

### Essential

1. Tertiary qualifications and current registration under the National Health Professions Registrations Act 2007
2. Broad generalist nursing experience in acute and aged care, with current Medication Administration endorsement or preparedness to undertake same, First Line Emergency Care Accreditation or willingness to undertake same
3. Knowledge of Aged Care Standards and ability to provide evidence based and clinically effective aged care
4. Demonstrated knowledge of, and alignment with organisational Vision, Mission and Values statements
5. Willingness to actively promote and work within the spirit of the organisations and teams value statements
6. Good communication skills and a commitment to teamwork
7. Demonstrated commitment to establishing a continuum of care model for patients and residents
8. Basic computer skills
9. Contribute to the development of policies and procedures; the quality improvement process and research projects within available resources and expertise
10. A demonstrated commitment to continued professional development for self and others
11. A commitment to working within a Total Quality Management/ Continuous Quality Improvement Framework
12. A commitment to providing excellent customer service
13. Demonstrates drive, commitment, and resilience, within a framework that highly values personal and staff wellbeing

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## Desirable

1. Relevant post graduate qualifications in Aged Care, Advanced Generalist Nursing, Rural Health, Peri-operative Care or Paediatric Nursing; haemodialysis
2. Relevant tertiary qualifications or willingness to undertake same
3. Demonstrated contemporary understanding of Primary Care Model of Health, Rural and Remote Nursing skills and qualifications, Chronic Disease Management and Community and Consumer participation in health

## Additional Information

Salary Package	Salary Packaging Available Employer Contribution to superannuation 9.5% Annual Leave Loading 17.5%
Hours	As per contract
Location	This position is based in Corryong
Criminal History Check	All final applicants for this position will be asked to consent to a criminal record check and a working with children check (where applicable).
ANZSCO	411411
Award / Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Award / Agreement Pay Code	IB60-IB75

I the undersigned agree to the conditions of this position description.

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Signature

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Employee Name (Printed please)