



KYABRAM DISTRICT HEALTH SERVICE

Position Title:	Enrolled Nurse – Medication Endorsed
Executive Manager:	Director of Clinical Services
Department:	Sheridan Nursing Home
Cost Centre:	J2050
Employment Conditions:	Nurses (Victorian Health Services) Award 2000 and Nurses (Victorian Public Health Sector) (Single Employer Interest) Enterprise Agreement 2012 – 2016 and its successors
Code and Classification:	Enrolled Nurse (IB66 – IB72)
Reporting To:	Nurse Unit Manager
Direct Reports:	NIL
Performance Review	Upon completion of 3 month probationary review and annually or as requested thereafter. There is a 6 month qualifying period
Key Selection Criteria:	<p><i>Mandatory:</i></p> <ol style="list-style-type: none"> 1. Current registration with the Nursing and Midwifery Board of Australia 2. Medication administration endorsement 3. Demonstrate knowledge and practice of the ANCI competency standards and the Nurses Act. 4. Understanding of/willingness to learn and participate in the quality process of Aged Care Accreditation. 5. Effective communication and interpersonal skills. 6. Compliant with AHPRA's requirements for ongoing professional development. 7. Satisfactory Police Check upon commencement, and every three years thereafter 8. Completion of KDHS Core Competencies (evidence must be provided prior to employment) <ul style="list-style-type: none"> • Metrofire • Hand hygiene • Manual handling theory and practice • Basic life support theory and practice • Safe medication management • Medication calculations • Introduction to aseptic non touch technique • Elder abuse • Preventing & managing occupational violence & aggression • Infection control Part 1 • Infection control Part 2 • VHIMS training Open disclosure <p><i>Desirable:</i></p> <ol style="list-style-type: none"> 9. Experience in Aged Care and Dementia Care. 10. Understanding of the benefits of massage therapy, aromatherapy and passive exercise programs in contemporary aged care, and willingness to participate in these programs on a daily basis.



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Our Purpose

Healthy Community, Local Care

Our Values

Empathy

We actively listen to understanding your feelings.

We show empathy by acknowledging others emotion

Individuals are included in decisions about their care and have their needs acknowledged

We provide choices and support individual wishes

Our actions demonstrate our compassion for others

Wellbeing

Safety is at the forefront of everything we do.

People feel safe in our care

We foster a person centred approach through flexible, individualised care.

We will support the physical, emotional, social and psychological health of all.

Community

People experience a welcoming, friendly approach.

We embody the cohesiveness and spirit of our communities.

Everyone feels connected and has a sense of belonging.

Our teamwork is built on cooperation, collaboration and communication

POSITION PURPOSE

The Enrolled Nurse contributes to the clinical management of residents within our aged care facility, Sheridan, under the supervision of the Registered Nurse Division 1.

As a member of the Sheridan team the appointee will contribute to the overall performance of the team consistent with Kyabram District Health Service Purpose and Values.



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KEY EFFECTIVENESS AREAS

K.E. 1	DESCRIPTION
<p>Personal & Professional Development</p> <p><i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i></p>	<ul style="list-style-type: none"> Continually develop both personally & professionally to meet the changing needs of your position, career & industry. Attend all mandatory training sessions provided by KDHS and be actively involved in other training & development as required. Actively participate in the Performance Management process as required. Ensure current competencies in areas as required by AHPRA. Accept and support change in direction or strategies affecting health care.
K.E. 2	DESCRIPTION
<p>Customer Service</p> <p><i>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.</i></p>	<ul style="list-style-type: none"> Achieve excellence in customer service, identifying that customers include patients, clients and residents, visiting health professionals, all staff employed by the Health Service, visitors and the community we are here to serve. Act in a professional manner at all times and positively promote the Health Service when dealing with internal & external customers. Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues. Ensure preferences and diversity, including culture, sexuality and disability, are respected towards all clients and staff. Treat all clients with respect & equality, whilst being responsive to their needs. Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries. Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times. Recognise and report compliments and complaints by customers. Care planning should ensure consultation with residents / representatives to ensure choice and decision making and a home-like environment. Act in accordance with Sheridan philosophy and objectives
K.E. 3	DESCRIPTION
<p>Administration & Documentation</p> <p><i>Through the use of the KDHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none"> Ensure that all documentation is accurate and completed in a professional and timely manner. Adhere to the Health Services Privacy Policy as it is a condition of employment. Any breach of the rules of privacy/confidentiality relating to the Health Services business, patients or medical records will result in disciplinary action and / or dismissal or a possible fine under the conditions of the Health Services Act (Vic). Report any accidents or incidents on relevant systems and notify Nurse in charge of anything significant. Report any changes in a resident's condition accordingly. Demonstrates a clear understanding of documentation required to support the care provided in accordance to Aged Care Accreditation Standards.



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K.E. 4	DESCRIPTION
<p>Technical Skills & Application</p> <p><i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> • Ensure sound and contemporary clinical skills • Ensure that appropriate resident care and activities are attended, complying with the individualised care plan (drawn up as a result of assessment) and meeting contemporary best practice models. • Participate in assessment of, and care planning and problem solving for residents. • Competent computer skills, understanding of ACFI data input and skilled use of the ManAd Plus program. • Be responsible for the correct administration of prescribed medication by any route in accordance with organizational policy and procedure. • Demonstrate a sound knowledge of and ensure work practices are in line with organisations infection control policies. • Take responsible care of Sheridan equipment. Report any faults or damage promptly and honestly. • Ensure all areas are adequately stocked and ward tidy for next shift.
K.E 5	DESCRIPTION
<p>Teamwork & Communication</p> <p><i>Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of KDHS.</i></p>	<ul style="list-style-type: none"> • Be aware of, and practice according to, KDHS purpose core values and strategies. • Demonstrate the ability to work consistently positively within a team to achieve team goals. • Foster effective working relationships within departments and between departments and resolve any conflict in accordance with Health Service procedures and our Values. • Ensure that all communication is professional, is channeled through the appropriate lines according to this Position Description and Health Policies and Procedures.
K.E. 6	DESCRIPTION
<p>Quality / Safety and Risk Management</p> <p><i>Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system.</i></p>	<ul style="list-style-type: none"> • Staff are responsible and accountable for patient safety and the quality of the care they deliver. This responsibility and accountability extends to the appropriate assessment, management and evaluation of risks of all patients the staff member care. This responsibility and accountability is directly related to but not inclusive of preventing and controlling hospital acquired infections, the safe administration of medications, the correct identification of patients, the effective clinical handover of patient information, all practices related to blood and blood products, the prevention and management of pressure injuries, the recognition and response to the deteriorating patient , the prevention of fall and harm from falls. • Act in accordance with all relevant external legislation & internal KDHS policies and procedures that relate to this position and the organisation. • Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards. • Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors. • Minimise exposure to incidents of infection / cross-infection of patients, residents, staff, visitors and the general public by adhering to the Health Services Infection Control policies and procedures. • Cooperate with the Health Services Occupational Health, Safety and



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	Risk policies and to participate in appropriate safety education and evaluation activities.
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OTHER POSITION REQUIREMENTS

- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

Inherent Physical Requirements

Kyabram District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<p><u>1 Nursing / Patient Care Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ work at other locations may be required ▪ shift work in most roles 	<p><u>2. Maintenance / Hotel Services / Food Services Staff Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ generic maintenance work, working at heights ▪ generic outdoor work ▪ operating machinery ▪ sitting, standing, bending, reaching, holding, lifting ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ work at other locations may be required ▪ shift work in some roles 	<p><u>3 Clerical / Administration Role</u></p> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ sitting, standing, bending, reaching, holding, lifting ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing ▪ work at other locations may be required ▪ shift work in some roles
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Approved By: _____ Supervisor Date: _____

Accepted By: _____ Incumbent Date: _____



KYABRAM DISTRICT HEALTH SERVICE

_____ Print Name

Issued: April 2014; Nov 2015	For Review: Nov 2017
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