

Position Description

"Healthy community"



DESIGNATION:	Enrolled Nurse Level 2 (Medication Endorsement)
REPORTS TO:	Direct – Nurse Unit Manager Indirect – Director of Clinical Services
CLASSIFICATION:	Enrolled Nurse Level 2
AWARD:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020 and subsequent agreements.

Purpose of Position

The Enrolled Nurse Level 2 (EN2) position is a clinical role responsible for clinical outcomes under the supervision of a Registered Nurse (RN).

The EN2 classification includes the following:

Certificate IV Entry	EN 2.1	Applies to an EN who has completed a Nursing and Midwifery Board Australia (NMBA) Certificate IV entry level without prior experience as an Enrolled Nurse (EN). On completion of each year of experience thereafter the employee will progress to the next increment up to and including EN 2.6
	EN 2.1-2.6	Applies to an EN who holds an NMBA approved qualification in administration of medicines with an Administration of Medication Scope of up to four routes . Experience includes experience as an EN prior to holding an Administration of Medication Qualification
Diploma Entry	EN 2.3	Applies to an EN who has completed an NMBA Diploma of Nursing entry level without prior experience as an Enrolled Nurse (EN). On completion of each year of experience thereafter the employee will progress to the next increment up to an including EN 2.7
	EN 2.3-2.7	Applies to an EN who holds an NMBA approved qualification in administration of medicines with an Administration of Medication Scope of all five routes . Experience also includes experience as an EN prior to holding the Administration of Medications Qualification

Translation of an existing EN as at 31 March 2012 who holds an NMBA approved qualification in administration of medicines with an Administration of Medication scope up to four routes is at the same increment or, where this no longer exists, the increment immediately above the current rate (prior to the wage increase at 31 March 2012) and on completion of each year of experience thereafter up to EN 2.6.

Translation of an existing EN as at 31 March 2012 who holds an NMBA approved qualification in administration of medicines with an Administration of Medication scope up to five routes is at the same increment or, where this no longer exists, the increment immediately above the current rate (prior to the wage increase at 31 March 2012) and on completion of each year of experience thereafter up to EN 2.7.

EN2 classification does not automatically advance to the EN3 classification. Maryborough District Health Service (MDHS) has a formalised process and criteria for this advancement and information regarding this process may be obtained from the Nurse Unit Manager.

Key Activities

1. Specific Responsibilities:

The EN2 classification is a clinical role that is under the supervision of a Registered Nurse (RN). Responsibilities include:

- Practice is in accordance with the ANMC National Competency Standards for the EN, which can be accessed at <http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx#competencystandards> .
- 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 EN2 level competency standards for clinical skills and responsibilities
- Promptly report any patient observations which are outside the normal range to the RN who is responsible for clinical supervision
- Contribute to the formulation of care plans in collaboration with the RN, individuals and groups
- Provide nursing care of individuals and groups within the EN2 scope of practice
- Establish and maintain effective communication with all other health professionals and support staff, consumers, families, external care providers and the community
- Maintain accurate and current medical records, ensuring documentation meets professional and legal standards
- Ensure consumer complaints are escalated to the Nurse Unit Manager (NUM) according to organisational policy
- The Enrolled Nurse will accept accountability and responsibility for their own actions within their scope of practice.

To competently perform in this position, the person should possess the knowledge, skills and experience based upon the following Key Result Areas and Performance Indicators:

Key Result Area 1	Performance Indicators
<p>Leadership and Professional Practice Demonstrates practice within the Vision, Mission and Values of Maryborough District Health Service and according to the intent and standards prescribed by the Australian Health Practitioner Regulation Agency www.ahpra.gov.au</p>	<ul style="list-style-type: none"> • Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the rights of individuals and groups • Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination • Collaborate with multi-disciplinary team members to achieve desired health outcomes for patients • Mentor or preceptor staff as directed by the Nurse Unit Manager or delegate • Ensure that optimal efficiency is achieved and quality of care is maintained • Consider the costs and budget implications in relation to work practices and consumables related to patient care • Demonstrate a commitment to organisational change • Assume accountability and responsibility for providing a high standard of direct patient care within the scope of practice for the Enrolled Nurse (Medication Endorsed) and in collaboration with the Registered Nurse through assessment, planning, implementation and evaluation of outcomes • Accept accountability for own actions and seek guidance from the Registered Nurse when limited by own level of expertise • Practice within policy and procedural guidelines • Respond to clinical changes in the patient's condition and initiate consultation with relevant medical/nursing and multi-disciplinary team as required • Accurately document patient care in accordance with health service guidelines • Ensure incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Nurse Unit Manager or delegate

	<p>is informed</p> <ul style="list-style-type: none"> • Participate in clinical handover as per MDHS policies and guidelines
Key Result Area 2	Performance Indicators
<p>Human Resources Management</p> <p>Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfactory work environment for staff</p>	<ul style="list-style-type: none"> • Support and maintain effective communication systems within the clinical specialty • Act responsibly in relation to rostering practices • Comply with health service policy regarding uniform and punctuality • Act to ensure Annual Leave and ADO liability comply with health service policy • Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit, ensuring compliance issues are addressed within an agreed timeframe • Demonstrate compliance and achievement of the annual competency for Medication Administration for Enrolled Nurse (Medication Endorsed) conducted by Maryborough District Health Service for Nursing and Health Education Nurse Educator • Demonstrate an ability to resolve conflict • Promote and maintain an environment of teamwork and professionalism
Key Result Area 3	Performance Indicators
<p>Business Management</p> <p>Demonstrates leadership and application of knowledge to operate within the agreed nursing budget for the clinical unit and the organisation's Financial Management framework</p>	<ul style="list-style-type: none"> • Support the core business of the clinical unit and the Nursing Directorate • Work within the 'Delegations of Authority' consistent with the role
Key Result Area 4	Performance Indicators
<p>Clinical Governance</p> <p>Demonstrates understanding, application of knowledge and implementation of the organisation's clinical governance framework to ensure the provision of high quality health care through continuous improvement</p>	<ul style="list-style-type: none"> • Assist the Nurse Unit Manager to monitor standards of professional practice and service delivery through Maryborough District Health Service Quality Framework to ensure all patients receive clinical treatment that is appropriate for their condition and based on currently available best practice • Contribute to the implementation and achievement of activities identified in the clinical unit's annual Quality Plan • Identify areas of nursing practice where improvement can be made to the quality of patient care • Support and actively participate in quality improvement activities • Represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager ensuring information is shared with the clinical team • Comply with Maryborough District Health Service integrated Risk Management framework • Identify clinical risk through incident reporting and analysis and record review • Participate in the Nursing Directorate Clinical Audit schedule • Assist the Nurse Unit Manager to objectively investigate complaints with point-of-service resolution and implementation of strategies to prevent reoccurrence • Comply with and participate in Maryborough District Health Service Governance Documentation framework • Actively participate in the EQiP National Standards/Aged Care Evaluation and Quality Improvement Program and preparation for organisational accreditation surveys

Key Result Area 5	Performance Indicators
<p>Learning Organisation Demonstrates commitment to personal and professional development of staff and ability to lead and develop a diverse clinical team and participate as an active member of a team</p>	<ul style="list-style-type: none"> • Participate in the orientation of staff as directed by Nurse Unit Manager or delegate • Facilitate, enhance and support the professional growth and development of staff within the clinical unit • Ensure educational opportunities are relevant, practical and timely according to the identified needs of the clinical unit • Maintain and promote awareness of legal and ethical implications of nursing practice • Maintain currency of knowledge and clinical expertise through attendance and participation in relevant courses, conferences, seminars and educational opportunities • Contribute to the development and ongoing review of the clinical unit portfolio framework • Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager • Initiate and progress projects relevant to the clinical specialty • Participate in the review of one's own professional development annually, with the Nurse Unit Manager, identifying key areas for professional and personal growth • Actively participate in leadership and management development opportunities internally and externally
Key Result Area 6	Performance Indicators
<p>Information Management Demonstrates knowledge and application of skills to ensure the organisation's information management goals are met</p>	<ul style="list-style-type: none"> • Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office© and the organisation's Health Information Management system • Demonstrate an understanding of the organisation's Health Information Management system at the level required to fulfill the role • Maintain accurate and timely documentation • Demonstrate verbal and communication skills • Maintain awareness of the organisation's approach to planning, implementation and management of information and communication technology • Participate in information and data management collections systems to assist in meeting both operational and strategic needs of the organisation
Key Result Area 7	Performance Indicators
<p>Organisational Expectations Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors</p>	<p>Person-centred Care/Practice</p> <ul style="list-style-type: none"> • Demonstrate a person-centred approach which places the patient at the centre of their own care needs and also considers the needs of carers • Ensure that patients are encouraged to be partners in care planning, goal setting and decision making • Ensure responsiveness to individual differences, preferences and cultural diversity of persons receiving care <p>Facilities and Equipment</p> <ul style="list-style-type: none"> • Maintain surrounds and equipment used within the role, ensuring that cleanliness and safety are adhered to at all times • Responsible for the reporting of any malfunctioning equipment and/or facility to the appropriate line manager • Dispose of waste promptly and according to Maryborough District Health Service Waste Management Policy • Ensure the safe and economical use of all resources both clinically and organisationally <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • Perform role in a safe manner by adhering to Maryborough District Health Service

	<p>Occupational Health and Safety policies, regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace</p> <ul style="list-style-type: none"> • Adhere to Infection Control policies and procedures as identified in the Maryborough District Health Service Infection Control Manuals • Adhere to emergency procedures as detailed in the Emergency Procedure Manual • Ensure compliance culture with Handle With Care <p>Equal Employment Opportunity</p> <ul style="list-style-type: none"> • Adhere to Maryborough District Health Service Equal Employment Opportunities policies and practices <p>Privacy and confidentiality</p> <ul style="list-style-type: none"> • Ensure that the affairs of Maryborough District Health Service, its patients, clients and staff remain strictly confidential and are not divulged to any third party, except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Maryborough District Health Service
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2. Organisational Responsibilities:

- Participate in team/departmental meetings and other organisational meetings if required.
- Participate in staff development and training if required.
- Maintain accurate records, statistics and reports as needed.
- Participate in service development if required.

Position Prerequisites

- Current Enrolled Nurse AHPRA Registration with an Administration of Medication qualification.

Willingness to embrace and promote our organisational values:



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

G – Genuine. Being consistently honest, trustworthy and accountable.

R – Respect. This is a reflection on our behaviours, attitudes and words, always being fair, honest and caring to those who we work and come in contact with.

E – Excellence. Only the best by us will do, achieving the highest standard of service and care.

A – Accountability. We consistently do what we say we are going to do by supporting and holding each other to account.

T – Togetherness. Working together to support common values and vision for shared goals.

Quality Improvement

Employees are required to participate with the organisation in the Quality Improvement program to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate courses of training required by the Health Service and to share knowledge with other staff members.

Risk Management

Each employee has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Employees who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All employees are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

Each employee has the right to a safe working environment and s/he should advise the supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to co-operate with the MDHS OH&S policies and to participate in appropriate safety education and evaluation activities.

Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each employee has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each employee must adhere to MDHS Policies in this regard and participate in education and training.

Each employee must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Infection Control

Each employee has the responsibility to minimise the risk of acquisition or exposure of infections to patients, residents, visitors and health care workers, arising from activities within the health care environment. Risk management strategies are to be supported by all staff in adhering to the Infection Control Policy Manual Guidelines.

Confidentiality

The employee has a responsibility to adhere to the MDHS Policies, as a condition of employment. They are required to maintain confidentiality with reference to all matters relating to the Health Service and patients of the Health Service, both internally and externally.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Key Selection Criteria

Essential

- KSC1** Demonstration of an NMBA approved qualification in administration of medicines with an Administration of Medication Scope of up to **four/five routes** (as applicable)
- KSC2** Demonstrates people and communication skills including relationship building, co-operation, conflict resolution, influencing others and facilitating open discussions
- KSC3** Demonstrates person-centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice and self-management
- KSC4** Demonstrates awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view
- KSC5** Awareness of limitations in own knowledge and seek appropriate education and training as required
- KSC6** EN who demonstrates commitment to professional development, maintaining a record of Continuing Professional Development (CPD) as per the Australian Health Practitioners Regulation Authority (AHPRA) requirements

Other Relevant Information

- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this Job Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- Probation Period is six (6) months from commencement. A Performance Review will be undertaken three (3) and six (6) months from commencement then quarterly, taking account of the key roles and responsibilities outlined in this position description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

Authorisations

Employee _____