



Position Description

Position title:	Endorsed Enrolled Nurse
Department:	Acute, Perioperative Services, Aged Care & District Nursing Service
Employment Conditions:	Nurses (Victorian Health Services) Award 2000 and Nurses (Victorian Public Health Sector) (Single Employer Interest) Enterprise Agreement 2016-2020 and its successors
Classification:	Endorsed Enrolled Nurse Level 2.1 to 2.7 (IB66 – IB72)
Executive Manager:	Director of Clinical Services / Director of Primary Health & Service Innovation
Reports to:	Nurse Unit Manager / Coordinator
Direct reports:	Nil

Kyabram District Health Service

Kyabram District Health Service provides an integrated range of acute, subacute, residential aged care and allied & primary health care services. Kyabram District Health Service has been providing services to the community since 1933.

KDHS is a passionate inclusive workplace that promotes and values diversity. We are a culturally diverse organisation with a wide variety of people from different races, cultures, age, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience and education background. We believe diversity drives innovation and we will continue to build and nurture a culture where inclusiveness is a reflex and where there is a deep sense of pride, passion and belonging that transcends any role.

Purpose

Healthy Community, Best Care

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 must provide high quality patient and client care, in a professional manner. Meet all legal requirements and the physical, social and spiritual needs of the patients and clients. The Enrolled Nurse shall only perform nursing functions in accordance with their educational preparation, within their scope of practice and their level of competence.

This position amongst others is responsible for promoting KDHS as a quality regional health service provider. All nursing staff of KDHS are guided by the organisations values, policies and guidelines and are required to abide by the Nursing and Midwifery Board of Australia – Professional Codes and Guidelines, & Registration Standards

Key Selection Criteria

QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

Essential:

- Current registration with Australian Health Practitioner Regulation Agency
- Administration of Medication Scope of four & five routes for Acute, Aged Care, District Nursing Service or all five for Perioperative
- Current clinical experience working in an acute setting
- Basic knowledge of patient management and information systems.
- Demonstrated commitment to ongoing professional development.
- Highly developed interpersonal skills and commitment to team objectives
- Demonstrated evidence of excellent time management and organisational skills
- Competent computer skills and knowledge of patient management and information technology systems
- Ability to work across KDHS in the event of clinical escalation
- Current Driver's License (DNS)

Desirable:

- Recent clinical experience in the perioperative department (if working in that area)
- Understanding of the dementia care and benefits of holistic care
- Current competency in Basic Life Support
- Knowledge of NSQHS Standards or the standards associated with the relevant area of practice

Employment Requirement:

- Satisfactory National Police Check prior to commencement and as required thereafter
- Satisfactory Working With Children Check prior to commencement and as required thereafter
- Employment is subject to compliance with KDHS HCWs Immunisations guidelines

Key Responsibilities

Position Specific

- Assist patients with nursing care within scope of practice
- Be accountable for medication administration as per policy
- Be familiar with emergency procedures and services relating to clients and staff, and understand your role in same
- Conduct patient assessment within scope of practice
- Ensure admission/discharge procedures are followed as per policy
- Identify changes in patient condition and report accordingly
- Participate in education programs to increase skill levels

Department Specific

Perioperative

- Adherence to ACORN guidelines and standards
- Competent and safe practice when delivering nursing care to patients in circulating/instrument nursing, anaesthetic and day procedure nursing
- Participate in a rotation program through all areas of the Perioperative Services to maintain skills level
- Responsible for setting up all required equipment and instruments for the following day's session, including checking orthopaedic joint instruments and prosthesis
- Stock replenishment and procurement ordering through oracle
- Process endoscopes
- Organise loan equipment when needed for specialists lists if required
- Be capable of providing care to the deteriorating patient or in emergency or resuscitation scenarios

Sheridan

- 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 the organisational policy and procedure
- Care planning should ensure consultation with residents / representatives to ensure choice and decision making and a home-like environment.
- Ability to complete Activities of daily living assessments, Risk assessments (e.g., Braden, FRAT, Mini nutritional, Cornell)

District Nursing Service

- Knowledge of UNITi
- Complex wound care in the home setting
- Palliative care in the home setting
- Be able to identify changes in patient health status and be prompt in reporting these changes to DNS Co-ordinator
- Ensure any faults or damages of hospital vehicles reported immediately
- Ensure safe driving practices

Organisational

- Understand and comply with the Code of Conduct for employees and all KDHS policies and procedures
- Demonstrate commitment to organisational values at all times
- Adhere to and maintain confidentiality in accordance with the Confidentiality Statement. 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).
- Minimise incidents of infection/cross infection of residents, staff, visitors and the general public by following policies and procedures
- Undertake a departmental orientation induction program and complete training requirements relevant to the position, including all mandatory training requirements
- KDHS adopts and applies the Victorian State Government Code of Conduct as well as its own. Each employee has the right to a work environment free from any form of workplace harassment and bullying
- Act in accordance with all relevant external legislation & internal KDHS policies and procedures that relate to this position and the organisation.

Occupational Health and Safety

- Cooperate with the organisation's OH&S policies
- Each employee has the right to a safe working environment and should advise their Manager of any risk or condition likely to result in accident or injury
- Ensure that work practices are carried out in such a manner that minimises risks to patients/clients/care recipients/residents, other staff members and visitors
- Complete VHIMS incident reports for any accidents, incidents, injuries "near misses", safety hazards and any Occupational Violence Aggression occurrences and report safety issues immediately to their manager/supervisor and/or Safety Representative
- Ensure that infection control policies, procedures and guidelines are followed and incorporated into daily work activities
- Ensure that work practices are carried out following the Manual Handling Procedure
- Support the promotion of wellbeing and KDHS as health promoting organisation

Personal and Professional Development

- 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.
- Maintain competence in all relevant areas of clinical practice.
- Maintain current best practice knowledge through journals, workshops and study days
- Accept and support change in direction or strategies affecting healthcare

Caregiver Philosophy

- Achieve excellence in providing care to patients, clients and residents, visiting health professionals, all staff employed by the Health Service, visitors and the community.
- Act in a professional manner at all times and positively promote the Health Service when representing KDHS both personally and professionally.

- Ensure preferences and diversity, including culture, sexuality and disability, are respected towards all clients and staff.
- Dress and personal presentation to reflect the organisation and KDHS Uniform Policy.
- Encourage and promote feedback from customers.

Administration and Documentation

- 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 VHIMS and notify Nurse in Charge of anything significant

Teamwork and Communication

- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards.
- Be aware of, and practice according to KDHS purpose, objectives, core values and strategies
- 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 channelled through the appropriate lines according to this Position Description and Hospital Policies and Procedures.
- Demonstrate the ability to work consistently positively within a team to achieve team goals.

Quality/Safety and Risk Management

- 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.

Inherent Requirements

KDHS has a duty of care to all employees. 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 the safety of others. The following table identifies physical and psychological work environment characteristics that are inherent requirements of the role.

<u>Consumer Care Role</u>	<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment/trolleys) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ working alone ▪ general administration & IT work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste 	<ul style="list-style-type: none"> ▪ exposure to substances and hazardous materials ▪ dealing with anxious or upset consumers or members of the public ▪ dealing with unpredictable behaviours ▪ driving motor vehicles ▪ work at other locations may be required ▪ participating in shift work in most roles
<u>Maintenance/Support Services Role</u>	<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 	<ul style="list-style-type: none"> ▪ work at other locations may be required ▪ participating in shift work in some roles ▪ driving motor vehicles ▪ use of personal protective equipment and handling ▪ general administration and IT work
<u>Administration Role</u>	<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ sitting, standing, bending, reaching, holding, lifting ▪ administration and IT work at varying levels ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing 	<ul style="list-style-type: none"> ▪ work at other locations may be required ▪ participating in shift work in some roles ▪ dealing with anxious or upset consumers or members of the public ▪ dealing with unpredictable behaviours ▪ driving motor vehicles

A signed pre-existing condition declaration form is required to be completed prior to commencement.

Accepted By: _____ Incumbent Date: _____

_____ Print Name

Issued: July 2020	For Review: July 2022
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This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.