



MDHS Position Description

POSITION:	Enrolled Nurse Level 2 (Medication Endorsement)
REPORTS TO:	Direct: Nurse Unit Manager Indirect: Operations Manager - Maryborough Indirect: Director of Clinical Services
CLASSIFICATION:	Enrolled Nurse Level 2
AWARD:	<i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020</i>

Maryborough District Health Service

Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.

The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses






MDHS employs over 450 staff and is one of the largest employers in the region.

MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.

Clinical Services	Acute – Medical/Surgical Amherst – 28 inpatient beds Dunolly – 2 inpatient beds	Allied Health Support for Inpatient Care	Central Sterilising Department
	Dialysis 6 chairs	Drug & Alcohol Detoxification	Maternity Services
	Palliative Care	Theatre – Same Day & Overnight	Post-Acute Care
	Pre-Admission Clinic	Urgent Care Centre 4 cubicles	Medical Imaging
Aged Care	Residential Wattlerise – 45 high care beds Avoca – 29 high and low care beds Dunolly – 19 high and low care beds	Respite Care Avoca – 1 respite bed	Transition Care Program Dunolly – 4 beds
Community Services	District Nursing	Chronic Disease Management	Oral Health Services
	Housing	Occupational Therapy	Physiotherapy
	Speech Pathology	Dietetics	Community Health
	Health Promotion	Social Support	Alcohol & Drug
Support Services	Administration	Building Services	Emergency Management
	Health Information	Hotel Services	Human Resources
	Quality & Risk	Staff Education	Student Management
	Finance	Occupational Health & Safety	Procurement & Supply



Position Description

Our Vision	
Healthy Community – Inspiring Health	
Our Purpose	
Empowering Health	We will improve the current general health status of the population and support individuals to better manage their health
Strengthening Services	We will continue to deliver and improve the range of primary and secondary level health services expected of a rural health service
Developing People	We will invest in our people and foster a vibrant and positive work culture.
Working with Partners	We will work collaboratively with our partners and other service providers
Our Values	
 GENUINE	We are consistently honest, trustworthy and accountable
 RESPECT	We are fair, honest and caring to those we work with and meet
 EXCELLENCE	We reflect the highest standards of service and care
 ACCOUNTABILITY	We do what we say we are going to do; we support each other and hold each other to account.
 TOGETHERNESS	We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values

The 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.

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



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- 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 is informed • Participate in clinical handover as per MDHS policies and guidelines
Key Result Area 2	Performance Indicators
<p>Human Resources Management 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 Demonstrates leadership and application of knowledge to operate within the agreed nursing</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



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<p>budget for the clinical unit and the organisation's Financial Management framework</p>	
<p>Key Result Area 4</p>	<p>Performance Indicators</p>
<p>Clinical Governance 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 EQUIP National Standards/Aged Care Evaluation and Quality Improvement Program and preparation for organisational accreditation surveys
<p>Key Result Area 5</p>	<p>Performance Indicators</p>
<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
<p>Key Result Area 6</p>	<p>Performance Indicators</p>



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<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
<p>Key Result Area 7</p>	<p>Performance Indicators</p>
<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 Occupational Health and Safety policies, regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace • 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

<p>Organisational Responsibilities</p>
<p>Organisational Values</p>



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Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

Equal Opportunity, Workplace Behaviours & Code of Conducts

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

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

Quality Improvement

Each staff member is required to participate in MDHS' Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.

Risk Management

Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members 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 staff members are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

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

Infection Control

Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.

All MDHS staff are required to have their influenza vaccination and COVID vaccination prior to commencement and provide evidence of the same. These vaccinations are a mandatory requirement of ongoing employment at MDHS.

Confidentiality

Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

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.

Pre-Employment Security Screening

All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.

A valid Employee Working With Children Check is also required for all positions.



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A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

No-Smoking Policy

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

Key Selection Criteria

Qualifications / Experience

1. Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Demonstration of an NMBA approved qualification in administration of medicines, with an Administration of Medication Scope of up to **four/five routes** (as applicable).

Specialist Expertise

3. EEN who demonstrates commitment to professional development, maintaining a record of Continuing Professional Development (CPD) as per the AHPRA requirements.
4. Demonstrates person-centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice and self-management
5. Demonstrates people and communication skills including relationship building, co-operation, conflict resolution, influencing others and facilitating open discussions.

Personal Qualities

6. Awareness of limitations in own knowledge and seek appropriate education and training as required
7. Awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory corporate training.

Acceptance



MDHS
Inspiring Health

Position Description

I understand, agree to and accept the role as outlined in this position description.

Staff Member's Name (please print)

Staff Member's Signature

Date
