



# Maryborough District Health Service

## POSITION DESCRIPTION

<b>Position Title:</b>	Enrolled Nurse Level 2
<b>Reports To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	Nil
<b>Directorate:</b>	Clinical Services
<b>Classification:</b>	Enrolled Nurse Level 2
<b>Employment Conditions:</b>	<i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024</i>
<b>Qualifying Period:</b>	6 months from commencement date.

### Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

### Our Vision

Changing the healthcare story with our community.

### Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

### Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

## 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).

## Key Responsibilities

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:

<b>Certificate IV Entry</b>	<b>EN 2.1</b>	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
	<b>EN 2.1-2.6</b>	Applies to an EN who holds an NMBA approved qualification in administration of medicines with an Administration of Medication Scope of up to <b>four routes</b> . Experience includes experience as an EN prior to holding an Administration of Medication Qualification
<b>Diploma Entry</b>	<b>EN 2.3</b>	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
	<b>EN 2.3-2.7</b>	Applies to an EN who holds an NMBA approved qualification in administration of medicines with an Administration of Medication Scope of all <b>five routes</b> . 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
- 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><b>Leadership and Professional Practice</b>            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  <a href="http://www.ahpra.gov.au">www.ahpra.gov.au</a></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination</li> <li>• Collaborate with multi-disciplinary team members to achieve desired health outcomes for patients</li> <li>• Mentor or preceptor staff as directed by the Nurse Unit Manager or delegate</li> <li>• Ensure that optimal efficiency is achieved and quality of care is maintained</li> <li>• Consider the costs and budget implications in relation to work practices and consumables related to patient care</li> <li>• Demonstrate a commitment to organisational change</li> <li>• 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</li> <li>• Accept accountability for own actions and seek guidance from the Registered Nurse when limited by own level of expertise</li> <li>• Practice within policy and procedural guidelines</li> <li>• Respond to clinical changes in the patient's condition and initiate consultation with relevant medical/nursing and multi-disciplinary team as required</li> <li>• Accurately document patient care in accordance with health service guidelines</li> <li>• 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</li> <li>• Participate in clinical handover as per MDHS policies and guidelines</li> </ul>
Key Result Area 2	Performance Indicators
<p><b>Human Resources Management</b>            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"> <li>• Support and maintain effective communication systems within the clinical specialty</li> <li>• Act responsibly in relation to rostering practices</li> <li>• Comply with health service policy regarding uniform and punctuality</li> <li>• Act to ensure Annual Leave and ADO liability comply with health service policy</li> <li>• Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit, ensuring compliance issues are addressed within an agreed timeframe</li> </ul>

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Demonstrate an ability to resolve conflict</li> <li>• Promote and maintain an environment of teamwork and professionalism</li> </ul>
<b>Key Result Area 3</b>	<b>Performance Indicators</b>
<p><b>Business Management</b> 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"> <li>• Support the core business of the clinical unit and the Nursing Directorate</li> <li>• Work within the 'Delegations of Authority' consistent with the role</li> </ul>
<b>Key Result Area 4</b>	<b>Performance Indicators</b>
<p><b>Clinical Governance</b> 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"> <li>• 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</li> <li>• Contribute to the implementation and achievement of activities identified in the clinical unit's annual Quality Plan</li> <li>• Identify areas of nursing practice where improvement can be made to the quality of patient care</li> <li>• Support and actively participate in quality improvement activities</li> <li>• 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</li> <li>• Comply with Maryborough District Health Service integrated Risk Management framework</li> <li>• Identify clinical risk through incident reporting and analysis and record review</li> <li>• Participate in the Nursing Directorate Clinical Audit schedule</li> <li>• Assist the Nurse Unit Manager to objectively investigate complaints with point-of- service resolution and implementation of strategies to prevent reoccurrence</li> <li>• Comply with and participate in Maryborough District Health Service Governance Documentation framework</li> <li>• Actively participate in the EQulP National Standards/Aged Care Evaluation and Quality Improvement Program and preparation for organisational accreditation surveys</li> </ul>
<b>Key Result Area 5</b>	<b>Performance Indicators</b>
<p><b>Learning Organisation</b> Demonstrates commitment to personal and professional development of staff and ability to lead and</p>	<ul style="list-style-type: none"> <li>• Participate in the orientation of staff as directed by Nurse Unit Manager or delegate</li> <li>• Facilitate, enhance and support the professional growth and development of staff within the clinical unit</li> </ul>

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

	<ul style="list-style-type: none"> <li>• Adhere to Infection Control policies and procedures as identified in the Maryborough District Health Service Infection Control Manuals</li> <li>• Adhere to emergency procedures as detailed in the Emergency Procedure Manual</li> <li>• Ensure compliance culture with Handle With Care</li> </ul> <p><b>Equal Employment Opportunity</b></p> <ul style="list-style-type: none"> <li>• Adhere to Maryborough District Health Service Equal Employment Opportunities policies and practices</li> </ul> <p><b>Privacy and confidentiality</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>
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## Generic Responsibilities

**Code of Conduct:** The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

**Compliance with policies and procedures:** All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety:** Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control:** Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality:** All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement:** MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

**Diversity:** Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### Pre-Employment Security Screening:

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- 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.

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## Key Selection Criteria

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### Essential

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

### Technical/Professional Knowledge and skills

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

### Desirable

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

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## Additional Information

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- 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 training.
- Redeployment to other services and sites within MDHS may be required.

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## Acknowledgement

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I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date**

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