

## POSITION DESCRIPTION

<b>Position Title</b>	Endorsed Enrolled Nurse
<b>Directorate</b>	Clinical & Community
<b>Manager</b>	Nurse Unit Manager
<b>Direct Reports</b>	No
<b>Enterprise Agreement</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
<b>Classification</b>	As per award
<b>Employment Status</b>	Refer to contract of employment
<b>Hours of work</b>	Refer to contract of employment
<b>Amendment Date</b>	January 2024
<b>Our Organisation</b>	
<p>Dhelkaya Health is a new health service on Dja Dja Wurrung country; it is the coming together of Castlemaine Health, Maldon Hospital and CHIRP Community Health.</p> <p>Dhelkaya Health is shaping a better health system for the people of Mount Alexander Shire and beyond, while staying true and local in everything it does.</p> <p>Dhelkaya Health delivers a diverse range of inpatient, outpatient, aged care, community health and outreach services to Mount Alexander Shire. It also delivers assessment, rehabilitation and allied health services to neighbouring shires. Dhelkaya Health is committed to the quality, accessibility and sustainability of acute, aged and community-based healthcare, and family and housing services.</p> <p>Dhelkaya Health has campuses in Castlemaine and Maldon.</p>	
<b>Position Overview</b>	
<p>The Enrolled Nurse works closely with the Nurse Unit Manager to lead a productive interdisciplinary team that delivers a high standard of person centred care. Within scope of practice, the EN will demonstrate a sound level of skills in assessment; care planning, practice and evaluation in the provision of care to clients and their significant others.</p>	
<b>Specific Accountabilities</b>	
<p><b>Provision of person centred care</b></p> <ul style="list-style-type: none"> <li>• Undertake sound assessments on admission, at the beginning of each shift and at times of clinical change and report findings to the RN</li> <li>• Contribute to care planning for clients based around the client's needs, goals, wishes and values and encompasses the physical, psychosocial, cultural and spiritual dimensions</li> <li>• Deliver a sound level of care to a case load of clients in line with the care plan</li> <li>• Monitor, evaluate and review goals of care with the client, report changes to the RN</li> <li>• Practices appropriate and defensible documentation</li> <li>• Ensures relevant clinical information is communicated in a timely and confidential fashion</li> <li>• Contribute to discharge and transfer planning by reporting findings to the RN</li> </ul> <p><b>Critical thinking and analysis</b></p> <ul style="list-style-type: none"> <li>• Expected to base practice on evidence and challenge tradition</li> <li>• Contribute to research, evaluations and quality activities</li> <li>• Will precept/coach EN students and help orientate new staff in the delivery of person centred care</li> <li>• Engage in reflective practice</li> </ul>	

## POSITION DESCRIPTION

### **Collaborative and therapeutic practice**

- Develops sound therapeutic partnerships with clients
- Demonstrates a sound level of skill in communication
- Is able to provide information to patients and carers in line with their needs and capacity
- Ensure that care is provided in a safe environment by assessing risk, planning interventions and promptly reporting risk/problems
- Works positively and productively with staff from all areas of the health service
- Keeps up to date and follows organisational policy, procedures and guidelines

### **Professional practice**

- The EN will work within a legal and ethical framework
- Take responsibility to ensure a comprehensive level practice knowledge in the area of clinical practice
- Will work within own scope of practice
- Works under direction from senior staff
- Under national registration it is the responsibility of the EN to provide evidence of CPD and may be audited by AHPRA at any stage
- The EN is to adhere to the Australian Nursing and Midwifery Council (ANMC) Code of Ethics for Nurses in Australia and the ANMC Code of Professional Conduct for Nurses in Australia

Any other duties as required commensurate with the position classification and the employee's skills, knowledge, experience and qualifications.

## **Organisational Accountabilities**

### **Confidentiality**

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

### **Infection Control**

All staff members are 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 relevant Infection Control Guidelines.

### **No-Smoking Policy**

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

### **Occupational Health & Safety**

All staff members have 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. All staff members have 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.

### **Organisational Values**

All staff members must demonstrate and uphold their health service's vision, mission and values. 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.

### **Pre-Employment Security Screening**

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All staff members must obtain and/or maintain a current and satisfactory National Police Check for the duration of employment. A Working with Children Check and Disability Worker Exclusion Scheme check may also be required for particular positions.

### Quality Improvement

Staff members are required to participate in Continuous Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources. Staff members have a role and responsibility in identifying opportunities for improvement and implementing strategies to do so.

Our Health Services are committed to providing an environment that promotes quality learning and further education. Where relevant, staff are required to contribute to the planning and delivery of further education placements, participate in appropriate staff development, training and education opportunities and share knowledge with other staff members.

All staff members are required to participate in regular formal and informal performance review meetings.

### Risk Management

All staff members have 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.

### Workplace Behaviour and Codes of Conduct

- All staff members are required to carry out lawful and reasonable directions as outlined in this position description or as delegated to them
- All staff members are required to comply with the legal requirements associated with general employment and those specific to their qualifications and area of work
- Where required, staff members must abide by professional standards and codes of conduct and ethics issued by the professional association relevant to their discipline
- All staff members are required to demonstrate behaviours that are consistent with their health service's Codes of Conduct and the Code of Conduct for Victorian Public Sector Employees.
- All staff members have the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. All staff members must adhere to their health service's policies in this regard and participate in education and training
- All staff members must demonstrate an understanding of appropriate behaviours when engaging with children in line with their health service's child safety policies and codes of conduct.

### Qualifications

#### Essential:

- Certificate IV or Diploma in Nursing with Medication Endorsement

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### Key Selection Criteria

- Medication Endorsement
- Current registration with AHPRA
- Experience in aged care with sound assessment, care planning, care delivery and evaluation skills
- Understanding of the concept of person centred care
- Sound level of communication skills with the ability to lead a small team
- A preparedness to engage in precepting/coaching students and orientation of new staff
- Commitment to collaborative practice and productive working relationships
- Ability to reflect on own practice
- Evidence of ongoing Clinical Practice Development

### Diversity and Inclusion

Our health service values diversity and inclusion and fostering a workforce that is welcoming of all individuals. Staff members are required to have an awareness of inclusive practice principles as they relate to vulnerable community groups.

### Health and Wellbeing

Our health service has a strong commitment to staff wellbeing and supports the professional growth and accountability of all staff through organisational supervision and a multidisciplinary team approach.

### Innovation

Staff members recognise that innovation contributes to the successful delivery of contemporary health services to the community. All staff members are encouraged to demonstrate innovation through exploring ideas that solve problems and create solutions.

### Montessori Model of Care

Our health service has implemented the Montessori approach as a model of care which focuses on the persons' abilities, capturing their interest and showing respect. It supports people to stay as independent as possible through involvement in meaningful roles and activities.

### Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how health services provide care to patients, residents, clients and interact with other customers, including staff, volunteers and visitors. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of our health services are required to adhere to these principles.

### Social Model of Health

Where programs and services operate within the Social Model of Health, an understanding of the social determinants of health will be incorporated in the planning and delivery of programs and services. Staff members will engage and partner with clients and communities to achieve optimal health outcomes.

## POSITION DESCRIPTION

**Other**

- 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.

**Employee Acceptance**

I acknowledge that:

- I have read and understood the requirements of the position as outlined in the Position Description.
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this position

**Name (print):** \_\_\_\_\_

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

**Date:**                      /                      /