



Maryborough District Health Service

POSITION DESCRIPTION

Position Title:	Enrolled Nurse Level 2
Reports To:	Nurse Unit Manager
Direct Reports:	Nil
Directorate:	Nursing, Midwifery and Allied Health
Classification:	Enrolled Nurse Level 2 Cert IV Year 1 to Year 6 or Enrolled Nurse Level 2 Diploma Year 1 to Year 5
Employment Conditions:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Qualifying Period:	6 months from commencement date.

Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Wurrung 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 is responsible for the safe and efficient delivery of nursing care to patients and families within a multidisciplinary framework. They will ensure that the wellbeing of the patient and family is the focus without prejudice. This includes assessment, planning and implementing care in consultation with the team leader/shift manager.

The Enrolled Nurse provides assistance to colleagues on a daily basis and more broadly functions within the vision and values of the organisation. The successful applicant should be willing to be part of a hardworking, close knit team.

Key Responsibilities

- To practice within the framework of the ANC national competency standards for enrolled nurses.
- To provide safe, patient/client/resident-centred nursing care, including assessment, intervention and evaluation of individual health and functional status.
- To monitor the impact of nursing care and maintain ongoing communication with the Registered Nurse regarding the health and functional status of individuals.
- To provide support and comfort, assisting with activities of daily living to achieve an optimal level of independence, and providing for emotional needs of individuals.
- To report changes in health and functional status and individual responses to health care interventions.
- To work as part of an inter-disciplinary health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes.
- To maintain and develop professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- To promote best practice interventions that will lead to positive health outcomes.
- To provide effective communication so as to include the patient/resident, carers and the inter-disciplinary team in the immediate and ongoing health care.
- To be a positive role model to less experienced Enrolled Nurses including personal care worker students
- To access and operate basic health care computer applications.
- To work in accordance with your clinical competencies.
- To be responsible for the checking of relevant clinical equipment ensuring its safe operation and cleanliness prior to use.

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.

Key Selection Criteria

Essential

- Current registration as a Enrolled Nurse with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
- Driver's Licence
- Demonstrated clinical knowledge and skills relevant to aged care
- Demonstrated knowledge and understanding of quality improvement
- Demonstrated commitment to ongoing professional development including maintaining a record of Continuing Professional Development (CPD) as per the Australian Health Practitioners Regulation Authority (AHPRA) requirements
- Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the ANC competency standards and Codes of Practice / Ethics and relevant statutory requirements
- Sound interpersonal and communication skills with a strong customer-focus
- Ability to operate effectively in an environment of change
- Ability to work as a team member of a multi/inter-disciplinary team as well as independently
- A personal approach which is positive, enthusiastic, friendly and helpful
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills
- Demonstration of an NMBA approved qualification in administration of medicines, with an Administration of Medication Scope of up to **four/five routes** (as applicable).

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

Acknowledgement

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
