**Position Description**

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**Enrolled Nurse**

**Our Vision:**

“To be the healthiest rural community in Australia”.

**Our Mission:**

“To provide a quality holistic health service to the people of the Mallee Track”.

**Our Philosophy:**

“To provide a community driven responsive service which is innovative, flexible and accessible to those in need according to the Organisation’s Mission”.

**Our Services:**

Mallee Track Health & Community Service (MTHCS) is classified as a multipurpose service (MPS) and provides a range of services across all the Mallee Track Communities; a total area of 18,000 square kilometres. Acute medical, urgent care, district / community nursing, residential aged care and primary health care services are provided to Ouyen, Murrayville, Underbool, Patchewollock, Sea Lake and surrounding districts.

**Public Sector Values**

As a Public Sector organisation, Mallee Track Health & Community Service adheres to the public sector core values. All staff are required to subscribe to the following values:

* **Responsiveness:** Provide frank, impartial and timely advice to the Government; Provide high quality services to the Victorian community; Identifying and promoting best practice.
* **Integrity:** Being honest, open and transparent in dealings; Using powers responsibly; Reporting improper conduct; Avoiding real or apparent conflicts of interest; Striving to earn and sustain public trust of a high level.
* I**mpartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; Acting fairly by objectively considering all relevant facts and fair criteria; Implementing Government policies and programs equitably.
* **Accountability:** Working to clear objectives in a transparent manner; Accepting responsibility for their decisions and actions; Seeking to achieve best use of resources; Submitting themselves to appropriate scrutiny.
* **Respect:** Treating others fairly and objectively; Ensuring freedom from discrimination, harassment and bullying; Using their views to improve outcomes on an ongoing basis.
* **Leadership:** Actively implementing, promoting and supporting these values.

**Mallee Track Health and Community Service is a smoke free workplace.**

**DEPARTMENT:** Nursing

**POSITION TITLE:** Enrolled Nurse

**RESPONSIBLE TO:** Nurse Unit Manager (Ouyen) or Director of Nursing (Sea Lake)

**KEY SELECTION CRITERIA:**

**Essential:**

* Proven ability to apply high ethical standards, and represent MTHCS in a professional
* manner.
* Current Registration with Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse.
* Experience working in a healthcare setting.
* Experience working with older people and with chronic illnesses.
* Ability to work as part of a team.
* Excellent communication skills with customers, families and other staff.
* Well-developed computer skills.
* Well-developed organisational and time management skills.

**Desirable:**

* An understanding of accreditation / certification processes.
* A commitment to working with the elderly.

**POSITION STATEMENT:**

In accordance with the philosophy and policies of MTHCS, Government Standards and requirements, Nursing and Midwifery Board of Australia Enrolled Nurse Standards for Practice and relevant Legislation, the Enrolled Nurse utilises a problem solving approach in the delivery of nursing care.

Collaborates with all members of the multidisciplinary healthcare team to contribute to the delivery of quality care

This position reports directly to the Registered Nurse. It is expected that the immediate supervisor will be informed of changes in patient’s/resident’s conditions and that any complex care needs or procedures will be undertaken with the knowledge or supervision of the Registered nurse on duty.

An employee at this level works under both direct and indirect supervision according to the provisions of the Nurses Act of 1995.

**KEY BEHAVIOURS:**

* Abiding by the Organisation’s Code of Conduct
* Attending other duties as directed
* Works within the defined of the Scope and Practice of the Enrolled Nurse
* Ability to deliver care to patients/residents in accordance with own educational preparation, resident’s needs, current nursing practice, legislation requirements and the policies and guidelines of MTHCS.
* Ability to communicate effectively with all levels of staff as well as with doctors, residents and families.
* Abide by legislation governing nursing practice and Occupational Health and Safety legislation.
* Gain knowledge of standards of care required by government authorities.
* Sound documentation practices
* Leadership skills which enable effective outcomes in care delivered by Enrolled Nurses, Personal Care Workers and non-care staff.

**KEY RESPONSIBILITIES:**

**Organisational:**

* Integrates the relevant industry standards, legislation and common law requirements into work practices.
* Understands and protects the rights and responsibilities of the customers and service providers.
* Consistently follows the agreed service policies and procedures.
* Reads and understands new and revised service and organizational policies and procedures as distributed.
* Communicates effectively with all staff.
* Interacts effectively with doctors, patients/residents and relatives, and allied health professionals to ensure cohesion of care for patients/residents.
* Participates in staff meetings and other forums as required.
* Communicates with Nurse Unit Manager (NUM) or Director of Nursing (DON) and/or Registered Nurse on duty on health status and needs of patients/residents. Communicates with NUM / DON on all operational issues.
* Maintains confidentiality on all matters relating to residents and their families at all times and on all other matters imparted in confidence.

**Professional:**

* Provides a high standard of clinical care to the patients and residents as delegated by the Registered Nurse in charge in line with the Nursing Services policies and procedures and the organisations philosophies and objectives.
* Maintains a knowledge and understanding of Health Service policies and procedures
* Contributes to compiling a comprehensive history from patients/residents and/or families to identify care needs, by participating in admission and ongoing assessment.
* Maintains a high standard of nursing documentation, which accurately reflects care delivery and which will ensure validity for funding purposes
* As directed by the supervisor, contributes to care plans and implements patient/resident care, in consultation with patients/residents, families and other members of the care team
* By maintaining appropriate nursing documentation, contributes to a patient/resident care plan that optimises patient/resident health and wellbeing and is relevant to care needs.
* Contributes to evaluation of care plans to meet changing needs of patients/residents.
* Responds to altered health status in patients/residents by informing supervisor, families, doctors and allied health professionals as appropriate

**Management:**

* Undertakes sound documentation practices to ensure accurate records are kept and appropriate care is delivered
* Participation in the formulation of new procedures and review of existing procedures relating to the nursing service area.

**Interpersonal Skills:**

* Good written and oral communication skills
* Ability to gain co-operation and assistance from customers and other staff
* Ability to identify, discuss and resolve problems
* High level of overall personal presentation

**CHILD SAFE ORGANISTION:**

In 2005, the Victorian Government introduced the Children, Youth and Families Act to better meet the needs of vulnerable children. All children who come to Mallee Track Health & Community Service have a right to feel safe. Mallee Track Health & Community Service shall aim to provide, children and young people who are receiving services, a child friendly environment where children feel safe and have fun.

**Key Principles:**

* **Child safety is everyone’s business.** All staff and volunteers that work with families will share responsibility for and contribute to the wellbeing and safety of children and young people.
* **The best interest of children and young people** will be at the heart of all decision making and service delivery across the service system.
* **Health and other services will act together** to form an integrated, cohesive and coordinated service system so that children and young people and their families receive the best combination of services to meet their needs.
* **Health services will deliver services that are sensitive and appropriate** to the infant, child or young person, their family and caregivers. Consideration should be given to culture, disability, gender, language and religion.

**RISK MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY:**

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable,  a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, Mallee Track Health and Community Service requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, Mallee Track Health and Community Service with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Employees of MTHCS will:

* Participate in risk management and OH&S activities as required; encourage and reinforce positive risk management and occupational health and safety behaviours in staff.
* Participate in effective communications regarding all aspects of risk management and work safe practice.
* Not wilfully place at risk the health and safety of any person, including self, nor recklessly interfere with &/or misuse such items as will impinge on the safety of the workplace environment.
* Comply with reasonable instructions, procedures and policies on equipment, personal protective equipment (PPE), manual handling, hazardous material or situations, infection control measures and other such matters, in the interest of Occupational Health & Safety.
* Report any incident, situation or possible risk which the employee considers constitutes a real or possible hazard in the workplace to their appropriate supervisor and, where required, assist in follow-up processes.
* Participate in staff health and well-being health promotional activities and events of interest.
* Liaise with employee OH&S representatives, particularly on any workplace changes which have an OH&S component.
* Access Occupational Health & Safety Committee meeting minutes and provide suggestions to the relevant OH&S representatives, as required.

**INFECTION CONTROL:**

* All staff members shall be responsible for the prevention and control of infectious diseases and provide a safe environment for both customers and staff members. Infection Control policy and procedures shall be available to all staff members and shall be adhered to at all times.

**CONTINUOUS QUALITY IMPROVEMENT:**

* Provides competent care/service in accordance with the organisations’ documented policies and procedures, legislative requirements relevant to role.
* Actively participates and contributes to Quality Activities which promote quality improvement to care/service provided, and work towards the compliance with the NSQHS, AS/NZS 9001 & 4801 and other accreditation requirements relevant to this position. (This may include follow up of Improvement Forms, staff meetings, working parties, ongoing education, internal assessment and review of procedures, evaluation of new products and equipment).
* All staff members shall be expected to contribute to the Integrated Management System and ongoing improvement, by participation in meetings, the corrective action system, identifying opportunities to improve, internal audits and participation in professional development.
* All staff members shall participate in ISO 9001 certification requirements by being involved in the development and review of policies and procedures for the MTHCS generally, and specifically as they apply to specific service areas.
* All staff members shall be responsible in their role for the development and review of policies and procedure to ensure the integration of relevant Laws, Acts, Regulations, Standards and Codes of Practice into work practices.

**COMPULSORY TRAINING:**

* Fire & Safety Training
* Manual Handling Training
* Infection Control Training
* Inappropriate Workplace Behaviour Training

**TERMS & CONDITIONS OF EMPLOYMENT:**

In accordance with Letter of Appointment.

**PERFORMANCE APPRAISAL:**

Conducted as per appraisal schedule.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

(Staff member)

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

(Supervisor)

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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