



POSITION DESCRIPTION

DESIGNATION:	ENROLLED NURSE
QUALIFICATIONS:	Diploma or Certificate IV in Health (Nursing).
CLASSIFICATION:	Enrolled Nurse (Division 2)
HOURS OF DUTY:	As rostered and / or contracted
RESPONSIBLE TO:	Director of Nursing & Community Services
DATE:	May 2017
TERMS CONDITIONS:	In accordance with the determination of the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020

KEY SELECTION CRITERIA:

ESSENTIAL

- Registration with the Australian Health Practitioner Regulation Agency as an Enrolled Nurse in the State of Victoria and holding a current practising certificate.
- Medication Management Qualification.
- The demonstrated ability to work in a clinical role in the Acute, Accident & Emergency and Aged Care environments and apply contemporary knowledge and evidence based practice.
- Demonstrated high level of inter-personal skills with the ability to effectively liaise with all team members, consumers, the community, all service providers and other agencies.
- Commitment to a team approach and the ability to work as part of a team as well as independently.
- Demonstrated effective written and verbal communication skills including report writing skills.
- A satisfactory Police Check

DESIRABLE:

- Medication Management Qualification or an interest in obtaining same.
- A knowledge of ACFI documentation
- A current Victorian Drivers License.

POSITION PROFILE:

- To assist in the delivery of safe quality nursing care and the planning, implementation and evaluation of nursing care plans to all patients, residents and clients.
- To work collaboratively with Enrolled and Division 1 Nurses and the Nurse in Charge.

RESPONSIBILITIES OF THE POSITION:

- To assist in the planning, delivery, documentation (including ACFI documentation) and evaluation of individualised quality nursing care in consultation with the other service providers, the patient/resident/next of kin and carers.
- Undertake the nursing duties required to provide adequate and safe care and meet the needs of each individual patient / resident.
- Provide effective communication with patients, residents, carers and other health care providers to optimise care and report any relevant issues to the Nurse in Charge/Unit Manager.
- Assist with Portfolio activities such as Infection Control, OHS, Wound Management, ACFI and Care Planning as required.

OTHER RESPONSIBILITIES:Administration

- Maintain client records, ensuring timely accurate assessment, care planning and documentation as required, while maintaining privacy, confidentiality, security and access in line with legislative requirements.
- Complete filing and documentation as required on each individual shift.

Professional:

- Act within the professional code of conduct and legal requirements and comply with the Nursing and Midwifery Board of Australia Code of Ethics and Code of Professional Conduct for Nurses in Australia, and the requirements of Australian Health Practitioner Regulation Agency and IDHS Policies and Procedures.
- Attend and participate in interdisciplinary, multidisciplinary health service staff meetings as required.
- Promote Inglewood & Districts Health Service within and external to the organisation.
- Assist students on placement with clinical practice.

Educational:

- Attend and participate in the planning of in-service and continuing education programs for nursing and other staff.

Professional Development

- An ongoing commitment to and participation in relevant professional development is expected and should be demonstrated at Performance Development Review.

Mandatory Education / Competencies required for this position:

- All mandatory competencies must be completed through elearning or in person by June each year.

Clinical	Basic life Support	Medication Competency		
Infection Control	Hand Hygiene	ANTT	ASM	
HSE	OH&S Policy & Systems	Manual Handling	Fire Training	Elder abuse
Documentation	MANAD	VHIMS		

Infection Control

- Each employee has a responsibility to minimise exposure to incidents of infection/cross infection. This can be achieved by all staff adhering to the policies and procedures as set out in the Infection Control Manuals.

Quality Improvement

- Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards and Aged Care Accreditation and HACC Community Care Standards as relevant.

Occupational Health & Safety.

- Each employee is responsible for taking reasonable care for their own health and safety and for the health & safety of anyone else who may be affected by their acts or omissions at the workplace. Employees agree to comply with any action taken by the employer to comply with any requirements imposed by or under the Occupational Health & Safety Act (2004).

Confidentiality

- Each employee must comply with the rules of confidentiality relating to medical clinic or hospital patients, nursing home or hostel residents, or clients of any community health service as a breach of confidentiality will result in disciplinary action and/or dismissal from the health service.

Privacy Principles.

- Each employee must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.

Performance Appraisal

- Completion of performance development review to be completed 3 months after employment, then at 12 months and thereafter annually. This appraisal must be discussed with and signed by the Staff member.

Specific Conditions:

- The Director of Nursing & Community Services reserves the right to negotiate amendments to this position description with the incumbent in accordance with the changing needs of the health service. The position is subject to a three-month probationary period

Employee Signature:.....**Date:**

Supervisor Signature:.....**Date:**.....