

POSITION	Endorsed Enrolled Nurse (EN)
REPORTS TO	Nurse Unit Manager
AWARD	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
CLASSIFICATION	Enrolled Nurse Level 2 (1 to 7)
EMPLOYMENT STATUS	As per contract
HOURS PER FORTNIGHT	As per contract
REVIEWED	April 2018

INGLEWOOD & DISTRICTS HEALTH SERVICE

Inglewood & Districts Health Service (IDHS) is a holistic health service nestled in the peaceful rural hamlet of Inglewood in country Victoria. With a population of 800 people, the town features a charming historic streetscape with many notable gold rush buildings, a modern pharmacy, banks, post office, supermarket, excellent wineries, and bowls and golf clubs. Inglewood is a 45km drive away from the bustling, Central Victorian town of Bendigo which is also easily accessible by public transport. This makes Inglewood a very attractive option for those wanting a rural lifestyle while having access to all the facilities and services of a large regional centre.

IDHS is situated in the Shire of Loddon and provides services to more than 5,500 residents in the communities of Bridgewater, Inglewood, Korong Vale, Newbridge, Serpentine, Tarnagulla, Wedderburn and surrounding townships.

All IDHS facilities are conveniently located on one site – Urgent Care Centre, community health and hospital and residential aged care (hostel and nursing home). IDHS also offers a diverse range of services including diabetes education, community and district nursing, counselling and cardiac rehabilitation, planned activity groups, volunteer and strength training programs.

IDHS has strategic alliances with a range of hospitals, health services, health alliances and government bodies.

OUR VISION

Excellence in Health Care now and the future

OUR MISSION

Providing Quality Health Services, supporting and enhancing community wellbeing

OUR VALUES

- Care
- Respect
- Choice
- Equality

OUR COMMITMENTS

- We encourage and assist our clients to achieve life-long health and wellbeing.
- We respect each individual's rights, needs and choices including the right to refuse treatment.
- We provide equality of access to services.
- We support the broad definition of health which includes meeting social, emotional, physical, cultural and spiritual needs through a multi-disciplinary approach.
- We seek to achieve quality health outcomes.
- We provide a safe and supportive environment for staff and others.
- We encourage the personal and professional development of staff.
- We encourage participation by all members of the community in planning, implementing and evaluating service delivery.
- We facilitate partnerships with other service providers.
- We support and encourage a culture of Continuous Improvement across the organisation.

THE POSITION

An Enrolled Nurse (EN) 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 patients, clients, residents and their significant others.

<u>KEY RESPONSIBILITIES AND DUTIES</u>	<p>Provision of Person Centred Care</p> <ul style="list-style-type: none">• Undertake sound assessments on admission, at the beginning of each shift and at times of clinical change and report findings to the RN• Contribute to care planning for patients, clients, residents based around their needs, goals, wishes and values and encompasses the physical, psychosocial, cultural and spiritual dimensions• Deliver a sound level of care to a case load of patients, clients, residents in line with their care plan• Monitor, evaluate and review goals of care with the patients, clients, residents and report changes to the RN• Practice appropriate and defensible documentation• Ensure relevant clinical information is communicated in a timely and confidential fashion• Contribute to discharge and transfer planning by reporting findings to the RN <p>Critical Thinking and Analysis</p> <ul style="list-style-type: none">• Base practice on evidence and challenge tradition• Contribute to research, evaluations and quality activities• Undertake a portfolio in the work area• Precept/coach EN students and help orientate new staff in the delivery of person centred care• Engage in reflective practice
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	<p>Collaborative and Therapeutic Practice</p> <ul style="list-style-type: none"> • Develop sound therapeutic partnerships with patients, clients, residents • Demonstrate a sound level of skill in communication • Provide information to patients, clients, residents 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 risks/problems • Works positively and productively with staff from all areas of the health service • Keep up to date and follow organisational policy, procedures and guidelines <p>Professional Practice</p> <ul style="list-style-type: none"> • Work within a legal and ethical framework • Take responsibility to ensure a comprehensive level of practice knowledge in the area of clinical practice • Work within own scope of practice • Work under direction from senior staff • Provide evidence of CPD and comply with be audits conducted by AHPRA • 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
<p><u>KEY SELECTION CRITERIA</u></p>	<p>Essential</p> <ul style="list-style-type: none"> • Certificate IV or Diploma in Nursing with Medication Endorsement • Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse in the State of Victoria and holding a current practicing certificate • Medication Endorsement • 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
<p><u>GENERIC RESPONSIBILITIES AND REQUIREMENTS</u></p>	<p>Code of Conduct</p> <p>The Victorian Government's Code of Conduct is binding on all IDHS staff. Contravention of a provision in the code may constitute misconduct and/or regarded as a breach of the staff member's employment agreement and will be dealt with under IDHS's Disciplinary Policy / Procedure.</p>

Compliance with Policies and Procedures

All IDHS's policies and procedures are set out in its clinical and managerial policy manuals located on PROMPT and in hard copy. All staff and volunteers 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.

Confidentiality

Each staff member and volunteer must comply with the rules of confidentiality relating to hospital patients, nursing home or hostel residents, and clients of any community health service. A breach of confidentiality will result in disciplinary action and/or dismissal from the health service.

Infection Control

Each staff member and volunteer has a responsibility to minimise exposure to incidents of infection/cross infection of patients, clients, residents, staff, volunteers, visitors and the general public. This can be achieved by all staff and volunteers adhering to the policies and procedures as set out in the Infection Control Manuals.

No-Smoking Policy

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

Performance Appraisal

A performance development and review process will be carried out six (6) months after commencement and thereafter on a regular informal basis and on a formal basis annually. This is to ensure staff satisfactorily progress towards their Key Performance Indicators (KPIs). The Performance Appraisal will be based on successful outcomes of the KPIs, this Position Description and the policies and procedures of the IDHS. The performance appraisal must be discussed with and signed by the staff member.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to patients, clients, residents and interact with other customers, including staff and volunteers of IDHS. 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 and volunteers of IDHS are required to adhere to these principles.

Pre-Employment Security Screening

All new staff and volunteers are required to undergo a criminal history check prior to commencement and then again every three years. A Working With Children Check may also be required for particular positions.

Privacy Principles

Each staff member and volunteer must understand and comply with the Privacy Principles of the Health Records Act and Information Privacy Act.

Quality Improvement

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities using the 10 National Standards model, Aged Care Accreditation and / or HACCC Community Care Common Standards as relevant to their areas of practice.

Risk Management

IDHS supports an organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff and volunteers are accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

Workplace Health & Safety

IDHS is committed to the provision and maintenance of a healthy and safe workplace with the notion of "safety always" underpinning all its activities. Staff and volunteers are encouraged to actively promote the behaviours, values and attitudes that are supportive of a culture of safety, with each staff member and volunteer being required to take reasonable care for their own health, safety and wellbeing and the health, safety and wellbeing of others who may be affected by their actions. All staff and volunteers are required to adhere to organisational workplace health and safety policies and procedures and participate in safety related education and evaluation activities.

IDHS recognises the integral role of each individual in the promotion, development and maintenance of its culture of safety.

**MANDATORY
EDUCATION /
COMPETENCIES
REQUIRED**

Clinical	Basic life support	Medication competency	Blood safe	Advanced life support
Infection Control	Hand hygiene	ANTT	AMS	
HSE	OH&S policy and systems	Manual handling	Fire training	Compulsory reporting (elder abuse, child safe)
Documentation	MANAD	VHIMS	IPM	PROMPT

ADDITIONAL INFORMATION

- All IDHS staff are required to carry out lawful directions as 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.
- 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. Any elements of this document may be changed at IDHS's discretion and activities may be added, removed or amended at any time.

ACCEPTANCE OF THE POSITION

I understand, agree to and accept the role as outlined in accordance with this position description.

Staff Member's Name (please print) _____

Staff Member's Signature _____ Date _____

Manager's Name (please print) _____

Manager's Signature _____ Date _____

CEO Name (please print) _____

CEO Signature _____ Date _____