

Position Title: Trainee Enrolled Nurse

Campus: Ballarat, Horsham, Stawell, Edenhope, Dimboola

Directorate: Nursing and Midwifery

Department: Nursing and Midwifery Education Unit

Reporting to:

Direct Report: Early Career Lead

Indirect Reports: Traineeship Program Facilitator
Clinical Nurse Educator – EN Traineeship
Care Community Managers / Nurse Unit Managers
Director Education & Training

Appointment Terms/Conditions:

Classification and Code: Enrolled Nurse Trainee Year 1 (IB40)

Enterprise Agreement: Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

| Collaboration | Compassion | Accountability | Respect | Innovation |
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| <i>We are stronger together.</i> | <i>We show that we care.</i> | <i>We do what we say and say what we do.</i> | <i>We appreciate and value all people.</i> | <i>We adapt and innovate to achieve best outcomes.</i> |
| Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible. | All people deserve to be treated with compassion, kindness and empathy. | Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments | Our actions and words reflect our commitment to a safe and fair health service for all. | Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement. |

POSITION PURPOSE

To develop technically and clinically competent care practices that support the operational objectives of Grampians Health. Each Enrolled Nurse Trainee is expected to demonstrate the core competency standards outlined in the Standards for Practice: Enrolled **Nurses**, in alignment with their individual learning plan.

Trainees will work under the supervision of a Registered Nurse. Initially, the role will be supernumerary, progressing to a focused patient/client/resident care role over the duration of the traineeship. Trainees will be allocated to Grampians Health facilities in accordance with curriculum requirements and relevant EBA provisions and will assist with the daily care activities of the ward, department, facility, or care community.

Grampians Health offers two traineeship programs:

Ballarat-based program:

Trainees are employed and attend face-to-face classes in Ballarat, either at Federation University or Grampians Health Ballarat sites.

Wimmera-based program:

Trainees are employed at selected facilities in Horsham, Stawell, Edenhope, and Dimboola, and attend face-to-face classes at Federation University Horsham.

Please note that for both Ballarat and Wimmera programs, some classes may be delivered online.

Clinical placements are mandatory to meet the requirements of the Diploma of Nursing and are separate from employment duties. Trainees may be required to travel, as placements may be allocated across any Grampians Health campus, subject to availability and the learning objectives of each placement.

KEY ACCOUNTABILITIES

Achieving Results, Innovation and Driving Change to Deliver High Quality Patient Care

- Attend and contribute to the proceedings of ward / department / facility / care community meetings on a regular basis through the traineeship.
- Foster and demonstrate good public relations with patients / clients / residents / relatives / visitors and the general public.
- Have capacity to assess and highlight the care requirements of patients / clients / residents regarding their health care needs within the Trainee Enrolled Nurse scope of practice.
- Observing, reporting and recording of patient's / resident's / client's condition within the Trainee Enrolled Nurse scope of practice.
- Work as an effective member within the nursing team e.g. communication, documentation.
- Perform duties as directed, within limits of expertise, education and scope of learning.
- Providing nursing care within the limits specified by education and endorsements and under the direction and supervision of the appropriate senior clinician / preceptor / clinical support.
- Uses observation and assessment skills commensurate to their developmental stage of training to recognise and report deviations from stable conditions across a broad range of patient / resident / client and/or service needs, identifying situations requiring assistance from a Registered Nurse.
- Organises own workload and sets priorities with direct and indirect supervision from their nominated preceptor, to further develop these skills in order to be independent by the completion of the traineeship.

- Uses communication and interpersonal skills to meet psychosocial needs of individuals / groups.
- Assists in the education of patients / clients / residents and their family and friends as required and or directed within the scope of practice of the Enrolled Nurse Traineeship.

Key Performance Measures

- Conducts the provision of health care under the guidance and direction of the course curriculum and Standards for Practice: Enrolled Nurses
- Able to provide evidence of succinct documentation of health care
- Attends eighty percent (80%) of education and lecture time as directed by RTO / GH. If not achieved, will undergo review process with Traineeship Program Facilitator and Early Career Lead.

Business and Financial Acumen

- Be accountable for own economic use of stocks and supplies.
- Gains understanding of ward / facility / care community budgets that managers have in relation to the provision of health care e.g. consumables, products.
- Work within the “Delegations of Authority” consistent with the role.
- Act to ensure annual leave liability complies with GH policy.

Key Performance Measures

- Demonstrates cost effective and efficient approaches to health care that is delivered
- Takes and accrues leave to ensure leave liability complies with GH policy.

Critical Thinking and Decision Making

- Consults widely and takes into consideration the opinions and perspectives of others before making decisions within scope of practice and Standards for Practice: Enrolled Nurses.
- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of the organisation within the scope of practice and Standards for Practice: Enrolled Nurses
- Maintain and expand professional knowledge base by contributing to and participating in continuing education programs where appropriate.

Key Performance Measures

- Demonstrates the ability to suggest prompt corrective actions when problems occur.
- Demonstrates the ability to make effective decisions within a mutually agreed specified time frame and communicate these to fellow Registered Nurses / Enrolled Nurses in the clinical area.

Managing Performance

- Establishes and maintains effective and appropriate interdepartmental, interagency & multidiscipline professional relationships.
- Complies with GH policy regarding uniform and punctuality.

Key Performance Measures

- Show evidence of participation in relevant training & education specific to the role.
- Completes performance reviews as required by course curriculum and GH.
- Actively contribute in class time with discussions and encouraged engagement from other Enrolled Nurse Trainees.

Planning and Priority Setting

- Plans and prioritises workload to be achievable within agreed timeframes with Clinical Educators / Registered Nurses or Enrolled Nurses in the clinical area.
- Aims for a high level of work quality.

Key Performance Measures

- Proactively develops and sets priorities that are achievable and deliverable in agreed timeframes within scope of practice.
- Manages own time efficiently and effectively in line with key priorities for the role and ward / facility / care community and seeks assistance to achieve this.

Quality, Safety and Risk Management

- Apply knowledge of relevant policies, protocols, clinical practice guidelines and standards in all work.
- Comply with all GH Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the GH Infection Control Manuals.
- Participation in the GH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of GH, its patients, residents, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of GH.
- At GH we recognise and respect 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 socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst GH employees.

Key Performance Measures

- All staff at GH are required to achieve the mandatory requirements (competencies) relevant to their role and as part of their employment. This requirement is linked to the annual performance review process and failure to achieve mandatory requirements may result in disciplinary action.
- All staff of GH are encouraged and strongly recommended to achieve the compliance requirement as outlined within their directorate and role at GH. Demonstrating their ability to achieve the requirement as part of their employment is linked to the annual performance review process and compliance rates as set by the ward and or directorate.

Self-Management

- GH is committed to a patient / resident / client centred approach in the provision of health care and services, consistent with the GH values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients / residents / clients, carers and colleagues.

- Communicate willingly and appropriately with NMEU staff, Traineeship Program Facilitator, Clinical Nurse Educators – EN Traineeship, course teachers, and RTO staff.
- Maintain effective communication systems with managers to ensure optimal education & training opportunities are achieved.
- To actively seek feedback and professional advice from the Traineeship Program Facilitator, Clinical Nurse Educators – EN Traineeship and or/other NMEU staff or GH nurses where a mutual rapport has been formed.

Key Performance Measures

- Complete performance review or self-assessments as required by the course curriculum and GH policy.
- Meet with the Traineeship Program Facilitator, Clinical Nurse Educator – EN Traineeship, Early Career Lead and or RTO staff to discuss performance concerns and inabilities to deliver health care per the required standards and scope of practice.
- Previous experience working in a healthcare setting would be an advantage.

KEY SELECTION CRITERIA

Qualifications

- Evidence of achievement of a minimum Level 4 in each component of Language, Literacy, & Numeracy testing
- Be eligible for Australian government Apprenticeship Incentive Program
- Previous experience working in a healthcare setting would be an advantage
- Must have Working with Children Check – volunteer

Technical/Professional Knowledge and Skills

- Basic computer knowledge and keyboard skills at a minimum.
- **Managing Work (includes Time Management)** – Effectively managing one's time and resources to ensure that work is completed efficiently.

Work Environment

- Ability to work 2 (8 hour) days per week including AM and PM shifts on a Thu / Fri (first 6 months) and Thu / Fri / Sat / Sun by roster thereafter and 3 days per week 9.00am to 3.30pm (Mon /Tue /Wed) in a classroom environment
- Reliable transport and the ability to work from various GH work locations across Ballarat and Wimmera sites.

Personal attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Initiating Action:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required, being proactive.

- **Continuous Learning:** Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Interpersonal skills

- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
- **Collaboration:** Working effectively and cooperatively with others; establishing and maintaining good working relationships.
- **Patient Relations:** Meeting patient and patient family needs; taking responsibility for a patient's safety, satisfaction, and clinical outcomes; using appropriate interpersonal techniques to resolve difficult patient situations and regain patient confidence.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect 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 socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.