

Position Title: Enrolled Nurse Level 1 or 2

Campus: All Campus

Directorate: Nursing

Department: Acute Operations, Sub-acute Bed Based Services and Residential Nursing Services

Reporting to:

Direct: Nurse Unit Manager/Facility Manager

Indirect: Nursing Director/Director of Nursing (Acute Operations/Sub-acute Bed Based Services/Residential Nursing Services)

Professional: Chief Nursing & Midwifery Officer/Executive Director

Appointment Terms/Conditions:

Classification and Code: Dependent on qualifications and experience
EN Level 1.2 – 1.6 (IB61-IB65)
EN Level 2.1 – 2.7 (IB66-IB72)

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

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<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

The Enrolled Nurse:

- Will be employed to work in either the Acute Operations, Sub-acute or Residential Nursing Service Directorates.
- In consultation with the Registered Nurse, plans, implements, evaluates and maintains a high standard of nursing care and service delivery.
- Participates in the provision of patient/resident focused, holistic care under the supervision of the Registered Nurse.
- Performs nursing functions in accordance with the level of competence required in this position and practices within the framework of formal educational preparation.
- Supports the management team in the effective and efficient management of the designated clinical unit.
- Develops professional practice in accordance with the health needs of the population and the changing patterns of disease and illness.
- Contributes to quality healthcare through personal and professional developmentKEY.

KEY ACCOUNTABILITIES

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

- Demonstrates practice within the Vision, Mission and Values of Grampians Health and according to the intent and standards prescribed by the Aged Care Quality Agency and the Nursing and Midwifery Board of Australia

Key Performance Measures

- Functions in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the right of individuals and groups.
- Ensures all patients, residents and families, clients, visitors, and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Collaborates with multidisciplinary team members to achieve desired health outcomes for patients.
- Mentors and/or preceptor's staff and students when appropriate as directed by the Nurse Unit Manager or delegate.
- Considers the costs and budget implications in relation to work practices and consumables related to patient care.
- Demonstrates a commitment to organisational change.
- Assumes accountability and responsibility for providing a high standard of direct patient care within the scope of practice for the Enrolled Nurse through assessment, planning, implementation, and evaluation of outcomes.
- Accepts accountability for own actions and seeks guidance from the Registered Nurse when limited by own level of expertise.
- Practices within policy and procedural guidelines.
- Responds to clinical changes in the patient's/residents condition and initiates consultation with relevant medical/nursing and multidisciplinary team as required.
- Accurately documents patient/resident care in accordance with health service guidelines.
- Ensures incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Nurse Unit Manager or delegate is informed.
- Demonstrates a commitment to support local portfolios to ensure evidence-based practice is adopted.

Business and Financial Acumen

- Demonstrates leadership and application of knowledge to assist the Nurse Unit Manager to operate within the agreed nursing budget for the clinical unit/facility and the organisations Financial Management framework.

Key Performance Measures

- Under the direction of the Nurse Unit Manager works within the allocated budget established for the area.
- Demonstrates an awareness of the financial management framework and budgetary issues for the area.
- Ensures patient flow is consistent with meeting organisational Key Performance Indicators and Targets applicable to the area.
- Supports the core business of the clinical unit and the Nursing Directorate.
- Work within the “Delegations of Authority” consistent with the role.

Critical Thinking and Decision Making

- Displays an ability to analyse situations and make appropriate decisions in a timely manner to ensure the needs of patients/residents and their families, staff and the organisation are met.
- Demonstrates a collaborative working relationship with all members of the health care team.
- Communicates and addresses critical factors when making complex decisions.
- Gathers sufficient information to make informed decisions.

Key Performance Measures

- Demonstrates the ability to apply critical thinking skills and make sound clinical decisions on a shift-to-shift basis.
- Demonstrates an application of knowledge to support quality health care, a competent workforce and a satisfying work environment.
- Demonstrates support for the Nurse Unit Manager in relation to decision making at local and directorate level.

Interpersonal Communication, Influence and Leadership

- Maintains a professional and respectful approach in all interpersonal communication with patients/residents, consumers and colleagues in accordance with Grampians Health values.
- Communicates with and involves the patient/resident, families and carers in decision making processes.
- Demonstrates confidence when communicating information and maintains a cooperative working relationship with the health care team by building rapport and participating in team problem solving.
- Supports a culture of professionalism and respectfulness where all team members feel supported and confident to raise ideas or concerns.
- Attend and contributes to clinical handover and team meetings.
- Assist with orientation and preceptoring of new staff.

Key Performance Measures

- Observation of conduct, communication skills and daily interactions with all staff demonstrate Grampians Health values are upheld.

Managing Performance

- Complies with health service policy regarding uniform and punctuality.
- Promotes and maintains an environment of teamwork.
- Works collaboratively with staff to clearly communicate and establish behavioral expectations.
- Recognises and responds to clinical deterioration utilizing the Clinical Escalation Policy to escalate clinical care issues and concerns.
- Actively engages in own performance review.
- Demonstrates an ability to resolve conflict.
- Acts to ensure Annual Leave and ADO liability comply with Health service policy.

Key Performance Measures

- Demonstrates evidence of compliance with own performance review.
- Ensures timely reporting and feedback to Nurse Unit Manager where incidents occur.
- Actively promotes and fosters high performance by identifying new professional and learning challenges.
- Promotes and maintains an environment of teamwork and professionalism.

Planning and Priority Setting

- Proactively participates in setting priorities for the clinical unit/department that are achievable and deliverable in agreed timeframes and takes responsibility for delegated portfolio.
- Assists the Nurse Unit Manager to identify opportunities for process redesign and supports staff in the implementation and evaluation of redesign activities and projects.
- Identifies areas of nursing practice where improvements can be made to quality and efficiency of patient/resident care.
- Ensures patient/resident flow and the delivery of quality patient/resident care supports the achievement of organisational and local Key Performance Indicators, National Targets and Aged Care Key Performance Indicators.
- Manages own time efficiently and effectively in line with key priorities for the clinical unit/department.
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as designated.

Key Performance Measures

- Observation of practice demonstrates safe, efficient, and effective patient/resident flow and access strategies are implemented.
- Demonstrates evidence of maintenance and evaluation of delegated portfolio.
- Demonstrates evidence of a collaborative working relationship with the Nurse Unit Manager and multidisciplinary team, supporting and assisting to establish priorities and opportunities for participation in redesign projects at local level.
- Demonstrates evidence of active participation in committees and working parties that contribute to both local and organisational priorities and strategic direction.

Quality, Safety and Risk Management

- Takes all reasonable care for personal safety and the safety of colleagues, patients, residents and their families/carers.
- Maintains a good working knowledge and understanding of the National Safety and Quality Health Service Standards and Aged Care Standards and takes initiative to pursue opportunities for quality improvements.
- Ensures hazards and/or risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients, residents, and consumers.
- Ensures own annual mandatory training is up to date and supports the Nurse Unit Manager to achieve 100% compliance at local level.
- Supports and assists the Nurse Unit Manager and the team with preparation for accreditation and participates in the health service accreditation process.

Key Performance Measures

- Demonstrates achievement of 100% compliance with own mandatory competencies.
- Proactively reports any systems and safety non-compliance and assists to implement remedial action plans.
- Demonstrates evidence of active involvement in preparation for accreditation and participation in the health service accreditation process.

Self-Management

- Demonstrates a positive attitude to the agreed role and responsibilities of the position.
- Maintains and updates own professional development portfolio to demonstrate ongoing commitment to learning and best practice.
- Invites and assimilates feedback from others by active participation in own performance review process.

Key Performance Measures

- Reflects on practice in line with Grampians Health and the Directorates values and applies these when interacting with others.
- Appropriately and effectively articulates feelings and opinions.
- Adopts an emotionally intelligent approach to leadership.
- Perceives and understands the emotions of others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.

KEY SELECTION CRITERIA

Qualifications and experience

- Be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current Practising Certificate
- Demonstrated clinical knowledge and skills commensurate with experience
- Demonstrated organisational skills particularly with respect to time management
- [insert]

Technical/Professional Knowledge and Skills

- Demonstrated knowledge of and involvement in evidence-based practice and research activities.
- Demonstrated evidence of commitment to ongoing education and professional development.
- Demonstrated ability to use Information Communications Technology.

Work Environment

- Demonstrated ability to contribute and practice collaboratively as part of a multidisciplinary team.

Personal attributes

- Demonstrated ability to communicate effectively with patients, residents, visitors and staff at all levels within the organisation.

Interpersonal skills

- Have well developed interpersonal skills.

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 an 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.

POSITION DESCRIPTION

Appendix A

Position Title: Enrolled Nurse Level 1

The Position Description should be read in conjunction with the generic Enrolled Nurse (Nursing and Midwifery Acute Operations, Sub-acute and Residential) Position Statement. The Position Description Appendix A provides detail and key accountabilities specific to this position.

POSITION PURPOSE

Refer to position purpose in the generic Enrolled Nurse Position Statement

KEY ACCOUNTABILITIES

Refer to accountabilities in the generic Enrolled Nurse Position Statement

KEY SELECTION CRITERIA

- Enrolled Nurse Level 1 applies to Enrolled Nurses who do not hold a Nursing and Midwifery Board approved qualification in administration of medicines
- Nurses formerly known as Mothercraft Nurses who are registered with the Nursing and Midwifery Board as Enrolled Nurses with notation, and to those who, while not registered as nurses, perform similar work with comparable underpinning education

Essential Attributes

- Be eligible for registration as an Enrolled Nurse Level 1 with the Australian Health Practitioner Regulation Agency
- (AHPRA) and hold a current Practicing Certificate

Desirable

- Recent clinical experience in relevant specialty
- Post registration qualification in relevant area of specialty or working towards same

AUTHORISATIONS

Employee	
Department Manager	NUM/Facility Manager
Director / Chief Executive Officer	
Date Written: Nov 2014	Date Revised:
Date Ratified: Dec 2014 Nursing Leadership Team	

POSITION DESCRIPTION

Appendix A

Position Title: Enrolled Nurse Level 2

The Position Description should be read in conjunction with the generic Enrolled Nurse (Nursing and Midwifery Acute Operations, Sub-acute and Residential) Position Statement. The Position Description Appendix A provides detail and key accountabilities specific to this position.

POSITION PURPOSE

Refer to position purpose in the generic Enrolled Nurse Position Statement

KEY ACCOUNTABILITIES

Refer to accountabilities in the generic Enrolled Nurse Position Statement

KEY SELECTION CRITERIA

Enrolled Nurse 2:

- Must hold a Nursing and Midwifery Board approved Cert IV – Nursing [HLT 43407] qualification.

Enrolled Nurse Level 2.1 – 2.6:

- Must hold a Nursing and Midwifery Board approved qualification in administration of medicines with an Administration of Medication Scope of up to four routes.

Enrolled Nurse Level 2.3 – 2.7:

- An Enrolled Nurse who holds a Nursing and Midwifery Board approved qualification in administration of medicines with an Administration of Medication Scope of all five routes;

OR

- Must hold either a Nursing or Midwifery Board approved Diploma of Nursing [HLT 51607] qualification without (prior experience as an Enrolled Nurse).

Essential Attributes

- Be eligible for registration as an Enrolled Nurse Level 2 with the Australian Health Practitioner Regulation Agency
- (AHPRA) and hold a current Practicing Certificate

Desirable

- Recent clinical experience in relevant specialty
- Post registration qualification in relevant area of specialty or working towards same

AUTHORISATIONS

Employee	
Department Manager	Nurse Unit Manager/Facility Manager
Director / Chief Executive Officer	
Date Written: Nov 2014	Date Revised:
Date Ratified: Dec 2014 Nursing Leadership Team	