

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Enrolled Nurse</b>		
<b>Division</b>	Nursing	<b>Unit</b>	Hillside Lodge
<b>Campus</b>	Korumburra		
<b>Classification</b>	Enrolled Nurse, Level 2		
<b>Award</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2016 - 2020		
<b>Reports To</b>	Nurse Unit Manager Hillside		
<b>Position Approved By</b>	Director of Nursing Korumburra		

### Position Outline:

The position of an Enrolled Nurse (EN) is an integral member of the multidisciplinary team who works to provide the efficient and effective delivery of professional nursing care to patients, residents and clients within GSHS's nursing units, in cooperation with clients/client representatives and in accordance with regulatory requirements.

This objective is achieved by adhering to the following core principles:

- Maintaining professional nursing care for residents, patients and clients as designated by the Registered Nurse in charge of the shift.
- Respecting client rights in cooperation with the client, their representatives and other health professionals.
- Providing effective leadership, supervision and clinical support to personal care workers.
- Ensuring care is provided in accordance with GSHS policies and procedures.
- Ensuring practice is conducted in a way that supports the Occupational Health and Safety principles of GSHS.

Working with a diverse range of people, you are required to uphold GSHS values and ensure our patients and families are treated with respect and professional care.

### Divisional Context:

The Nursing Division at GSHS is a dynamic team of nurses, personal care attendants, hotel and domestic workers, administrative staff, managers and a variety of key medical practitioners who provide a broad range of acute and nursing-based services to the South Gippsland Shire, including:

- Inpatient care
- Specialist Nursing Services
- Theatre
- Infection Control
- Residential Aged Care
- Clinical Support Services
- Hospitality Services
- Staff Education and Development

### Health Service Context:

GSHS is a major provider of healthcare in the South Gippsland Shire. GSHS offers a broad range of services that meet the needs of a diverse and sparsely populated area with many small rural communities. With two main acute facilities based at Leongatha and Korumburra, GSHS offers a broad range of specialist, general, acute, subacute, ambulatory, residential aged care and community services.

Although GSHS is made up of a number of sites, they all operate as part of the one organisation and therefore the service profile is informed by the geographical nature of the diverse communities as well as the strategic imperatives of the Department of Health & Human Services.

### Vision, Mission and Values:

The Values are detailed in GSHS' Employee Charter and form part of your terms and conditions of Employment as does the Code of Conduct for Victorian Public Sector Employees. GSHS expects all employees to behave in accordance with these requirements at all times whilst employed by the organisation.

Vision	Mission
<i>Excellence in Healthcare</i>	<i>Building a Healthier Community Together</i>

Gippsland Southern Health Service - Values and Behaviours		
Value	Above the Line Behaviour	Below the Line Behaviour
Excellence	<ul style="list-style-type: none"><li>• Continuous Improvement</li><li>• Evidence Based Practise</li><li>• Consistency of Practice</li><li>• Innovative Practice</li><li>• High Standards</li></ul>	<ul style="list-style-type: none"><li>• Unwilling to Improve</li><li>• Lack of Innovation</li><li>• Non-Adherence</li><li>• Inconsistency</li><li>• Acceptance</li></ul>
Individuality	<ul style="list-style-type: none"><li>• Be Tolerant</li><li>• Acknowledge Rights</li><li>• Personalise</li><li>• Support Individuals</li><li>• Practice Self Care</li></ul>	<ul style="list-style-type: none"><li>• Lack of Respect</li><li>• Discriminating</li><li>• Being Inconsiderate</li><li>• Being Judgemental</li><li>• Being Dismissive</li></ul>
Collaboration	<ul style="list-style-type: none"><li>• Value Teamwork</li><li>• Involve Others</li><li>• Actively Listen</li><li>• Ask and Offer Solutions</li><li>• Support Decisions and Change</li></ul>	<ul style="list-style-type: none"><li>• Poor Communication</li><li>• Criticising Others</li><li>• Being Negative</li><li>• Not Open</li><li>• Withholding Information</li></ul>
Accountability	<ul style="list-style-type: none"><li>• Take Responsibility</li><li>• Set Clear Expectations</li><li>• Manage Performance</li><li>• Results Focused</li><li>• Ethically Bound</li></ul>	<ul style="list-style-type: none"><li>• Blaming Others</li><li>• Unethical Behaviour</li><li>• Underperforming</li><li>• Unreliable</li><li>• Shirking Responsibility</li></ul>
Respect	<ul style="list-style-type: none"><li>• Respect People</li><li>• Respect Privacy</li><li>• Respect Property</li><li>• Respect Views</li><li>• Be courteous</li></ul>	<ul style="list-style-type: none"><li>• Being Rude</li><li>• Being Negative</li><li>• Being Disrespectful</li><li>• Being unhelpful</li><li>• Disrespecting Property</li></ul>
Empowerment	<ul style="list-style-type: none"><li>• Take Initiative</li><li>• Actively Participate</li><li>• Ask Questions</li><li>• Clarify Expectations</li><li>• Empower Others</li></ul>	<ul style="list-style-type: none"><li>• Authoritarian</li><li>• Discrimination</li><li>• Blaming Others</li><li>• Not Sharing</li><li>• Stifling Development</li></ul>

## Key Responsibilities

- Assists Registered Nurse with care provision, observation, specimen collection and indirect care duties as directed.
- Assists clients to access information needed to support informed decision-making and informed choices in relation to their care/service.
- Recognises and maintaining professional boundaries of the nurse – client relationship.
- Reports client problems/concerns promptly to assist effective resolution of complaints.
- Responds appropriately to directives and guidance of senior staff.
- Ensures compliance with shift-based duty lists.
- Undertakes any reasonable task that is requested of you by NUM or senior nurses.
- Reflects on & critically evaluates own standards of practice and outcomes of care to continually improve and promote delivery of quality care.
- Recognises limitations of practice and clinical experience, accepting guidance and direction provided by appropriate others.
- Retains responsibility for own actions and remains accountable to Registered Nurse for all delegated functions.
- Ensures that all documentation conforms to established professional, organisational and legal standards including those governing the use of abbreviations.
- Completes all documentation (administrative and client/carer-related) in a professional, objective and timely manner providing for effective and efficient communication of information.
- Must work within scope of practice and GSHS Medication Management Policy/Procedure.
- Documenting and reviewing client alerts in the CBF.
- Proactively and accurately identifying those situations requiring assistance from other staff or medical staff and acting accordingly.

## Key Selection Criteria:

### Mandatory

- Diploma of Nursing or equivalent, including minimum 4 routes medication, preferably 5 routes.
- Current registration with AHPRA (Australian Health Practitioner Regulation Agency) – Enrolled Nurse.
- Current Police Check, Working with Children Check and NDIS Worker Screening Check.
- Good Interpersonal skills.
- Organisational and problem solving skills.
- Time management and decision making skills.
- Evidence of ongoing self-development.
- Understanding of ANCI competencies and Codes of Ethics/Professional conduct.

### Desirable

- Understanding and knowledge of nursing and current clinical issues.
- Knowledge and attention to clinical assessments and care planning.
- Good interpersonal skills.
- Organisational and problem solving skills.
- Time management and decision making skills.

## Nursing Capabilities

Mapped to the Nursing and Midwifery Board of Australia Standards for Practice for the Enrolled Nurse.

### Domain 1: Professional and collaborative practice

- Emphasises that professional practice is also ethical and collaborative.
- Although collaboration is central it also occurs in the other domains as specific indicators.
- Practises nursing in a way that ensures the rights of the people are upheld.

**Domain 2: Reflective and analytical practice**

- It is expected that ENs reflect on evidence-based practice and ensure currency of essential knowledge and skills.
- Provides care that is informed by evidence.
- Practices within safety and quality assurance guidelines.
- Engages in ongoing development of self as a professional.

**Domain 3: Provision of Care**

- Encompasses all aspects of care from assessment to engaging in care, and includes health education and evaluation of outcomes.
- Synthesises information from a range of sources in order to plan appropriate care.
- Collaborates with the healthcare team when developing plans of care.
- Provides skilled and timely care to people receiving care and others while promoting their independence and involvement in care decision-making.
- Uses documentation to inform and report care.

**NDIS Worker Screening Check**

This role has been identified as a “risk assessed role” under the NDIS (Practice Standards – Worker Screening) Rules 2018 and as such is subject to the provision of an NDIS Worker Screening Check prior to commencement. During their term of employment, all incumbents are required to notify GSHS, via their manager if the NDIS Quality and Safeguards Commission issues:

- An interim bar;
- A suspension;
- An exclusion;
- The closure of an application for a worker screening clearance; or
- The revocation of a clearance.

**OH&S**

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of their own health and safety, to comply with GSHS OH&S policies and procedures and to participate in appropriate safety education and evaluation activities.

**Policies & Procedures**

It is everybody’s responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All GSHS policies and procedures can be accessed on the intranet site.

**Person Centred Care**

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

**Values & Conduct**

Staff are required to comply with GSHS Employee Charter. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all staff will embrace GSHS’ Employee Charter and demonstrate these in their daily work.

GSHS operates under the Code of Conduct for Public Sector Employees. This Code of Conduct, together with any professional Code of Conduct relevant to the role being performed, form part of each employee’s conditions of employment and it is expected that all staff will familiarise themselves and comply with this Code of Conduct and those relevant to the role they perform at GSHS.

**Child Safety**

GSHS is a Child Safe organisation. The GSHS Child Safe Policy and Procedure applies to all staff, volunteers, students and contractors of GSHS. GSHS staff will:

- Protect and promote the health, safety and well-being of all children.
- Recognise vulnerability and identify risk and harm to children early.
- Respond appropriately, effectively and in a timely way to reduce risk and support children and their families to achieve improved outcomes.
- Promote culturally competent and responsive health care.
- Work together with families, community services providers and the statutory system in the best interests of children (DHHS Healthcare that Counts Guiding Principles, 2017).

### **Violence & Aggression**

GSHS seeks to promote a safe and inclusive workplace and community that are free from all forms of violence and aggression. GSHS staff:

- Are aware that supports are available for GSHS staff and volunteers who may be experiencing family violence.
- Identify, respond to and support consumers impacted by family violence as guided by organisational procedures.
- Identify, report and access support in relation to incidents of occupational violence and aggression.

### **Diversity & Inclusion**

GSHS is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

### **Risk Management**

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

- Contribute to effective risk management within their area of influence.
- Adhere to organisational risk management policy and procedures.
- Assist in fostering a risk-aware culture and ensure that any staff members in their supervision understand their responsibilities.
- Identify new and emerging risk.
- Contribute feedback to risk management review processes.

### **Professional Development & Performance Management**

Ensures best practice at all times by ensuring that professional skills are regularly updated and mandatory competencies are maintained in accordance with GSHS Policy.

It is a condition of employment that staff participate in the performance review program in accordance with the parameters set out in GSHS policy and procedures.

### **Quality Improvement**

Each staff member has a responsibility to participate and commit to ongoing quality improvement activities.

### **Clinical Supervision**

GSHS' participates in programs designed to provide students with on-the-job training whilst being supervised by an appropriately skilled person. All staff of GSHS are required to provide such supervision from time-to-time.

Registered Health Professionals are required as part of their status as registered Health Professionals to provide clinical supervision from time to time, whether recognised as part of their job responsibilities or not. GSHS expects that the highest standards of best practice will be applied at all times where staff are required to provide clinical supervision to either staff or students.

### **Privacy & Confidentiality**

All GSHS Employees are required to comply with the provisions of the Privacy & Confidentiality Policy and any legislative requirements detailed in the Federal Privacy Act, 1988, the Health Records Act 2001, Section 141 of the Health Services Act Victoria, 1988 and the Freedom of Information (Amendment) Act, Victoria 1999.

All staff are required to read, understand and sign the Confidentiality and Privacy Agreement that sets out specifically what is required, upon commencement of employment. These provisions form part of the terms and conditions of employment and any breach will be subject to disciplinary action as per the Performance Development and Discipline Policies, along with the relevant Enterprise Agreement.

#### **Additional Requirements:**

To ensure a healthy and safe environment for everyone, smoking is not permitted on GSHS grounds, buildings or vehicles.

All staff are required to provide a current National Police Records Check prior to commencement. A Working with Children Check may also be required for particular positions.

All “Risk Assessed Roles”, in accordance with the National Disability Insurance Scheme (Practice Standards – Worker Screening ) Rules 2018, must provide an NDIS Worker Screening Check prior to commencement. If the Worker Screening Check has been applied for, but not issued prior to commencement, a written Risk Management Plan, that includes direct supervision, must be in place until such time the NDIS Worker Screening Check is issued.

In addition, all staff undertaking “Risk Assessed Roles” must complete the NDIS Worker Orientation Module, “Quality, Safety and You”, available online through the NDIS Quality and Safeguards Commission.

All “Risk Assessed Roles” are listed on the NDIS Worker Screening Database and notified to individuals via their employment offer.

*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 GSHS' discretion and activities may be added, removed or amended at any time.*

#### **Sign-off to verify agreement with this Position Description:**

<b>Incumbent</b>		<b>Date</b>	
<b>Manager</b>		<b>Date</b>	