

## CASTERTON MEMORIAL HOSPITAL



### POSITION DESCRIPTION - ENROLLED NURSE LEVEL 2



**DIVISION:** Nursing

**Position:** Enrolled Nurse Level 2

**Classification:** EN Level 2.1-2.7

**Responsible to:** Nurse Unit Manager

**Hours:**  Full Time  Part Time – Min \_\_ shifts per fortnight  Casual

**Duration:**  Short Term Contract  Ongoing

**Department:**  Acute  Residential Care  Primary & Community Care

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Awards & Conditions:** Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 – 2020

#### **Key Selection Criteria & Qualifications:**

##### **Essential:**

- Current Registration as an Enrolled Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
- Completed a minimum of two NMBA approved units of study for medicine administration.
- Demonstrated effective communicator.
- Ability to work collaboratively in a team environment.
- Computer literate.
- Ability to demonstrate initiative and flexibility.
- Effective reporting and documentation skills.
- Comprehensive and up to date professional development portfolio.
- Ability to work shift work.

##### **Desirable:**

- Demonstrated high level of motivation and willingness to learn.
- Current unencumbered Victorian Motor Vehicle License (or equivalent)

##### **Primary Objective:**

- The enrolled nurse is responsible under the direction of a registered nurse, for the provision of consumer focused holistic nursing care to those assigned to him/her, in order to achieve desired clinical outcomes. At all times the enrolled nurse retains responsibility for his/her actions and remains accountable in providing delegated nursing care. Ensure that the Casterton Memorial Hospital Vision, Mission and Values are known, understood and practiced.

##### **Decision Making Authority:**

Without referral to manager (Responsible)

- Provision of direct patient care through a person centre approach and within the enrolled nurses scope of practice that they are educated, competent and authorised to perform.

- Ensures all work is completed accurately on time and in accordance with CMH policies and procedures.

After consultation with manager or others (Consulted)

- Appropriate referral of any instances where the patient needs fall outside the enrolled nurse scope of practice and competency level.
- Clinical deterioration.

Referred to managers or others (Consulted)

- Complaints and compliments.
- Occupational health and safety issues
- Improving care initiatives
- Decisions outside of position delegation.

**Key Communication Contacts (Informed)**

- Actively participate as a member of multi-disciplinary team to ensure quality health outcomes for patients.

<b>Contact/Organisation</b>	<b>Purpose/Frequency of Contact</b>
NUM/MNS	Regular to ensure patient/resident/client care requirements are met and to contribute to effective team outcomes.
ANUM	Ongoing to receive guidance and direction on patient/resident/client care and to advise any issue.
REGISTERED NURSE	Ongoing to receive direction/advice in line with the National Principles on patient/resident/client care and to advise of any issues.
WORK TEAM	Ongoing to ensure quality patient/resident/client care is delivered at all times.
Other health professionals	Ongoing to ensure quality patient/resident/client care is delivered at all times.
Relative and friends of patients/residents/clients	As required to inform of patient wellbeing.

<b>KEY ACCOUNTABILITIES</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
Patient/Resident/Client care	<ul style="list-style-type: none"> <li>Practice in accordance within own competency level and the Australian Nursing and Midwifery Council (ANMC) National Competency Standards for the Enrolled Nurse scope of practice</li> <li>Delivery of person centred care that meets best practice standards and in line with Casterton Memorial Hospital requirements.</li> <li>Provide quality patient/resident/client care using an evidence based approach in consultation with the registered nurse and other members of the health care team</li> </ul>	<ul style="list-style-type: none"> <li>ANMC National Competency Standards for the Enrolled Nurse are met</li> <li>Achievement of best practice standards</li> </ul>
Safety and Quality	<ul style="list-style-type: none"> <li>Understand the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies is maintained</li> <li>Engage in improving care activities and service redesign initiatives</li> <li>Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained</li> <li>Demonstrate respect for individual's values, customs and spiritual beliefs to ensure consumer care is effective and culturally appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Adherence to National Safety and Quality Standards</li> <li>Participation in Safety and Quality initiatives</li> <li>Participation in audit processes</li> <li>Compliance with Managing Diversity and EEO policies</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Establish and maintain effective communication within a multi-disciplinary team to ensure consumers receive quality ongoing care</li> <li>Actively participate in the promotion of a positive and engaging team culture</li> </ul>	<ul style="list-style-type: none"> <li>Active ongoing contribution within multi-disciplinary team</li> <li>Positive role model within team</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>Utilise Casterton Memorial Hospitals' IT systems to ensure accurate development and maintenance of clinical &amp; non clinical documentation in a timely manner</li> <li>Regular monitoring of clinical &amp; non clinical documentation to ensure compliance with applicable legal and regulatory bodies</li> </ul>	<ul style="list-style-type: none"> <li>Patient/resident/client related documentation is complete and accurate</li> <li>Documentation complies with legal and regulatory bodies requirements</li> </ul>
Professional competence and development	<ul style="list-style-type: none"> <li>Ensure compliance with National Framework for Decision Making by Nurses and Midwives on scopes of practice (National DMF) Maintain annual registration requirements and continuing professional development (CPD) standards outlined by AHPRA through participation in relevant educational programs.</li> </ul>	<ul style="list-style-type: none"> <li>National DMF requirements are met</li> <li>ANMC National Competency Standards for the Enrolled Nurse are met.</li> <li>Annually registered with AHPRA</li> <li>CPD requirements met and documented Casterton Memorial Hospital Annual performance review including training &amp; development plan is completed</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>Lives and models the Casterton Memorial Values at all times – including team based above and below behaviours.</li> <li>Participate and contribute to team, organisational and external initiatives as required</li> <li>Engage in special projects as required by the Nurse Unit Manager on a wide range of issues.</li> <li>Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>Casterton Memorial Hospital Values modelled at all times</li> <li>Participation in team meetings &amp; other meetings as required</li> </ul>

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Reports to Registered Nurses and Nurse Unit Manager
- Accountable to the Manager Nursing Services.

<b>EMPLOYMENT REQUIREMENTS</b>	
<b><i>Our Mission</i></b>	<p>To provide services that promotes an individual’s life to the fullest.</p> <p><b>W</b>ith Open Arms</p> <ul style="list-style-type: none"> <li>• To welcome and include all persons equally.</li> </ul> <p><b>E</b>xcellence</p> <ul style="list-style-type: none"> <li>• To provide the optimum standard of care and service within available resources.</li> </ul> <p><b>A</b>ccountability</p> <ul style="list-style-type: none"> <li>• To be accountable and transparent for all our actions.</li> </ul> <p><b>R</b>espect</p> <ul style="list-style-type: none"> <li>• To demonstrate dignity, privacy and honesty towards all clients.</li> </ul> <p><b>E</b>mpathy and Compassion</p> <ul style="list-style-type: none"> <li>• To understand and respond to people’s needs and feelings.</li> </ul>
<b><i>Code of Conduct</i></b>	<p>The expectation is that Casterton Memorial Hospital employees and volunteers will adhere to the values as outline in the <i>Code of Conduct for Victorian Public Sector Employees (No 1) 2007</i>.</p> <p><a href="#"><u>CMH Code of Conduct Policy</u></a></p>
<b><i>Confidentiality</i></b>	<p>You must ensure that the affairs of Casterton Memorial Hospital, its patients, residents, clients and employees remain strictly confidential and are not divulged to any third party, for any reason, except where required for clinical reason or by law. Such confidentiality shall extend to the commercial and financial interest of Casterton Memorial Hospital. Any breach of confidentiality will be viewed as a serious matter and may be subject to disciplinary action including termination.</p> <p><a href="#"><u>CMH Privacy/Confidentiality Policy</u></a></p>
<b><i>Contract of Employment</i></b>	<p>Your appointment is subject to your acceptance of the terms and conditions as laid out in your Contract of Employment. Terms and condition will apply until by mutual agreement they are altered or replaced in writing.</p>

<b><i>Clinical Handover</i></b>	<p>CMH recognises the importance of clinical handover in the delivery of safe, effective, high quality care. It is the responsibility of all CMH employees to ensure that clinical handover is performed in an effective manner with the appropriate communication so that safe, timely and effective patient care is delivered. This includes all employee groups who provide clinical and non-clinical care in their role at CMH</p> <p><a href="#"><u>CMH Clinical Handover Policy</u></a></p>
<b><i>Infection Control</i></b>	<p>It is the responsibility of the employee to comply with the Infection Control policies and practices of Casterton Memorial Hospital. You will also be expected to participate in infection control education yearly.</p> <p><a href="#"><u>CMH Infection Control Policy</u></a></p>
<b><i>Information Technology</i></b>	<p>The employee is to be aware of the need to be familiar with and able to access and use the technology systems e.g. computer, intranet, email, telephone, photocopier, facsimile machines, data projector. They will also need to become familiar with the programs used by Casterton Memorial Hospital.</p> <p><a href="#"><u>CMH Information Technology &amp; Communications Management Policy</u></a></p>
<b><i>OH&amp;S</i></b>	<p>CMH does not tolerate violence or aggression in the work place. All employees must provide evidence of training in occupational violence prevention or complete a compulsory unit on employment. The employee is required to comply with all Casterton Memorial Hospital Occupational Health and Safety policies and procedures. Employees should take reasonable care to ensure personal safety and the safety of others is not compromised by their actions or omissions in the workplace. Employees must take special note of minimal / manual handling guidelines with their work practices. Employees should notify or rectify actual or potentially hazardous situations where appropriate and report as soon as practicable, unsafe equipment, work practices or conditions (Occupational Health and Safety Act 2004 - Sec 25)</p> <p><a href="#"><u>CMH Occupational Health and Safety Policy</u></a></p>
<b><i>Charter of Human Rights &amp; Responsibilities</i></b>	<p>The employee is required to understand this “Charter” which sets out basic rights, which are protected by law for all Victorians, in regards to freedom, respect, equality and dignity. Employees should act compatibly with the charter rights.</p> <p><a href="#"><u>Victorian Charter of Human Rights &amp; Responsibilities</u></a></p>
<b><i>Quality &amp; Safety</i></b>	<ul style="list-style-type: none"> <li>• All employees should understand the application of National Safety and Quality Healthcare Standards, Aged Accreditation Standards and other applicable regulatory standards to ensure compliance is maintained.</li> <li>• Actively participate and support CMH Quality Improvement framework, plan, activities, audits, projects and documentation.</li> <li>• Adhere to CMH Emergency, OH&amp;S and Safety procedures.</li> <li>• Ensure effective response to and reporting of complaints and incidents.</li> </ul> <p><a href="#"><u>CMH Quality Improvement Policy</u></a>  <a href="#"><u>CMH Emergency Response Policy</u></a></p>

<b>Performance Review</b>	<p>The Manager of Nursing Services or Department Head will undertake an initial performance review at three months post-employment then annually.</p> <p><a href="#"><u>CMH Performance Review Policy</u></a></p>
<b>Person Centred Care</b>	<p>Person Centred Care is an approach to treatment and care that consciously adopts the person's perspective around such dimensions as respect for the person's values, preferences and needs, beliefs and cultural needs, family situation and lifestyle. CMH is committed to ensuring that patients, residents, clients and their families/carers are encouraged to play an effective role in planning, development, delivery and evaluation of the services provided by the organisation. CMH employees have a responsibility to encourage patients/residents/clients and their family/carer to participate in all activities undertaken by the organisation and should be considered a part of routine management practice. Examples are the Active Service Model in Primary and Community Health care, dining and socialisation in Residential Care, and active rehabilitation in Acute Care.</p>
<b>Police Check and Statutory Declaration</b>	<p>Appointment is subject to a satisfactory police records check. All staff must have approval by the CEO before confirmation of employment is made.</p> <p>The applicant is also required to sign a statutory declaration indicating whether since the age of 16 they have been a citizen or permanent resident of a country other than Australia and, that they have no conviction of murder, sexual assault or assault resulting in imprisonment.</p> <p><a href="#"><u>CMH Police Checks Policy</u></a></p>
<b>Probation period</b>	<p>A probation period of three months will be adhered to after which a permanent contract will be offered if the incumbent's <b>initial</b> performance review is satisfactory.</p>
<b>Privacy</b>	<p>Employment is subject to compliance with the <i>Health Records Act</i>. This <i>Act</i> requires compliance with Principles related to privacy regarding data collection (including photos), usage and security.</p> <p><a href="#"><u>CMH Privacy Policy</u></a></p>
<b>Cultural Diversity</b>	<p>CMH recognises and respects cultural diversity within the community and is committed to respecting individual beliefs, age, gender, economic, cultural and linguistic backgrounds of CMH clients and staff.</p> <p><a href="#"><u>CMH Cultural Diversity Plan Policy</u></a></p>
<b>Employee and Student Development and learning environments</b>	<p>The employee is required to attend an Orientation Day prior to commencement of employment and participate in their own Personalised Development Program and competencies as they are developed and implemented across CMH. A matrix of mandatory and non-mandatory competencies is updated annually.</p> <p>CMH actively encourages and supports new employees, trainees and students in the work place. CMH works collaboratively with several universities, schools and TAFES to provide clinical and employee based experience. It is the expectation that all employees are actively involved in supporting and preceptoring these clinical placements and to reflect a continuous learning environment.</p> <p><a href="#"><u>CMH Orientation of New Staff Policy</u></a></p> <p><a href="#"><u>CMH Student / Clinical Placement Policy</u></a></p>

<b><i>Termination of Employment</i></b>	<p>Employees should provide four weeks (or as per award) written notice of termination of employment to the Manager of Nursing Services for nursing staff or the Chief Executive Officer for all other employees.</p> <p><a href="#"><u>CMH Employee Resignation / Exit Policy</u></a></p>
<b><i>Smoke Free Campus Policy</i></b>	<p>Smoking is prohibited throughout all buildings and vehicles controlled by Casterton Memorial Hospital. This policy applies to employees, patients, residents, clients, volunteers, visitors and contractors.</p> <p><a href="#"><u>CMH Smoke Free Policy</u></a></p>
<b><i>Employee Assistance Programs</i></b>	<p>All new employees are provided with a mentor to support them during their transition to CMH</p> <p><a href="#"><u>CMH Mentor Information Pack</u></a></p> <p>CMH encourages healthy lifestyle for employees and provides services and referrals to support wellbeing.</p> <p><a href="#"><u>CMH Employee Assistance Program</u></a></p>
<b><i>Child Safety and Mandatory Reporting</i></b>	<p>Our organisation is committed to child safety.</p> <p>We want children to be safe, happy and empowered. We support and respect all children, as well as employees and volunteers.</p> <p>We are committed to the safety, participation and empowerment of all children.</p> <p>We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.</p> <p>We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</p> <p>Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.</p> <p>Our organisation has robust human resources and recruitment practices for all employees and volunteers.</p> <p>Our organisations is committed to regularly training and educating employees and volunteers on child abuse risks.</p> <p>We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.</p> <p>We have specific policies, procedures and training in place that support our leadership team, employees and volunteers to achieve these commitments.</p> <p><a href="#"><u>CMH Child Safety and Mandatory Reporting Policy</u></a></p>

*Reference: Australian Charter of Healthcare Rights in Victoria  
Code of Conduct for Victorian Public Sector Employees (No 1)*

**Employee:** \_\_\_\_\_ Date: / /

**Print Name:** \_\_\_\_\_

**Manager Nursing Services:** \_\_\_\_\_ Date: / /

**Print Name:** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_ Date: / /

**Print Name:** \_\_\_\_\_

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