



POSITION DESCRIPTION

Employee:	
Position Title:	Enrolled Nurse Level 2
Enterprise Agreement:	In accordance with the Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024
Classification:	EN Level 2.1 – 2.7
Superannuation:	Employer Contribution - 11%
Working hours:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual _____ shifts per fortnight
Basis of employment:	<input type="checkbox"/> Ongoing <input type="checkbox"/> Fixed Term Contract: ___/___/___ to ___/___/___
Location:	Casterton Memorial Hospital
Department:	<input type="checkbox"/> Residential Aged Care
Reports To:	Registered Nurses through to Nurse Unit Manager Accountable to Manager Nursing Services

ABOUT THE ROLE:

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.

KEY RESPONSIBILITIES & DUTIES:

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)

SELECTION CRITERIA:

Essential:

- Commitment to the CMH Values of **T**rust, **R**espect, **H**onesty & **I**ntegrity, **C**ollaboration & **E**ngagement, and **S**ustainability and the ability to exhibit behaviour which reflects our values.
- Demonstrated understanding of the importance of teamwork, including the ability to work collaboratively and cohesively with colleagues, supervisors, and other stakeholders.

KEY ACCOUNTABILITIES:		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE MEASURES
CONSUMER CARE	<ul style="list-style-type: none"> 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 Delivery of person centred care that meets best practice standards and in line with Casterton Memorial Hospital requirements. Provide quality consumer care using an evidence based approach in consultation with the registered nurse and other members of the health care team 	<ul style="list-style-type: none"> ANMC National Competency Standards for Enrolled Nurses are met. Achievement of best practice standards.
QUALITY IMPROVEMENT, SAFETY & RISK MANAGEMENT	<ul style="list-style-type: none"> Understand the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies in maintained Engage in improving care activities and service redesign initiatives Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained Demonstrate respect for individual's values, customs and spiritual beliefs to ensure consumer care is effective and culturally appropriate 	<ul style="list-style-type: none"> Adherence to National Safety and Quality Standards. Participation in Safety and Quality initiatives. Participation in audit processes. Compliance with Managing Diversity and EEO policies.
TEAMWORK	<ul style="list-style-type: none"> Establish and maintain effective communication within a multi-disciplinary team to ensure consumers receive quality ongoing care. Actively participate in the promotion of a positive and engaging team culture 	<ul style="list-style-type: none"> Active ongoing contribution within multi-disciplinary team. Positive role model within team.
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> Utilise Casterton Memorial Hospitals' IT systems to ensure accurate development and maintenance of clinical & non clinical documentation in a timely manner. Regular monitoring of clinical & non clinical documentation to ensure compliance with applicable legal and regulatory bodies. 	<ul style="list-style-type: none"> Consumer related documentation is complete and accurate. Documentation complies with legal and regulatory bodies requirements.
PROFESSIONAL COMPETENCE AND DEVELOPMENT	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> National DMF requirements are met. ANMC National Competency Standards for Registered Nurses are met. Annually registered with AHPRA. CPD requirements met and documented Annual performance review

		including training & development plan is completed.
OTHER DUTIES	<ul style="list-style-type: none"> Lives and models the Casterton Memorial Values at all times – including team based above and below behaviours. Participate and contribute to team, organisational and external initiatives as required. Engage in special projects as required by the Nurse Unit Manager on a wide range of issues. Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness. 	<ul style="list-style-type: none"> Casterton Memorial Hospital Values modelled at all times. Participation in team meetings & other meetings as required.

DECISION MAKING AUTHORITY

Without referral to manager (Responsible)

- Provision of direct consumer 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 consumer 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 a multi-disciplinary team to ensure quality health outcomes for consumers.

Contact/Organisation	Purpose/Frequency of Contact
NUM/MNS	Regular to ensure consumer care requirements are met and to contribute to effective team outcomes.
ANUM	Ongoing to receive guidance and direction on consumer care and to advise any issue.
Work Team	Ongoing to ensure quality consumer care is delivered at all times.
Other health professionals	Ongoing to ensure quality consumer care is delivered at all times.
Relative and friends of consumers	As required to inform of consumer wellbeing.

OTHER REQUIREMENTS:

- Current NDIS Screening check is required for this role
- Some afterhours work may be required in this position
- Received a minimum of 3 COVID vaccinations
- Annual influenza vaccination

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES:

All Casterton Memorial Hospital employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant CMH OH&S management system Policies, Procedures and programs. This includes the CMH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Casterton Memorial Hospital has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Consumer Care Role</u>	<u>2. Maintenance / Hotel Services Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none">▪ manual handling (pushing, pulling equipment)▪ general consumer handling and clinical nursing duties▪ sitting, standing, bending, reaching, holding▪ pushing pulling trolleys and equipment▪ general clerical, administration work, computer work▪ use of personal protective equipment and handling▪ handling general and infectious waste,▪ shift work in most roles	<ul style="list-style-type: none">▪ generic maintenance work, working at heights▪ generic out door work / pushing, pulling trolleys▪ sitting, standing, bending, reaching, holding▪ computer work▪ general clerical, computer and some admin work▪ use of personal protective equipment and handling▪ handling general and or infectious waste,▪ shift work in some roles	<ul style="list-style-type: none">▪ sitting, standing, bending, reaching, holding▪ computer work, data entry▪ general clerical at varying levels ,▪ use of personal protective equipment▪ handling general waste▪ pushing and pulling trolleys / filing,▪ shift work in some roles

NOTE TO ALL EMPLOYEES:

- You must work within the policies, procedures and guidelines of CMH.

- You must participate in the CMH 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 CMH, its consumers, clients and employees 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 CMH.
- 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).
- A Performance Review will occur within six (6) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measures and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Department Head:			
Executive Manager:			
Employee:			
<i>Office Use only</i>			
Commencement date:			