

# Position Description



<b>Position Title:</b>	Endorsed Enrolled Nurse
<b>Department:</b>	Residential Aged Care
<b>Position Commencement Date:</b>	
<b>Relevant Industrial Award:</b>	Nurses And Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
<b>Classification</b>	IB60 or IB70
<b>Employment Type:</b>	Part time as rostered
<b>Performance Review:</b>	A six month probationary period will apply to this position. Incumbents will be required to attend a probationary review meeting 3-6 months from commencement.
<b>Health Service Overview</b>	
<p>Hesse Rural Health (Hesse) is a small rural health service and a key integrated rural health care provider located within the three local government areas of Surf Coast, Colac Otway and Golden Plains. The organisation provides a broad range of services which include: Aged Residential including Dementia Specific Care, Sub-Acute Hospital, Urgent Care, Community Health, Health Promotion, District Nursing, Allied Health, Palliative Care, Home Care Packages and Planned Activity Groups.</p> <p>Services operate from sites at Winchelsea, Beeac, Rokewood and Bannockburn. Hesse provides a community based, multi-disciplinary team approach to the identified health needs of the population and aims to promote the wellbeing of the rural community it serves.</p>	
<b>Position Summary</b>	
<p>Hesse Rural Health's aged residential service provides high quality care services that are responsive to the needs of the resident and their families. The highest priority is placed on maintaining the health, wellbeing, independence and rights of residents.</p> <p>The Enrolled Nurse works within a three tiered care staff structure under the direction of the Registered Nurses in charge. The Enrolled Nurse also works collaboratively with the multidisciplinary team to meets the holistic care needs of allocated patients and residents on a per shift basis.</p> <p>Hesse Rural Health actively promotes a person centred care philosophy which ensures patients, residents and their careers are actively involved in decision making and planning. The Enrolled Nurse strives at all times to develop positive working relationships with all internal and external stakeholders.</p>	
<b>Organisational Relationships</b>	
<b>Reports to:</b>	Registered Nurse In Charge – <i>on a per shift basis</i>
<b>Line Manager:</b>	Nurse Unit Manager

<p><b>Accountable Manager:</b> Director of Clinical Services</p> <p><b>Liases with:</b> Direct Care staff, Support Services, Allied Health, Administration</p> <p><b>External Stakeholders:</b> Health professionals, including GPs, families and carers</p>
<p><b>Specialist Skills, Knowledge, Roles &amp; Responsibilities</b></p>
<ul style="list-style-type: none"> <li>• To actively participate as a member of the care team in the assessment of patient and resident holistic needs, and in the planning, implementation and evaluation of their nursing care.</li> <li>• To liaise with the Registered Division 1 Nurse / ANUM regarding significant changes in the residents' health condition.</li> <li>• To administer medication to patients and residents in accordance with HRH policy and procedures and scope of practice.</li> <li>• To assist in the care of residents with respect to their cultural, spiritual and lifestyle preferences.</li> <li>• To maintain the privacy, dignity and confidentiality of patients and residents at all times</li> <li>• To maintain a safe and secure environment and demonstrate respect for residents home environment, personal clothing and property.</li> <li>• To liaise, consult and cooperate with residents' families, representatives and other health professionals to ensure resident needs are met.</li> <li>• To cooperate with other members of the care team to provide stimulating individual and group activities that meet resident needs</li> <li>• To provide effective leadership, supervision and clinical support to health care workers</li> <li>• To complete care documentation according to Hesse policy and procedures.</li> <li>• To regularly attend and be a solution focussed active participant in organisational team meetings and forums.</li> <li>• To document relevant clinical, personal and organisational risks in the required incident database as necessary</li> </ul>
<p><b>Specific Quality and Safety Accountabilities</b></p>
<ul style="list-style-type: none"> <li>• Provide high quality care in services delivered as a priority.</li> <li>• Utilise a partnership approach with consumers to build effective relationships and respect client rights for choice.</li> <li>• Go beyond compliance to pursue excellence in care and services.</li> <li>• Speak up and raise concerns and issues, promoting a culture of transparency.</li> <li>• Share information and learnings regarding clinical safety.</li> <li>• Regularly update their skills and knowledge to provide and support the best care and services possible.</li> <li>• Understand and work to achieve quality compliance obligations in line with standards set by the organisation and by external quality regulators such as the National Safety and Quality Health Service Standards and Aged Care Quality and Safety Commission.</li> <li>• Actively monitor and improve the quality and safety of their care and services.</li> <li>• Practice in culturally safe and appropriate manner respectful of diverse populations.</li> </ul>

<ul style="list-style-type: none"> <li>• Contribute to a culture of safety, transparency, teamwork and collaboration.</li> <li>• Support and promote a culture of safety and quality.</li> </ul>
<b>Other Relevant Requirements</b>
<ul style="list-style-type: none"> <li>• Employment is subject to a satisfactory national Police Check and Working with Children Check.</li> <li>• All staff must complete a Statutory Declaration in keeping with the requirements of the <i>Aged Care Act 1997</i> relevant to any relevant overseas incurred convictions.</li> <li>• A current Victorian driver's license is compulsory. Loss of license or any license infringement must be reported to management immediately.</li> <li>• The completion of a pre-existing injury or illness declaration is a requirement of appointment.</li> <li>• All employees of Hesse are bound to work in accordance with: the policies and procedures of Hesse, the relevant industrial agreements and <i>Fair Work Act 2009</i> that provides the terms and conditions of the appointment, relevant Scope of Practice and professional codes of conduct, the Hesse Employee Code of Conduct and the Victorian Code of Conduct for Victorian Public Sector Employees.</li> </ul>
<b>Key Selection Criteria</b>
<ul style="list-style-type: none"> <li>• Diploma of Nursing or equivalent</li> <li>• Registration with APHRA</li> <li>• Experience in the provision of nursing care within a residential aged care setting desirable.</li> <li>• Commitment to the client centred models of practice</li> <li>• Effective interpersonal skills and the ability to work within a team environment.</li> <li>• Effective time management skills</li> <li>• Current Victorian Driver's License</li> </ul>
<b>Organisational Values</b>
<p><b>INNOVATION</b> - embracing new ideas that lead to success</p> <p><b>INTEGRITY</b>- be open and honest and do the right thing for the right reasons</p> <p><b>CARING</b> - displaying kindness and empathy</p> <p><b>ACCOUNTABLE</b>- taking responsibility for our own actions</p> <p><b>RESPECT</b>- value the rights and wishes of others</p> <p><b>EXCELLENCE</b>- committed to being the best</p>
<b>Occupational Health and Safety</b>
<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Comply with safety instructions in their work environment and to familiarise themselves with OHS policy and procedures.</li> <li>• Be familiar with all emergency evacuation procedures and as necessary undertake the fire warden role relevant to workgroup.</li> <li>• Take responsibility for their own health and safety and exercise consideration of work practices that may impact upon others within the workplace.</li> </ul>

- Seek guidance about new or modified work procedures.
- Ensure any hazardous conditions are eliminated or minimised and that near miss incidents and injuries are reported to Line Manager.

**Infection Control**

An effective, integrated organisation wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position and to adhere to the organisation's infection control prevention policies and procedures.

**Education**

Hesse is committed to professional development and continuous learning. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural health service.

**Mandatory Competencies**

All staff must undertake compulsory training for their workgroup as outlined according to the annual Compulsory Training Table.

**Health and Wellbeing**

The health and wellbeing of employees is an organisational priority for and it is an expectation that employees recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. A culture of trust that promotes positive mental health and wellbeing through respect, supportive leadership, employee participation, positivity and shared decision making is expected.

**Confidentiality**

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or Hesse employees. Staff must understand and accept that in accessing verbal, written or electronic personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action.

**Incumbent Statement**

I, \_\_\_\_\_ have read, understood and accept the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:            Yes    No

Manager Authorisation:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Description

