



## Endorsed Enrolled Nurse

### Casual

A great opportunity now exists for Endorsed Enrolled Nurses to apply for a casual position at Heywood Rural Health. To be successful you must have a demonstrable track record of reliability and upholding of the values of Heywood Rural Health, along with a firm commitment to achieving excellence in patient/resident care.

You will need to demonstrate:

- Qualification as an Endorsed Enrolled Nurse and current registration with the Australian Health Practitioner Registration Agency (AHPRA).
- Ability to assess Aged Care Residents and formulate Care Plans in collaboration with Registered Nurse, and within the Enrolled Nurse Scope of Practice;
- Demonstrated interpersonal skills, patience, common sense and a strong ethos of client service.
- Demonstrated ability and commitment to work as part of a team and support other staff;
- Demonstrated initiative and ability to work without supervision.

For further enquiries please contact Rebecca Siemon, Nurse Unit Manager on phone 5527 0553 or email [Rebecca.Siemon@heywoodruralhealth.vic.gov.au](mailto:Rebecca.Siemon@heywoodruralhealth.vic.gov.au)

To apply, please forward your application letter and resume to the People and Culture Department, by COB Sunday 24<sup>th</sup> January 2021

Applications to be addressed to:

People & Culture Department

Heywood Rural Health

PO BOX 159

Heywood, VIC 3304

Email: [hr@heywoodruralhealth.vic.gov.au](mailto:hr@heywoodruralhealth.vic.gov.au)

<https://heywoodruralhealth.vic.gov.au/>



---

<b>Position:</b>	ENROLLED NURSE LEVEL 2
<b>Reports To:</b>	Unit Manager
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement
<b>Minimum Qualifications:</b>	Current Nursing Registration with the Australian Health Practitioner Regulation Agency. For all new staff (2017) must be an endorsed Enrolled Nurse

---

## **Our Vision**

Heywood Rural Health is committed to the health and wellbeing of our community.

## **Our Values**

### *Respect*

- We make mutual respect the basis of all interactions
- We respect diversity and respect the dignity of each person
- We embrace the differences in people and perspectives

### *Responsiveness*

- We take actions and opportunities to create results
- We provide services that are person centered and focused on outcomes
- We keep our commitments and promises

### *Care*

- We care about the people and the community within which we work and live
- We care about our colleagues and ourselves
- We support people to develop and build on their strengths

### *Integrity*

- We uphold our professional ethic at all times
- We are honest and fulfil our commitments
- We are accountable for our actions

## **PRIMARY OBJECTIVES:**

- To work as a part of the health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes.
- To work in collaboration with the Registered Nurse /s and other member of the health care team
- To undertake activities for which they are competent and willing to accept the accountability within their scope of practice.

## **DUTIES AND RESPONSIBILITIES:**

### **1. Management of patient / resident care**

- Demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- Involve the patient / residents and their relatives in decision making relevant to their needs and preferences
- Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Enrolled Nurse
- Involved in the assessment, planning, implementation and evaluation of allocated and delegated nursing care activities to assist the patient/resident to meet care needs and health outcomes
- Recognise and report changes in the health and functional status of individuals/groups to the Registered Nurse

### **2. Communication/Teamwork**

- Promotes a collaborative team approach to patient care through effective communication, consultation and cooperation with all members of the health care team
- Communicate accurately and promptly all relevant information to and from patients / residents, relatives and colleagues
- Participate in ward / unit meetings in order to exchange ideas and information

### **3. Professional Development and Practice**

- All Enrolled Nurses have a responsibility for ongoing self-development to maintain their knowledge base to carry out their role
- Learn from experience through an integrative process, which includes gathering objective data from experience, reflecting, identifying relevant theory and knowledge, developing a plan and practicing independently
- Functions in accordance with legislation, policies and procedures affecting nursing practice pertinent to the Enrolled Nurse practice
- It is the Enrolled Nurse's responsibility to keep accurate records and evidence of education undertaken

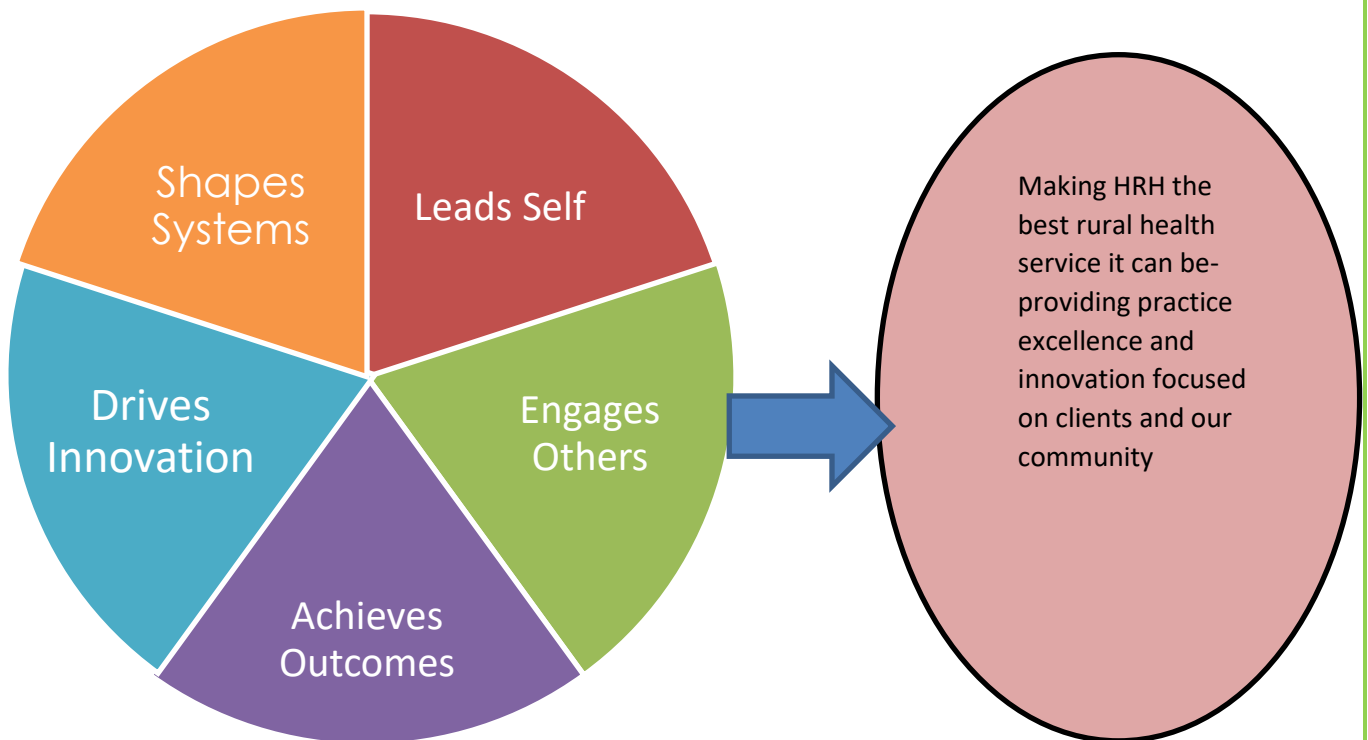
### **4. Quality Improvement & Risk Management**

- Participate in relevant department/unit activities and work proactively with the patient/resident and health care team to achieve desired outcome goals
- Participate in quality improvement activities and ensures outcomes from quality improvement processes are incorporated into practice
- Participate in accreditation and quality processes

## 5. Leadership & Innovation

- Embrace and contributes to new approaches dealing with work problems or opportunities
- Act as resource and role model for clinical excellence in the delivery of patient / resident care
- Role model the HRH leadership capability framework by
  - Leading Self
  - Engaging others
  - Achieving outcomes
  - Driving innovation
  - Shaping Systems

### [HRH Leadership Capability Framework \(LEADS\)](#)



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. Duties and responsibilities may be reviewed according to service requirements

## **Occupational Health and Safety Responsibilities**

All Heywood Rural Health 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 HRH OH&S management system Policies, Procedures and programs. This includes the HRH 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:**

Heywood Rural Health has a duty of care to all staff. 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 / Patient Care Role</u>	<u>2. Maintenance/Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>

### Other Requirements

- Current police check is required for this role
- Shift work is a requirement of this role

### Note to all employees

- You must work within the policies, procedures and guidelines of HRH
- You must demonstrate and understand the application of Accreditation Standards to ensure compliance with applicable regulatory bodies is maintained
- You must demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient / resident care is effective and culturally appropriate
- You must demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- You must participate in the HRH 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 HRH, 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 HRH.
- 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 3 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/measure and set development objectives and goals for the year ahead.

<b>APPROVALS</b>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<b>Manager:</b>			
<b>Employee:</b>			