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**Role** **Enrolled Nurse**

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**Date:** February 2019

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**Classification:** EN Level 2

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**Employment Status:** Full time/ Part time/ Casual

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**Conditions:** **NURSES AND MIDWIVES (VICTORIAN PUBLIC SECTOR) ENTERPRISE AGREEMENT – 2016- 2020**

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**Our Vision:** Caring for and working with our community

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**Our Strategic Principles:**

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

**Our Values:**

- Respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

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**Position Purpose:**

To assist the organisation to meet its strategic and operational objectives in relation to Person Centred Care.

The Enrolled Nurse role will:

- Support and promote activities that are consistent with the Nature and Directions of Beechworth Health Service.
  - Contribute to those duties needed for efficient use of resources that contributes to quality of care of clients.
  - Act as a clinical resource, supervisor and role model in clinical practice for Personal Care Assistants and other care givers.
  - Assess, plan, implement and evaluate patient/resident/client care with and in collaboration with other members of the health team. Involve the patient/resident/client or their representative.
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**Qualifications and Experience:**

- Current registration with the Nursing and Midwifery Board of Australia as an Enrolled Nurse/ Level 2 for DNS.
- Competent with the Australian Nursing and Midwifery Accreditation Council (ANMAC) Standards.
- Knowledge of current back care/no lift programs and other OH&S issues common to acute nursing.
- Current BLS qualifications.
- Knowledge of current wound care procedures in accordance to the BHS policy.
- Experience with palliative care.
- Experience in rural/remote health care settings
- Favourable police check

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**Key Relationships**

**Reports to:** Nurse Unit Manager (Acute), Nurse Unit Manger (Residential Aged Care or District Nursing Service Team Leader)

**Supervises:** Personal Care Workers,

**Internal Liaisons:**

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents

**External Liaisons:**

- Community members
- Beechworth Surgery
- Beechworth Pharmacy
- Other Health Services
- Community Groups
- Consumers

**Key Responsibilities:****Quality**

- Participate in the leadership of quality and improvement at BHS
- Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
- Participate in Infection prevention and control and No Lift programs as appropriate to the role
- Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
- Ensure all mandatory in-service education is completed on time.
- Actively participate and contribute to portfolio activities with the unit.
- Actively participate in review of policies and procedures as required.

**Experience**

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
  - Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
  - Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS
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- Support and promote activities what are consistent with the Nature and Directions of Beechworth Health Service.
  - Initial and ongoing assessment of the client in collaboration with other nurses and under the supervision of a Registered Nurse and the multi-disciplinary team to ensure that an individualised plan of care is developed for client.
  - Under the directions of the Registered Nurse, implement care using a Person Centred Care approach.
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### **Workforce**

- Participate in BHS's framework for staff development
  - Act as a role model for colleagues
  - Play a role in the induction of new members of staff
  - Promote and encourage innovative service delivery
  - Under the directions of the Registered Nurse, supervise students encouraging a culture of mentorship.
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### **Relationships**

- Liaise with managers and assist problem solving to deal with issues as they arise
  - Attend and participate in relevant meetings at BHS
  - Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
  - Develop and foster strategic relationships with key internal partners.
  - Attend and participate in relevant meetings and forums.
  - Maintain appropriate documentation to support funding instruments (ACFI)/HACC data.
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### **Sustainability**

- Manage the use of BHS resources efficiently and effectively within the scope of the role
  - Contribute to a culture that promotes the BHS Values
  - Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
  - Contribute to organisational wide improvement processes including compliance and improvement initiatives
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### **Risk Management:**

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
  - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
  - Observe risk management principles, policies and practices through the risk management BHS policy/framework
  - Employ risk management principles and practices in day-to-day duties and functions
  - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public
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**Occupational Health & Safety:**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
  - Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
  - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
  - Attend training programs designed to monitor and protect the health of staff in their workplace
  - To report to your Manager:
    - Unsafe equipment , work practices or conditions
    - Any incidents, near misses, injuries, or illnesses.
    - Potential Hazards
    - Damage or defects to Beechworth Health Service equipment or property
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**Accountability and Extent of Authority:**

- The incumbent of the position will be accountable for:
- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
  - Undertaking the role in accordance with legislative and funding obligations
  - Undertaking the duties of the role in accordance with BHS policies
  - Operate in accordance with Beechworth Health Service’s delegated authority
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A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-**.....

Appendix 1: Statement of Priority accountabilities 2018

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**Statement of Priorities 2018**

<b>Key areas of responsibility / Value Themes</b>	<b>BHS Service Plan / Strategic Plan / Statement of Priorities Accountability</b>
Quality	Participate in Quality Activity, data collection and auditing.

Experience	Ensure that any person accessing Beechworth Health Service will experience a person centred care approach to their care.
Workforce	Act as a role model for colleagues Completion of Mandatory competencies.
Relationships	Attitude and behaviour are consistent with the organisational values at all times.
Sustainability	Actively involved in Portfolio activities within the unit.