



Is a smoke free workplace

Position Description

Position: ENROLLED NURSE

Date: June 2016

Classification: Enrolled Nurse

Employment Status: Full time/ Part time/ Casual

Department: Acute/Residential Care/District Nursing

Award or EBA: In accordance with current Award and EBA agreement.

Accountable to: Director of Clinical Services through the Unit Nurse Manager or DNS Team Leader.

Vision & Strategic Intent

Our Vision:

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Our Strategic Intent:

Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.

We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Primary Health Services, Community Health Promotion and Visiting Specialist Services.

Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.

At Beechworth Health Service behave in a way that:

Respect

Being courteous and considerate of the diversity and equality of all.

Unity

Encouraging participation, collaboration and a common purpose.

Innovation

Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

Excellence

Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.

Integrity

Promoting professionalism and openness through honesty, fairness and ethical behaviour.

1. POSITION OBJECTIVE/S

To provide the delivery of Person Centred Care under the directions of the Registered Nurse.

2. KEY RESPONSIBILITY AREAS

2.1. Mandatory

- To live and model Beechworth Health Service values
- Actively promotes Beechworth Health Service in a positive manner.
- Provides safe and effective service.
- Committed to personal improvement.
- Ensure that “any person accessing Beechworth health Service will experience a person centred care approach to their care”.
- Actively and sensitively practice the principles of cultural safety and respect.
- Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.

3. GENERAL RESPONSIBILITIES

3.1. General

- 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.
- Actively participate in review of policies and procedures as required.
- Actively participate and contribute to portfolio activities with the unit.
- Attend and participate in relevant meetings and forums.
- Ensure all mandatory in-service education is completed on time.

- Under the directions of the Registered Nurse, implement care using a Person Centred Care approach.
- Under the directions of the Registered Nurse, supervise students encouraging a culture of mentorship.
- Maintain appropriate documentation to support funding instruments (ACFI)/HACC data.

3.2. Risk Management

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards 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 policy.
- 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.

3.3 Occupational Health and 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.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
 - Unsafe equipment , work practices or conditions
 - Potential Hazards
 - Near Misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Beechworth Health Service equipment or property.

4. RELATIONSHIPS

REPORTS TO:

Nurse Unit Manager or DNS Team Leader

Internal Liaisons

Chief Executive Officer

Director of Clinical Services

Beechworth Health Services Executive Staff

Beechworth Health Services Staff

Assistant Director of Clinical Services

Assistant Nurse Unit Manager

Registered Nursing Staff

Allied Health Professionals

GPs

Consumers

External Liaisons

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

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable for;

- Current registration as an Enrolled Nurse with the Nurses and Midwifery Board of Australia (APHRA) / Level 2 for DNS.
- Provide a Person Centred Care approach under the directions of the Registered Nurse.
- Ensure all mandatory education is completed.
- Provide care within their scope of practice.

6. 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.
- Ensure all mandatory education is completed.

An Annual staff appraisal will be conducted by Nurse Unit Manager.

An agreed set of performance indicators which will be determined annually.

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

Name: [please print]

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

Attachments : KPI's
Position Risk Assessment

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p>Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities Work shift work with the possibility of extended hours • Sitting at the computer or in meetings for extending periods of time • Working in a team environment and at times independently • Work in locations geographically separated from the main facility 	<p>Continual</p> <p>Regularly</p> <p>Regularly</p> <p>Occasionally</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis) • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards • Undertake manual handling of equipment and patients (e.g. lifting, pulling, pushing, moving, transferring, twisting) • Working with resistive, confused and/or aggressive clients: residential, acute and community 	<p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Continual</p> <p>Occasionally</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with medical nursing and administration staff • Interact with colleagues and other hospital staff • Members of the public • Patients and relatives 	<p>Continual</p> <p>Continual</p> <p>Continual</p> <p>Regularly</p> <p>Regularly</p>	

KPI'S ACTIVITY AND OUTCOME MEASURE

KPI	ACTIVITY	MEASURE	COMMENT
Attitude and behaviour are consistent with the organisational values at all times.	Behave according to the values of the organisation.	By observation, hardwiring and compliments and complaint processes.	
Attend and participate in 4 unit meetings a year.	Dates at last Meeting attended.	% of Meeting attended.	
Actively participates in policy review and development within the unit.	Identify involvement. - List	% of Meetings attended and reports completed.	
Participate in Quality Activity, data collection and auditing.	Identify involvement in Quality Activity. - List	% of Audits completed and consumer feedback at Person Centred Care Meetings.	
Completion of Mandatory competencies.	Dates of all Mandatory competencies attended.	% of completed competencies at time of performance appraisal.	
Actively be involved in Portfolio activities within the unit.	Identify involvement. - List	% of Meetings attended and reports completed.	