
POSITION TITLE:	Enrolled Nurse – Level 2
RESPONSIBLE TO:	Director of Clinical and Aged Care Services
DEPARTMENT:	Acute / Aged Care
AWARD:	Nurses and Midwives (Victorian Public Sector)
CLASSIFICATION:	As per Award
REPORTS TO:	Nurse Unit Manager
CONTRACT:	As per employment contract

POSITION STATEMENT

The primary role of this position is to provide high quality person centred care to patients and residents at ORH. A key function of this position will be the provision of care to older people ensuring Residents maintain optimal independence, have quality of life and are treated with dignity in a safe and homelike environment.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

Clinical:

- Provides care directed at the safety, comfort, personal hygiene and rehabilitation of residents and patients in conjunction with the Registered Nurse (RN).
- Participates in the assessment and documentation of the resident/patient's physical, emotional and social needs.
- Assist in the development of nursing care plans, encouraging participation from the resident and family members or carers, being aware at all times of their right to privacy and dignity.
- Assists in the delivery of quality nursing care, maintaining an orderly, safe, clean environment.
- Observes records and communicates to the RN, matters related to changes in the general and specific physical condition of the residents/patients.
- Participates in discharge planning of residents/patients when required
- Administers medications within scope of practice and according to ORH policies.

Professional:

- Participates in in-service education, including annual completion of on-line competencies and applicable learning packages
- If medication endorsed must undertake to complete ORH annual drug competency
- Undertakes to complete annual competencies in Basic Life Support and 'No Lift'
- Uses available resources to promote self-development
- Participates in external education programs and shares knowledge with other members of the nursing team as applicable
- Participates in relevant staff meetings

QUALIFICATIONS

- Registered with the Australia Health Professionals Registration Authority as an Enrolled Nurse
- Has an approved qualification in administration of medicines with an Administration of Medicines Scope of up to four routes.

KNOWLEDGE, SKILLS and ATTRIBUTES

HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values
 - Respect**
 - Integrity**
 - Compassion**
 - Excellence**
 - Community**
 - All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
 - Participate in the annual review and planning process, completing an individual aims and achievements plan in line with the strategic objectives of Orbost Regional Health
 - During the annual aims and achievements discussion review the annual information updates as listed in attachment 2.
 - All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
 - On an annual basis complete mandatory training as per attachment 1.
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ADMINISTRATION

- Be conversant with ORH Policies and Procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
 - Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
 - Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
 - Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the

- National Safety and Quality Healthcare Standards (organisation wide)
- Community Common Care Standards (Home and Community Care)
- Department of Human Services Standards (Disability and Homelessness Support)
- Royal Australian College of General Practitioners Standards (Medical Clinic);
- Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbost Regional Health Quality Program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbost Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.

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AUTHORITY AND CONDITIONS

- All employees of Orbost Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbost Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level _____ under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

(Employee Name)	Executive Title
Signature	Signature
Date	Date

Orbost Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Registered with the Australia Health Professionals Registration Authority as an Enrolled Nurse
- Ability to carry out meticulous care planning; has a good understanding of the necessity to involve families/carers and significant others in this planning
- Ability to work as part of a multidisciplinary team
- Understanding of rural health issues relating to nursing
- Has an understanding of the principles relating to Discharge Planning and is able to participate when required
- Competency in Basic Life Support
- Understanding of occupational health and safety issues relating to nursing
- Experience in the 'No Lift System'
- Strong understanding of Infection Control Principles pertaining to this role
- Demonstrated ability to carry out a Quality Activity
- Is computer literate and experience in electronic aged care planning systems is desirable

- Current Police Check, WWC or Working with Aged as relevant

- Drivers Licence

Desirable Criteria

- Post graduate experience of at least in Aged Care settings with Acute experience an advantage
- Experience or qualifications in dementia care and/or palliative care

ORH Position Description - Attachment 1
Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Workshop	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package- clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Learning package & competency assessment	Infection Control

ORH Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion