

## Alexandra District Health - Position Description

<b>Position Title:</b>	Endorsed Enrolled Nurse
<b>Directorate/Team:</b>	Clinical Services
<b>Classification/Award:</b>	Dependent upon relevant qualifications and experience. Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2016 – 2020.
<b>Date Approved:</b>	May 2021
<b>Approved by:</b>	Director of Clinical Services

### ALEXANDRA DISTRICT HEALTH

Alexandra District Health (ADH) is the major health service organisation within the Shire of Murrindindi and has a long and proud history in health related service provision to the area, providing inpatient and outpatient services including specialist medical services, operating theatre services, radiology, pathology and district nursing. In addition, the hospital delivers community health services including a wide range of allied health and health promotion services.

### ORGANISATIONAL RELATIONSHIPS

**Reports to:** Manager Acute and Urgent Care / Grade 5 Registered Nurse

**Manages/Coordinates:** No direct reports

### KEY RESPONSIBILITIES AND DUTIES

The Endorsed Enrolled Nurse is an integral member of the multidisciplinary team who works to achieve a high standard of evidence-based nursing care to the client and significant others for positive treatment outcomes.

The Endorsed Enrolled Nurse (EEN) undertakes and contributes to the multidisciplinary assessment treatment and discharge planning of patients and assumes accountability and responsibility for their own practice based upon their level of educational preparation and competence.

The Endorsed Enrolled Nurse is responsible for:

- Under the direction of a Registered Nurse, provide care that includes a comprehensive consumer assessment and care planning, in accordance with organisations policy and procedures.
- Delivering a holistic approach to consumer care, implementing care in response to physical, emotional and social needs using a consumer directed model of care
- Adhering to the Enrolled Nurse standards for practice
- Ensuring that quality and standards of care are met to achieve appropriate outcomes through effective assessment, care planning, care implementation and documentation.
- Assisting in discharges/admissions to provide continuum of care through effective discharge planning
- Maintaining clinical records accurately in accordance with organisational guidelines, policies and procedures
- Recognising changes in the consumer's condition, take necessary action, including reporting to senior staff and following appropriate escalation of care protocols
- The Endorsed enrolled nurse must provide evidence of Endorsement and also be deemed competent following completion of Drug Competency Assessment and/or completion of competencies under direct supervision in accordance with the Organisation Policy Enrolled Nurse Scope of Practice.

- Enrolled Nurses with Medication endorsement (EN (Med)) may when delegated by the registered nurse and in accordance with the Organisation Policy administer Schedule 4 and Schedule 8 medications, under indirect supervision of a Registered Nurse or a Doctor under the strict guidelines and criteria as per the Organisational Policy
- Enrolled nurses who have completed Medication Endorsement EN (Med) + IV Medication Competent may administer designated IV medications under the indirect supervision of a Registered Nurse or Doctor under the strict guidelines and criteria as per the organisational policy
- Working in accordance with legislation, practicing within a professional and ethical framework
- Ensuring all patients, clients, visitors and staff are treated with respect, dignity and courtesy
- Collaborating with multidisciplinary team members to achieve identified outcomes.
- Ensuring incidents regarding clinical practice are accurately documented and investigated at the time of the incident and the Nurse Unit Manager or delegate is informed.
- Actively participating in mentor/preceptorship of new staff, undergraduate students and graduate nurses
- Participating in professional development to enhance nursing practice
- Meeting the minimum mandatory requirements of education & training as set out in the education framework
- Contributing to the review of care plans in conjunction with individuals/groups
- Implementing planned nursing care to achieve identified outcomes
- Participating in the ADH Quality Improvement Program
- Maintaining up to date working knowledge of ADH Emergency Procedures
- Acting in a professional and ethical manner at all times
- Participating in the annual performance appraisal process

## **SPECIALIST SKILLS AND KNOWLEDGE**

### **Essential**

- Current registration with Nursing and Midwifery Board of Australia as an Enrolled Nurse
- Appropriate clinical skills and experience in acute nursing
- Current competency in Basic Life Support

## **KEY SELECTION CRITERIA**

- Current registration with Nursing and Midwifery Board of Australia as an Enrolled Nurse
- Ability to provide evidence-based nursing care as part of a multidisciplinary team
- Demonstrated experience and expertise in nursing
- Knowledge and attention to clinical assessments and care planning
- Ability to prioritise tasks to ensure a safe and efficient patient experience
- Ability to work in a team environment
- Well-developed communication and organisational skills
- Current National Criminal History Record Check and Working with Children Check.

## **MANDATORY COMPETENCIES**

The employee will meet the mandatory clinical and non-clinical competencies under the ADH mandatory competencies program.

The employee will be required to show evidence of successfully completing the ADH mandatory competencies, within the first six weeks of commencing the position.

It is expected at ADH that each employee must successfully complete mandatory competencies at least annually (where relevant).

## **ORGANISATIONAL MISSION, VISION AND VALUES**

**MISSION:** Great healthcare, locally.

**VISION:** Partner with our community so together we create excellence in rural healthcare.

**VALUES:** Alexandra District Health staff work with each other according to the ADH values “**ADH CARES**”. The detail of these values is listed below and the behaviours expected against these values required when working for or representing ADH.

These values include:

**Accessible:**

- create a welcoming environment for all
- be responsive to community needs, inclusive of diversity
- provide information in a form that is easy to understand
- be responsive and creative to the changing needs of our community

**Dedicated:**

- go the extra mile for the people who attend our health service
- take pride in everything we do
- strive to do our best each and every time
- take action and find a solution to a problem

**Holistic**

- consider the treatment of the whole person, considering mental and social factors, rather than just symptoms of a disease
- consider all aspects of a person's health care journey
- strive to provide a complete service within our capabilities
- Work collaboratively to reach a desired goal

**Compassionate**

- be sympathetic and show care to patients, visitors and staff
- have empathy and make every effort to understand individual needs
- involve people in the decisions that affect them
- put ourselves in someone else's shoes

**Accountable**

- take responsibility for our actions
- ensure knowledge and adherence to ADH policy and procedures
- ensure we make decisions based on all relevant facts
- manage our resources to ensure an efficient health service

**Respect**

- value the worth of each and every person
- consider the views and ideas of others
- treat others how we expect to be treated
- maintain the privacy and confidentiality of others

**Excellent:**

- continuously strive to do better, learning from our mistakes
- be innovative in evidence-based healthcare
- strive to inspire and empower others
- do our best, each and every time

**Safe:**

- Ensure a safe health service for all patients, staff and visitors
- report issues of concern of risk and take action
- work within our scope of practice
- provide an inclusive environment for all.

**OCCUPATIONAL HEALTH & SAFETY**

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:

- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Alexandra District Health OH&S policies

### **SPECIAL REQUIREMENTS**

- All staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
  - All staff will be required to have a Working with Children's Check.
  - All Employees are required to advise the ADH People and Culture Department and Management of any changes that may affect the current Police Records check status immediately.
  - Where an employee is required to drive a motor vehicle, each employee shall hold a valid driver's licence.
  - A completion of pre-existing injury or illness declaration will be required prior to appointment to a position.
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- All employees of ADH are bound to work according to the policies and procedures of Alexandra District Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
  - All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.
  - ADH is committed to promoting a culture of trust, integrity and honesty in the services it provides to its community, and in the administration of those services. To achieve the best health and wellbeing for its community, ADH needs to be able to provide support and services without fraud or corruption and reducing the ability or resources to achieve this goal.
  - All employees must comply with legislation, policies and lawful instructions in the performance of their work. All employees must report to their Manager, CEO or the People and Culture Department any workplace behaviour that violates any law, rule or regulation, or represents corrupt conduct, mismanagement of public resources, or is a danger to public health or safety, or to the environment.

I acknowledge:

- That I have read and fully understand the Position Description of the position.
- I agree that I accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That ADH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Print Name)