



YEA & DISTRICT MEMORIAL HOSPITAL

Position Title	Enrolled Nurse
Employment Conditions	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement –2020-2024
Responsible to	Area NUM
Reports to	Area NUM
Prerequisites	<ul style="list-style-type: none">▪ Enrolled Nurse currently registered with AHPRA▪ Ability and willingness to work effectively with other members of the health team

POSITION SUMMARY

Primary Objectives

1. To support and maintain the values, philosophies, guidelines and policies of the organisation.
2. To be familiar with the organisational structure and the appropriate lines of communication within the organisation.
3. To promote good public relations through communications with relatives and friends and liaising with clergy, community service organisations and others.
4. To ensure that all nursing practice is compatible with policy and procedure manuals, the relevant Acts and Australian Nursing and Midwifery Council Enrolled Nurse Standards of Practice.

SPECIFIC RESPONSIBILITIES

Professional Role:

1. To provide safe, high quality clinical care.
2. To know, understand and comply with the National Standards in relation to your own area of practice.
3. To act as a role model for other enrolled nurses
4. To be accountable for own conduct within the profession, whilst working within your scope of practice.
5. To work within the resources available to provide patient/resident centred nursing care.

Clinical Role:

1. Under the general supervision of the Registered Nurse Div 1, provide for the physical and emotional needs of patients and residents through:
 - a. Maintaining an attractive, comfortable and safe environment
 - b. Assisting the patient / resident with activities of daily living and encouraging appropriate self care.
2. To empathise with patients / residents, assisting with the establishment and maintenance of warm interpersonal relationships between patients or residents, families and health team members.
3. Observe, record and report to the Registered Nurse Div 1 any general and specific physical, social and mental conditions of all patients / residents.
4. Perform those nursing or therapeutic procedures required by the nursing care plan, which are within his / her level of competency.
5. Report and record any clinical incidents/risk management/OH&S via VHIMs system in a timely manner.

Communication Role:

1. Communicate and coordinate care needs of patients / residents by liaising with other team members.
2. Report observations and symptoms to the Registered Nurse Div 1, carrying out further orders and recording observations of the patient and procedures used in the provision of patient care.
3. Liaise with, and support patients / residents' relatives and significant others as needed.
4. Communicate with and act as an advocate between patients / residents, relatives and significant others as needed.

Educational Role:

1. Contribute to staff educational programs.
2. Further own education and professional goals by maintaining and updating clinical skills and knowledge.
3. Complete YDMH mandatory training competencies within the time frames specified.

Other Responsibilities:

1. Attend all relevant meetings as required.
2. Participate in Quality Improvement projects related to patient / resident care.
3. Active participation in annual performance review meetings.

PROFESSIONAL DEVELOPMENT REVIEW

An evaluation of performance will be undertaken at least once per year to ensure that the needs of the employer and employee are being achieved. The annual performance appraisal will be carried out in conjunction with the NUM or Supervisor.

EMPLOYEE OBLIGATION**Confidentiality**

The employee is required to maintain strict confidentiality with reference to all matters relating to patients and residents and organisation matters.

Health and Safety

The employee is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the employee in the work place. (Occupational Health and Safety Act, Clause 25).

Quality Assurance/Risk Management

The employee is required to actively participate with the organisation in the Quality Improvement program to encourage excellence of care and best practice guidelines adherence. Contribute to the planning for Service accreditation. Report and record all clinical/non-clinical & OH&S incidents as per organisation policy direction.

Infection Control

The employee is required to be familiar with all infection control guidelines and to follow them on a daily basis. Complete annual competencies in Infection Prevention & Control.

I acknowledge:

- That I have read and fully understand the Position Description.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Yea and District Memorial Hospital 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 (Print Name): _____

Signature: _____/_____/_____

DON/Manager: _____/_____/_____

Validated by:	DCS/Manager
Approval Date:	April 2021
Reviewed:	April 2022
Review Date:	April 2024

Yea & District Memorial Hospital is an equal opportunity employer who respects the diversity within our world and is inclusive of our community’s diversity including Aboriginal and Torres Strait Islander people, Lesbian, Gay, Transsexual, Bisexual and Intersex, varying age groups, cultural backgrounds and abilities.