



## Position Description – Graduate

<b>Position Title:</b>	Enrolled Nurse Level 2.3 - Graduate
<b>Employment Type:</b>	Fixed Term Part Time (0.8 EFT)
<b>Reporting Relationship:</b>	Responsible to the Continuing Education and Support Coordinator (EN Graduate Program operations) and the Nurse Unit Manager (daily clinical operations)
<b>Enterprise Agreement:</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
<b>Division:</b>	Clinical Operations
<b>Classification:</b>	Enrolled Nurse Level 2.3 (IB68)
<b>Location:</b>	West Gippsland Healthcare Group (Hospital Site), Andrews House (Trafalgar)

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### Position Summary:

The Enrolled Nurse (Graduate), (in consultation with Registered Nurses) plans, implements, evaluates and maintains a high standard of nursing care and service delivery. The Enrolled Nurse participates in the provision of patient/resident focused, holistic care under the supervision of the Registered Nurse and performs nursing functions in accordance with the level of competence required in this position and practices within the framework of formal educational preparation.

The Enrolled Nurse (Graduate) will be allocated to their area of work in order of preference and as per requirements of West Gippsland Healthcare Group within the Graduate Program structure. Areas of work will be assigned by the Continuing Education and Support Coordinator and may be altered at the discretion of the organisation.

### Organisation Overview:

The West Gippsland Healthcare Group (WGHG) is a sub-regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. Services include the Community Services Centres in Warragul and Trafalgar, the Rawson Community Health Centre, Coinda Lodge Aged Care Residence, Andrews House Aged Care Residence, Warragul Linen Service and the West Gippsland Hospital. The Healthcare Group has 110 Aged Care and 102 Hospital beds, and provides a broad range of services including acute medical and surgical, paediatric, obstetrics and gynaecology, emergency, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

### Vision:

To deliver the best health outcomes for the West Gippsland community.

### Mission:

To improve the health and wellbeing of our community by enabling access to high quality, contemporary, person-centred healthcare.

**Our Values:**

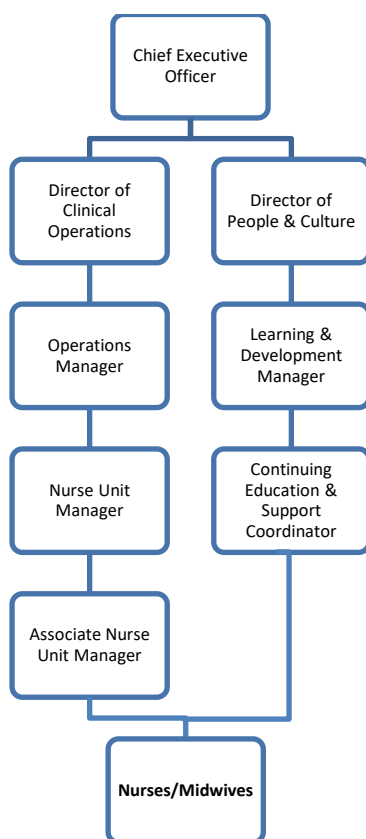
Our behaviours and decision making centres around Our Values of:

<b>Respect</b>	We treat others as we would like to be treated
<b>Leadership</b>	We role model the desired behaviours and speak out when this is not demonstrated
<b>Accountability</b>	We take personal responsibility for our actions and results
<b>Collaboration</b>	We work effectively with our consumers, staff and community
<b>Improvement</b>	We look for opportunities to improve our services and outcomes

**Organisational Structure:**

The Graduate Program is managed by the Continuing Education and Support Coordinator, who will be referred to for all matters regarding the program. For day-to-day clinical matters, the Enrolled Nurse will report to the Nurse Unit Manager via the Associate Nurse Manager.

*Direct reporting line:*



**Qualifications/Experience:**

Mandatory:

- Current registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia
- Qualification in Diploma of Nursing (HLT54115)
- Completion of HLT54115 studies during 2020 – 2021 academic year (to meet eligibility for the EN Graduate Program)

Desirable:

- Knowledge of the National Acute and Aged Care Standards

## **Key Selection Criteria:**

### **Key Competencies:**

- Sound level of nursing skills and works within safe practice principles as a beginning level Enrolled Nurse
- Commitment to flexibility and innovation in practice including an evidence-based approach to care
- Good communication, interpersonal, negotiation and problem solving skills
- Ability to work under pressure, as expected for a Graduate entry Enrolled Nurse handling multiple tasks simultaneously
- Ability to work in a multi-disciplinary team environment
- Demonstrated written and computer skills at the level required to fulfill the role

### **Personal Attributes:**

- Responsible and mature work attitude
- A thorough understanding and respect for confidentiality requirements
- Commitment to oversee the processes required for a quality service with a consumer centred focus
- Flexibility and innovation in practice including an evidence based approach to care
- A commitment to a team approach to care delivery
- An interest in continuing professional development
- Ability to use initiative
- Capacity and willingness to be flexible and adaptable with the ability to work all shifts
- Commitment to corporate vision, mission values and agreed critical strategies

## **Key Responsibilities:**

### **Professional Practice**

- Demonstrates practice within the Vision, Mission and Values of West Gippsland Healthcare Group and according to the intent and standards prescribed by the Nursing and Midwifery Board of Australia
- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver accountable care that protects the rights of individuals and groups
- Ensure all patients, residents, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination
- Collaborate with multi-disciplinary team members to achieve desired health outcomes for patients, residents and clients
- Demonstrate a commitment to organisational change
- Accept accountability for own actions and seek guidance from senior nursing staff when limited by own level of expertise
- Respond to clinical changes in the patient, resident and client's condition and initiate consultation with relevant medical/nursing and multi-disciplinary team as required
- Accurately document in accordance with West Gippsland Healthcare Group guidelines
- Ensure all incidents are accurately documented and investigated at the time of an incident and the Nurse Unit Manager or delegate is informed
- Comply with all West Gippsland Healthcare Group policy and procedural guidelines, including but not limited to Code of Conduct, uniform and punctuality
- Promote and maintain an environment of teamwork and professionalism
- Comply with West Gippsland Healthcare Group's risk management framework
- Support and actively participate in quality improvement activities

## **Health and Personal Care**

- Ensure high quality patient/resident care is provided in a harmonious and safe environment, meeting all legal requirements and the physical, social and spiritual needs of the resident
- Maintain high quality standards of patient/resident care in accordance with organisational, nursing policies and procedures
- Ensure patients/residents and their families are included in the planning of care
- Complete documentation which will accurately reflect patients/residents care needs whilst also meeting funding and legislative requirements
- Effectively communicate with other health team members about care issues of patients/residents enabling these issues to be addressed in a timely manner
- Initiate referrals and utilise available resources within and outside the organisation for the purpose of comprehensive and holistic care to patients/residents and their families
- Manage patient/resident medication administration in accordance with legislation
- Participate in the continuing assessment, planning, implementation and evaluation of activities and goals aimed at achieving optimal patient/resident care
- Assume accountability and responsibility for providing a high standard of direct patient/resident care within the scope of practice for the Enrolled Nurse and in collaboration with the Registered Nurse/Midwife, through assessment, planning, implementation and evaluation of outcomes
- Accept accountability for own actions and seek guidance from the Registered Nurse/Midwife when limited by own level of expertise
- Respond to clinical changes in the patient, resident and client's condition and initiate consultation with relevant medical/nursing and multi-disciplinary team as required

## **Patient/Resident Lifestyle**

- Support and assist patients/residents to maximise their independence
- Ensure the patients/residents dignity is respected at all times
- Promote and encourage patient/resident participation in activities of interest
- Assist residents and their families to adjust to residential care
- Value and foster patient/residents individual interests, customs, beliefs, cultural and ethnic backgrounds
- Encourage patient/residents to participate in decision making process related to their care and environment

## **Learning Organisation**

- Demonstrates commitment to personal and professional development of self and others
- Maintain awareness of legal and ethical implications of nursing practice
- Maintain currency of knowledge and clinical expertise through attendance and participation in in-service education, relevant courses, conferences, seminars and other educational opportunities as provided within the West Gippsland Healthcare Group Graduate Enrolled Nurse Program
- Attend study days, tutorials, clinical supervision, clinical hurdles and any additional learning requirements as identified as components of the Graduate Enrolled Nurse Program

- Participate in the review of one's own professional development bi-annually, with the Nurse Unit Manager/delegate and Continuing Education and Support Coordinator, identifying key areas for professional and personal growth

#### **Information Management**

- Demonstrate ability to operate PC based software packages confidently, with understanding of Microsoft Office and the organisation's Health Information Management system
- Maintain accurate and timely documentation
- Demonstrate verbal and communication skills

#### **Organisational Expectations**

- Demonstrate a consumer centred approach which places the patient, resident or client at the centre of their own care needs and also considers the needs of carers
- Ensure that patients, residents or clients are encouraged to be partners in care planning, goal setting and decision making
- Ensure responsiveness to individual differences, preferences and cultural diversity of persons receiving care

#### *Facilities and Equipment*

- Maintain environment and equipment used within the role, ensuring that cleanliness and safety are adhered to at all times
- Responsible for the reporting of any malfunctioning equipment and/or facility to the appropriate line manager
- Dispose of waste promptly and according to West Gippsland Healthcare Group Waste Management Policy
- Ensure the safe and economical use of all resources both clinically and organisationally

#### *Occupational Health and Safety*

- Perform role in a safe manner by adhering to West Gippsland Healthcare Group Occupational Health and Safety policies, regulations and agreed safe work procedures, and report immediately any potential hazards and/or incident occurring in the workplace
- Adhere to Infection Control policies and procedures as identified in the West Gippsland Healthcare Group Infection Control Manuals
- Adhere to emergency procedures as detailed in the Emergency Procedure Manual
- Ensure compliance with "Smart Lift" program

#### *Equal Employment Opportunity*

- Adhere to West Gippsland Healthcare Group Equal Employment Opportunities policies and practices
- Adhere to West Gippsland Healthcare Group Bullying Policy

#### **Confidentiality**

- Ensure that any personal, private or sensitive information obtained regarding a staff member or client remains confidential.

#### **Personnel Reporting To This Position:**

- Nil

#### **Annual Operating Expenditure:**

- Not applicable

**Personal Responsibilities:**

- To work within the organisation’s vision and mission
- Comply with record keeping policies and standards
- Comply with all Occupational Health and Safety Regulations
- Comply with all legislative requirements
- Uphold the organisation’s commitment to providing consumer centred care in a culturally aware and respectful manner
- To complete mandatory training annually that has been identified as being a requirement of the position
- To uphold the organisation’s commitment to child safety and proactively manage the risks of abuse to children
- Participate in continuous quality improvement
- Ensure that effective lines of communication are maintained with key stakeholders
- To participate in an annual performance appraisal every six (6) months
- To practice Health Literacy principles in everyday practice
- Actively seek feedback from Stakeholders (Health Professionals, Consumers, Carers & the Community)

**Conditions of Employment:**

- Employment subject to:
  - Provision of satisfactory Police Record Check
  - Provision of valid Working with Children Check
  - Entitlement to work within Australia
- 6 months probationary period
- Comply with all WGHG policies and procedures
- The West Gippsland Healthcare Graduate Enrolled Nurse Program is a twelve month fixed term contract

<b>Reviewed By:</b>	Learning and Development Manager
<b>Last Review Date:</b>	April 2021
<b>Date to be Reviewed:</b>	April 2022

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*As an inclusive employer, we are committed to improving and promoting gender equality and encourage applications from all parts of our community, including Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTI people, and people with lived experience of disability.*

*As a Child Safe organisation, West Gippsland Healthcare Group promotes the safety, wellbeing and inclusion of all children, including those with disability.*