

Position Description

Position Title: Enrolled Nurse	Division: Clinical Services	
Reports To : Nurse Unit Manager / Care Coordinator(RAC)	Direct Reports: NIL	
Primary Objective:		
<ul style="list-style-type: none"> • Deliver a standard of nursing care commensurate with Australian Nursing and Midwifery Council – National Competency Standards for the Enrolled Nurse and other industry standards (ACORN, ACSAA etc) • To provide a framework for clinical practice by having a sound knowledge of Timboon and District Healthcare’s, procedures and guidelines • Provide compassion, empathy and understanding to patients/residents and their families • Maintain a professional appearance and approach to the role at all times in all aspects of your work and convey those qualities to others • Be an effective and supportive team member • Ensure confidentiality of patient information. 		
Position Dimension & Decision Making Authority:	Key Communication Contacts:	
<p><u>Without referral to Manager –</u></p> <ul style="list-style-type: none"> • Provision of routine patient/resident care on a day to day basis • Complete electronic maintenance requisitions • Tasks associated with portfolios e.g. No lift, Wound Management. <p><i>Peri operative</i></p> <ul style="list-style-type: none"> • Cleaning/packaging and sterilizing of instruments and equipment 	Contact/Organisation	Purpose/Frequency of Contact
	ANUM	Throughout the shift – to ensure effective communication, teamwork and patient care.
	Registered Nurses and Enrolled Nurses.	Throughout the shift – to ensure effective communication and teamwork.
	Other Health Professionals.	As required to achieve optimal outcomes.

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<ul style="list-style-type: none"> • General maintenance in department as required • Provision of routine perioperative patient nursing care. 	<p>Patients/residents and their representatives.</p>	<p>As required to inform and advise about patient/resident care.</p>
<p><u>After Consultation with Manager or ANUM's –</u></p> <ul style="list-style-type: none"> • Complex Nursing issues • Escalating clinical problems and extraordinary care need changes. <p><i>Peri operative</i></p> <ul style="list-style-type: none"> • Ordering of general supplies. <p><u>Referred to Manager or others –</u></p> <ul style="list-style-type: none"> • All contact with any media organisation • Critical / Sentinel events • Purchase requisitions and ordering of supplies • Complaints • Industrial relations issues • Workcare issues or any injury to staff occurring at work • Decisions outside of position delegation. • Decisions outside Colac Area Health policy • Conflict resolution issues • Performance management issues. 	<p>Nurse Unit Manager / Care Coordinator (RAC) / Clinical Coordinator.</p>	<p>Weekly or as required.</p>

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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
Patient/Resident Care	<ul style="list-style-type: none"> • Plan, implement, evaluate and document outcomes of nursing practice within the clinical area • Foster good public relations with patients, relatives, visitors and the community • Liaise with other health professionals to achieve optimal outcomes of holistic care • Work as an effective member within a team environment. • Patient/resident advocacy • Be accountable for own economic use of stocks and supplies • Uses observation and assessment skills to recognise and report deviations from stable conditions across a broad range of patient/resident conditions • Adherence to policies, guidelines and procedures, legislation and nursing competencies • Organise own workload and set priorities with minimal direct supervision based on knowledge and skills • Patient areas and equipment are maintained at all times in readiness to meet any clinical situation. 	<ul style="list-style-type: none"> • Works within own scope of practice and ANMC competency standards for the enrolled nurse • Uses assessment skills to inform decision making regarding patient and resident needs • Excellence in patient/resident care outcomes • Competencies are up to date to ensure best practice outcomes • Clinical areas are restocked and equipment is checked and functioning well • Delivers care to residents / patients in a timely manner • Care is delivered in accordance with TDHS policy and process • Ensures all clinical care is documented according to TDHS policy.
Communication	<ul style="list-style-type: none"> • Work as an effective team member 	<ul style="list-style-type: none"> • Demonstrates active listening skills

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Key Result Area	Major Activities	Performance Measures:
	<p>within chosen field of practice, reporting any significant changes in patient/resident condition</p> <ul style="list-style-type: none"> • Ensures confidentiality of patient/resident information • Ensures, promotes and disperses a positive attitude and information through Timboon and District Healthcare and in the Community • Deals effectively with negativity • Demonstrates effective communication with patients/residents, carers, all members of the health team and other service staff. 	<ul style="list-style-type: none"> • Actively participates in discussion and contributes to decision making • Demonstrates a positive attitude and expectations from staff • Written and verbal communication is clear, concise and accurate • Provides a comprehensive handover to continuing health care teams • Involves patients/residents, family, and significant others in all aspects of patients/residents care • Patient/resident privacy and confidentiality is respected.
Professional Development	<ul style="list-style-type: none"> • Actively participates in performance review after 12 weeks service and annually thereafter • Develop and maintain a program of professional development by contributing to and participating in continuing education programs • Maintain a high standard of knowledge and expertise that reflects contemporary nursing practice • Maintain an up to date Continuing Professional Development record of professional development activities in accordance with National Registration requirements • Actively seeking and learning new 	<ul style="list-style-type: none"> • Attendance at In-service Education, study days, conferences that provide training and self development • Continuing Professional Development Record able to be produced at Staff Appraisal • Undertakes mandatory training including but not limited to: <ul style="list-style-type: none"> ➤ Basic Life Support ➤ Infection Control Update ➤ Annual Fire Training ➤ No Lift Competency • Performance will be assessed against objectives, responsibility areas, duties, and level of skills against those listed in this position description

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Key Result Area	Major Activities	Performance Measures:
	<p>knowledge to maintain and improve upon technical skills</p> <ul style="list-style-type: none"> • Attend and contribute to staff meetings and inter-departmental meetings on a regular basis • Act as a mentor to new staff and students. 	<p>as being required for the position.</p>
Occupational Health and Safety	<ul style="list-style-type: none"> • Each employee has the right to a safe environment and should advise their supervisor of any risk or condition likely to result in an accident or injury • Each employee has the responsibility to and cooperates with Timboon and District Healthcare Service- Occupational Health and Safety Policies, and to participate in appropriate safety education and evaluation activities • Maintain No Lift competencies and adhere to the principles of No Lift Program • Participation in appropriate safety education and evaluation activities • Reports hazards or dangers, ensuring all broken, faulty or malfunctioning equipment is repaired in a timely manner, in line with Occupational Health and Safety guidelines. 	<ul style="list-style-type: none"> • Has knowledge of and adheres to the OH&S Act and CAH policies • Maintains competency in No Lift, and adheres to the principles of No Lift • Has attended mandatory annual fire safety and evacuation exercises • Promotes a safe working environment.

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Infection Control	<ul style="list-style-type: none"> Each employee has a responsibility to minimise exposure to incidents of infection / cross infection of patients, staff, visitors and the community. This minimisation can be effectively achieved by all staff becoming aware of, adhering to and promoting the Policies and Procedures as set out in the TDHS Infection Control policies and procedures Report new and / or suspected infection incidents to the ANUM / Nurse Unit manager or Clinical Coordinator. 	<ul style="list-style-type: none"> Adhering to and promoting the Policies and Procedures as outlined in the TDHS - Infection Control Policies Attendance at annual infection control update New infections documented in clinical notes Awareness and compliance of universal precautions Working knowledge of AS4187 Standards (Perioperative Specific).
Quality Improvement	<ul style="list-style-type: none"> Timboon and District Healthcare Service is committed to a customer focused Quality Improvement Program. Each employee has a responsibility to participate in ongoing Quality Improvement activities Has a knowledge of relevant accreditation process's eg Aged Care Standards, ACHS EQuIP, HACC etc. 	<ul style="list-style-type: none"> Utilization of reporting tool 'RISKMAN' in regards to complaints and compliments from patients/residents, their representative and relatives Participates and instigates Quality activities at the Department/unit level Completes documentation for Quality activities as required Participates in the appropriate accreditation process eg, Aged Care Standards, ACHS EQuIP, HACC etc Participation in the ACFI process (Corangamara specific).

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Professional Development	<ul style="list-style-type: none"> • Actively participates in performance review after 12 weeks service and annually thereafter • Develop and maintain a program of professional development • Maintain a high standard of knowledge and expertise that reflects contemporary nursing practice • Maintain an up to date written record of professional development activities in accordance with National Registration requirements • Undertakes minimum of 20 hrs professional development annually in accordance with national registration requirements. 	<ul style="list-style-type: none"> • Attendance at in-service education, study days, conferences that provide training and self development • Performance will be assessed against objectives, responsibility areas and duties and level of skill against those listed in the position description • Accepts constructive criticism • Produces record of self development at appraisal • Undertakes mandatory training as stipulated by the organisation.
Code of Conduct and Values	<ul style="list-style-type: none"> • Demonstrate and abide by TDHS's Workplace Code of Conduct, including the core values: Partnership, Innovation, Leadership, Integrity, Quality and Respect • Ensure all staff engage in behaviours that treat staff fairly, equitably and not subject to any form of discrimination or harassment • Participate in promoting a safe work environment. 	<ul style="list-style-type: none"> • Can verbalise these values and is reflected in the standard of nursing care they give • Has a copy of the Code of Conduct and demonstrates commitment • Demonstrate fairness in dealing with all staff • Demonstrates a commitment to the Corangamarah Philosophy of Care.

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<p>Key Challenges:</p> <ul style="list-style-type: none"> • Assist with implementation of continuous quality improvement and risk management systems that will meet all the Accreditation standards • Adherence to and promotion of Timboon and District Healthcare’s core values • Compliance with the EBA and other relevant legislation acts • Positive team Culture. • Patients physical and psychosocial needs will be met at all times • Provision of a positive and healthy work environment. 	<p>Person Specification:</p> <p>Qualification and Experience</p> <p>Mandatory requirements:</p> <ul style="list-style-type: none"> • Registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). <p>Highly Desirable</p> <ul style="list-style-type: none"> • Demonstrated skills in teamwork • Excellent time management skills • High level of interpersonal and communication skills • Ability to organise work in an accurate and timely manner and be flexible in a changing environment • Understanding of the Accreditation process • Minimum 2 years post graduate experience in perioperative nursing (Perioperative Enrolled Nurse). <p>Desirable</p> <ul style="list-style-type: none"> • Computer literacy particularly in Microsoft office software.
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I have read and understand the requirements and responsibilities of my Position Description.

Name.....signature.....

Date.....