



Position Title	Enrolled Nurse
Site/Location	Mornington
Unit/Department	Surgical and Medical Services – Coolart and Briars
Classification	As per EA
Reports to	Nurse Unit Manager
Supervisory responsibilities	<ul style="list-style-type: none"> • Graduate Nurses • Students
Key relationships	<ul style="list-style-type: none"> • Patients and family and support network • VMOs ,allied health • Hospital Management
Overall Job Purpose	A member of the nursing team who under the supervision of a Registered Nurse Division 1 delivers direct client nursing care in any practice service within the boundaries of education and skill preparation.
Values	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p>Integrity Being honest in our dealings with others.</p> <p>Compassion Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff.</p> <p>Accountability Being responsible for and mindful of the consequences of our actions.</p> <p>Respect Acknowledging the rights and opinions of others as we work together as a team.</p> <p>Excellence Continually improving quality and efficiency.</p> <p>If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.</p>
WH&S	<ul style="list-style-type: none"> • Present fit for work and able to undertake duties in line with the physical inherent requirements of the role • Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely • Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Identify, assess, prioritise and control risks to health & safety of employees, patients, residents, contractors and visitors • Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures
Quality and Risk Management	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> • Organisational • Clinical • Infection Control • WH&S • Emergency Response • Aged Care • Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU • Environmental Services • Administration • Catering <ul style="list-style-type: none"> • Participate in the organisation’s accreditation processes • Be compliant with and have a sound understanding of ISO 9001:2016 • Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, the current Aged Care Quality of Care Principles and Standards • Participate in the organisation’s Quality Management and Control program • Participate in the collection of Clinical and Process indicators • Understand the Severity Assessment matrix and reporting system

	<ul style="list-style-type: none"> • Implement and undertake case reviews, peer review and improvement proposals as required • Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy • Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment • Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules
Professional Development and Performance Appraisal	<ul style="list-style-type: none"> • Demonstrate responsibility for own professional development by continually updating professional knowledge and skills. • Collaborate and build the team by exchange of knowledge and skills • Participate in own and lead team performance appraisals in line with organisation expectations • Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy
KPIs/ Measures	<ul style="list-style-type: none"> • KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.
Major Responsibilities <i>Clinical Care</i>	<ul style="list-style-type: none"> • To assess, plan, implement and document the nursing care provided to a group of patients under supervision of a Registered Nurse Division 1. • Maintain close liaison with Registered Nurse Division 1 regarding patients and their required care. • Notify Registered Nurse Division 1 when patients and/or relatives/significant others require information about their treatment of care. Liaises with patients' family/friends to encourage their participation in patients' continuing care.
Education and Research	<ul style="list-style-type: none"> • To participate in orientation of new staff to the unit. • To participate in a minimum of 4 in-service education sessions available within the organisation. These are separate to ERT, CPR and MH. • To demonstrate a working knowledge of all emergency procedures and equipment within the hospital.
Professional	<ul style="list-style-type: none"> • To comply with the Nursing Professions' Code of Ethics. • To comply with and practice within the Nursing Professions' Scope of Practice • Practice within own abilities and qualifications • Maintaining current professional knowledge and skills for clinical competency. • Uses and promotes effective communication and interpersonal skills.
Public Relations	<ul style="list-style-type: none"> • To maintain good communication with Medical Consultants and all other staff, to promote good working relationships. • To encourage patient suggestions for improvement. • Ensure the Unit Manager/Associate Unit Manager is informed about any dissatisfaction with nursing or hospital services by doctors/patients or other staff. • To encourage use of hospital facilities by doctors and the community. • To participate in activities which enhance the professional standing of the hospital within the community.
Security Check	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
Qualifications / Experience - Mandatory	<ul style="list-style-type: none"> • Enrolled Nurse currently registered with the Australian Health Practitioner Regulation Agency. • Recent experience in surgical and acute medical nursing.
Qualifications / Experience-Desirable	<ul style="list-style-type: none"> • Successful completion of unit of study "Administer and Monitor Medications in the Nursing Environment" and appropriate practical experience. • Experience within private health sector
Personal	<ul style="list-style-type: none"> • Excellent communication skills with the ability to work collaboratively with others.



Competencies Required	<ul style="list-style-type: none">Well-developed time management skills with a high degree of initiative.The ability to problem solve and be competent in escalation of care when required.
Job Competencies Required	<ul style="list-style-type: none">Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team.A demonstrated commitment in the provision of best practice in patient care.A demonstrated commitment to professional development.
Inherent Requirements	<ul style="list-style-type: none">Able to fulfil the inherent requirements of the role as per the Job Demands ChecklistAble to use equipment and tools safely and without physical or other restrictionUndertake assessment of ability to physically and mentally meet the requirements of the roleManual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

/ /
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee