WWHS

West Wimmera Health Service

Position Description

Position:	**Enrolled Nurse**
Location:	Based at Natimuk, but may be required to work across all sites as mutually agreed upon
Reporting to:	Director of Nursing/Nurse Unit Manager
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Values

Total Care

Delivering care that is safe, effective and person-centred, always

Safety

Providing a safe workplace and services free from avoidable harm

Unity

Working well together in a great place to work

Accountability

Doing the right thing by our stakeholders and ourselves

Innovation

Using our imagination - if there's a better way we will find it

Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

Position Relationships:

Key Internal Relationships	Key External Relationships
• Employees • Manager • Executive Director • Visiting Medical Officer's • Specialist • Radiographers • Patients • Residents • Students • Volunteers	• Community • Consultants • Customers • Visitors

Position Overview:

To provide appropriate care to the patients and residents at all times and to achieve the standard of patient care required by AHPRA regulations, and comply with the West Wimmera Health Service policies and procedures of the clinical unit.

Key Selection Criteria

Essential:

1. Effective communication and organisational skills
2. Medication Endorsed qualification in Enrolled Nursing.
3. Enrolled Nurse Qualification with a current APHRA registration.
4. Excellent understanding of National Safety and Quality Health Service (NSQHS) Standards
5. Excellent understanding of iCare, ACFI and Aged Care Quality Standards.
6. Victorian Driver's Licence.

Desirable:

7. Previous experience working in an Enrolled Nurse position or field.
8. The desire to obtain further qualifications – e.g. Registered Nurse.

Pre-Requisites for Employment:

9. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check.
10. Fully vaccinated for COVID-19 as per current Department of Health Directive.

Key responsibilities:

- To participate in providing a high standard of service for the patients and residents within West Wimmera Health Service.
- To adhere to the policies and protocols of West Wimmera Health Service.
- To strengthen relationships with customers to enhance the image of the Service.

Statement of duties

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Actively participate in the delivery of direct care to patients and residents.
- Assist with patient/resident daily personal care such as showering, dressing, grooming and toileting.
- Be involved with the Registered Nurse concerning the care plan for the individual patient/resident needs.
- **Assist with administration of medications to the patients/residents if medication endorsed.**
- Attend to relevant charting and daily documentation.
- Involved with daily rounds to monitor progress of patients including identifying problems, re-allocating nursing resources and altering care as directed by the Director of Nursing/Nurse Unit Manager.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time.

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director of Quality & Safety.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification:

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Executive Director of Clinical Services	
Name:	
Signature:	**Date:**

Position Incumbent Name:	
Signature:	**Date:**