



## West Wimmera Health Service Position Description

<b>Position:</b>	<b>Graduate Enrolled Nurse</b>
<b>Location:</b>	Work across sites as mutually agreed upon
<b>Reporting to:</b>	Director of Nursing/Nurse Unit Manager
<b>Division:</b>	Clinical Services
<b>Award:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Level:</b>	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 (WWHS). 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, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

**Our Purpose – *Great care, every person, every time.***

### **Our Strategic Goals**

#### ***Our people – Inclusive, Respectful, Productive***

To be a great place to work where everyone contributes and everyone belongs.

#### ***Our Care - Safe, Effective, Innovative***

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

#### ***Our Community - Connected, Informed, Healthy***

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

#### ***Our Future - Environmentally Responsible, Economically Secure***

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

## 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.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

### **Position Relationships:**

<b>Key Internal Relationships</b>	<b>Key External Relationships</b>
<ul style="list-style-type: none"><li>• Employees</li><li>• Manager</li><li>• Executive Director</li><li>• Visiting Medical Officer's</li><li>• Specialist</li><li>• Radiographers</li><li>• Patients</li><li>• Residents</li><li>• Volunteers</li></ul>	<ul style="list-style-type: none"><li>• Consumer</li><li>• Consultants</li><li>• Customers</li><li>• Visitors</li></ul>

### **Position Overview:**

The Graduate Enrolled Nurse Program aims to facilitate the transition from student to Enrolled Nurse, providing the opportunity to enhance your nursing career, consolidate your nursing skills and provide an opportunity to experience different clinical areas.

### **Key responsibilities:**

- To participate in providing a high standard of clinical care to the patients/residents of 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.
- Assist the Associate Nurse Unit Manager or Registered Nurse to coordinate all services of the unit.
- Actively participate in the delivery of direct care to patients/residents.
- Attend to relevant charting and daily documentation.
- Be involved with daily rounds to monitor progress of patients/residents including identifying problems.
- Assist with patient/resident daily personal care such as showering, dressing, grooming and toileting.
- Assist with administration of medications to the patients/residents if medication endorsed.
- Be involved with the Registered Nurse concerning the care plan for the individual patient/resident's needs.
- 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 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.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.

- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

**Key Selection Criteria:**

**Essential:**

1. Effective communication and organisational skills
2. Enrolled Nurse with a current AHPRA registration.
3. Have an understanding of EQuIP criteria (*acute and community care facilities*).
4. Have an understanding of iCare, ACFI and Aged Care Standards (*aged care facilities*).

**Desirable:**

5. Medication Endorsement.
6. The desire to obtain further qualifications e.g. Registered Nurse.

**Pre Requisites:**

- 8 NDIS Worker Screening Clearance
- 9 Working with Children Check
- 10 Vaccinated for COVID-19.
- 11 Influenza Vaccination.
- 12 Australian Driver's License.

**Internal Direct Reports:** N/A

**External Direct Reports:** N/A

**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.

<b>Authorised By:</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>