



West Wimmera Health Service

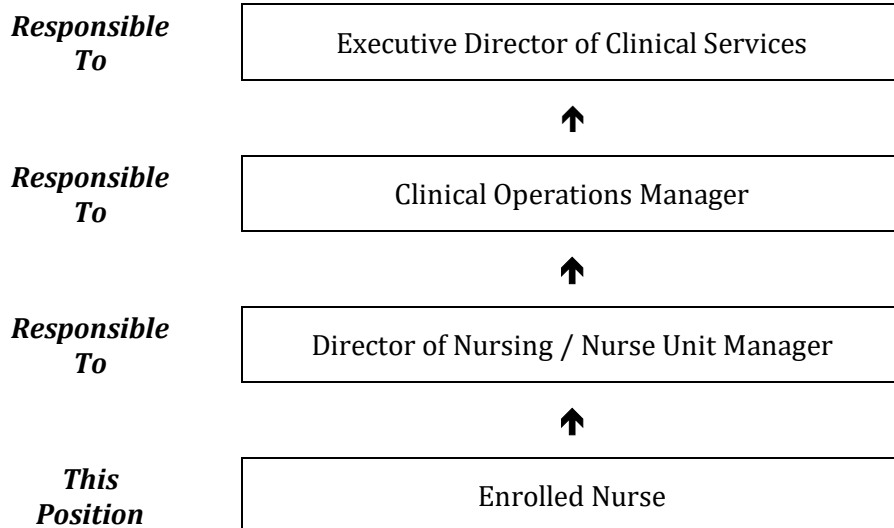
P.O. Box 231 NHILL, VICTORIA 3418

Telephone: 5391 4222

Facsimile: 5391 4228

Position	ENROLLED NURSE		
Location	West Wimmera Health Service	Reports to	Director of Nursing or Nurse Unit Manager
Award	Nurses and Midwives (Victorian Public Health Sector) Enterprise Agreement 2016 – 2020.	Level	Dependent on experience and entry level
Effective Date	April 2018	Next Review	April 2021
Position Overview	To provide the appropriate and efficient delivery of nursing services. To achieve the standard of patient care required by AHPRA regulations and policies in line with the philosophies and objectives of the unit and the Nursing Division within the West Wimmera Health Service.		
Key Result Areas	<ul style="list-style-type: none"> ▪ Provision of quality, safe and efficient care ▪ Professional Development & Practice ▪ Adaptable behaviours ▪ Technical Skills ▪ Communication 		
Liases with	Internal: All staff and Visiting Medical Officers External: Community, organisation staff, external consultants, customers		

POSITION RELATIONSHIPS:



KEY RESPONSIBILITIES:

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

STATEMENT OF DUTIES:

DutyNo	Details
1.0	LEADERSHIP
1.1	Assist the manager of the unit to co-ordinate all services in the ward complex.
1.2	Assist to develop and implement objectives for nursing services within the unit, ensuring that normalisation is implemented.
1.3	Assist with the planning and implementation of the Clinical and West Wimmera Health Service Quality Activity Programmes, including participation in preventative maintenance programs.
1.4	Identify and make recommendations for minor works projects relative to the area.
1.5	Develop in conjunction with the DON/NUM strategies for implementation of changes to service provision, reflecting external requirements/standards.
1.6	Acts as a mentor for new nursing staff, undergraduates and graduate nurses.
2.0	PROFESSIONAL PRACTICE
2.1	Actively participate in the delivery of direct care to patients and residents. Care is given within the nursing resources available (for example patient lifting machine), according to the nurse's experience and ability and individual patient needs.
2.2	Ensure that approved West Wimmera Health Service policies and procedures are maintained and regularly reviewed.
2.3	Initiate, maintain and promote nursing research, which will ultimately improve the quality of nursing care provided.
2.4	Using a formulated Nursing Care Plan, collates data, and oversees the development for individual, planned care for patients.
2.5	Involved with daily staff conferences to monitor progress of patients including identifying problems, re-allocating nursing resources and altering care as appropriate.
2.6	Work with paramedical services, so that they are fully utilised, including Physiotherapy, Occupational Therapy, Speech Pathology, Dietician and Podiatry etc.
2.7	Any other associated duties as delegated by the DON/NUM at any time.
3.0	PERSONNEL MANAGEMENT
3.1	Assist the DON/NUM in the effective application and utilisation of nursing resources within EFT allocation and budget parameters via the management of the roster.
4.0	QUALITY
4.1	Ensure that all documentation is completed correctly within legal and policy guidelines.
4.2	Assist with the implementation of the Nursing and West Wimmera Health Service Quality Activity Programmes, including participation in preventative maintenance programs.
4.3	Update records and statistics in accordance with Commonwealth Department of Community Services and Department of Human Services policies.
5.0	COMMUNITY INVOLVEMENT
5.1	Positively promote the organisation both internally and externally.
5.2	Co-operate fully with volunteer groups associated with the West Wimmera Health Service and other interested groups in the community.

STATEMENT OF DUTIES continued

6.0	SAFETY AND RISK MANAGEMENT
6.1	Adhere to mandatory compliance requirements eg. CPR, No-lift, Fire Evacuation etc.
6.2	Identify and implement measures for patients, visitor and staff safety within the unit, using the guidelines of Work Cover and the OH&S representative as related to the Occupational Health Safety Act 2004 and associated regulations.
6.3	Ensure you are aware of the West Wimmera Health Service's emergency procedures.
6.4	Maintain a level of clinical skills appropriate to direct and assist other nursing staff, and to affect nursing intervention in patients problems where required.
6.5	Assist in orientation of new personnel.
6.6	Participate as required in regular checking programs to ensure that all equipment is in good working order, identifying and recommending repairs/replacements as required.
6.7	Ensure that all risks are identified and reported to the DON/UM so they can be put on the WWHS Risk Register and are implemented expeditiously
7.0	COMMUNICATION
7.1	Disseminate information to the DON/NUM so that it can be relayed to other health care workers to facilitate a team approach to the care provided.
7.2	Liase with other West Wimmera Health Service departments (Social Worker, Occupational Therapy, Maintenance etc) promoting good working relationships.
7.3	Recognise need and take action for counselling patients, relatives, and caregivers (Social Workers, ministers of religion, community support groups).
7.4	Attend relevant meetings with peers and committees, including: <ul style="list-style-type: none"> ▪ Inservice Meeting ▪ Quality Activities Meeting ▪ Staff Meetings
7.5	Promote good communications both within the hospital and the community through the Clinical Services Division.
8.0	APPRAISAL
8.1	Initial appraisal – 6 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA:

KEY SELECTION CRITERIA:

1. Enrolled Nurse with a current AHPRA Registration.
2. Excellent interpersonal, communication and organisational skills.
3. Excellent analysis, reporting and writing skills.
4. Excellent computer skills.
5. Excellent understanding of EQulP criteria (*acute and community care facilities*)
6. Excellent understanding of iCare, ACFI and Aged Care Standards (*aged care facilities*)

DESIRABLE SELECTION CRITERIA:

1. Medication Endorsement
2. Diploma of Nursing
3. The desire to obtain further qualifications – eg. Registered Nurse

SPECIALISED EQUIPMENT OPERATED:

- Patient / Resident Lifting Machines, Medication Trolleys, Patient / Resident Beds, Wheelchairs, Patient & Resident Chairs & any other types of medical equipment as required.
- Computers, photocopiers, facsimile machines and all other equipment as required.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature:

.....
Enrolled Nurse

Date:

Signature:

.....
Director of Nursing/Nurse Unit Manager

Date:

Signature:

.....
Executive Director of Clinical Services/Clinical Operations Manager

Date: