

<b>Position Title:</b>	<b>Endorsed Enrolled Nurse</b>
<b>Department:</b>	Nursing
<b>Reporting to:</b>	Nurse Unit Manager
<b>Classification / Code:</b>	As per contract of employment - Dependent on qualification and routes of Medication Administration
<b>Award Coverage:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
<b>Pay Rate &amp; Hours of Work:</b>	As per contract

## Beaufort & Skipton Health Service

### Vision

We are a vital community link for the people of Beaufort & Skipton.

### Mission

Ensure that all people can access appropriate timely care in their community.

### Values



**WE SURPASS  
EXCELLENCE**

We deliver person centred care to our patients, residents, community and staff



**WE VALUE  
TRUST**

We value trust by demonstrating our integrity, responsibility and competence



**WE CREATE  
TEAMWORK**

We create strong professional relationships in our teams



**WE CONNECT  
COMMUNITY**

We value inclusiveness and community linkages



**WE SHOW  
RESPECT**

We show respect for ourselves and others

## 1. Purpose of Position

The Endorsed Enrolled Nurse (EEN) is an integral member of the clinical team, working with the Associate Nurse Unit Manager and the Registered Nurse working within their scope of clinical practice to ensure the delivery of quality person centred care in a variety of clinical settings.

## 2. Key Responsibilities

### Personal & Professional Development

- Maintain current registration with AHPRA as an Endorsed Enrolled Nurse.
- Maintain own clinical expertise through ongoing relevant professional development and promotes professional development among the clinical team.
- The EEN follows the set clinical standards to delivering quality person centred care which fosters and maintains a learning environment for all staff.
- Actively participates in the support and orientation of students and new staff.

### Customer Service

- Exhibits a commitment to clinical excellence that is based on the delivery of person centred care.
- Ensure all stakeholders are educated to recognise the health needs of the patient/resident/client which encourages self-care and promotes independence.
- Observes, documents and reports accurately to the nurse in charge any general and specific physical and behaviour changes in condition. These changes may include but are not limited to; social and emotional issues, changes or concerns to vital signs, food or fluid intake or output.
- Effectively communicates between the client/resident/patient, carers and other health professionals in a sensitive and professional manner.
- Works to maintain the highest level of confidentiality on all issues relating to the health service, residents/patients/clients and colleagues.
- Demonstrated commitment to ensuring all women, men, people from diverse cultural experiences, including Aboriginal and Torres Strait Islander people, class positions and social circumstances, sexual orientations, health and illness conditions are treated appropriately according to their specific needs.

### Administration & Documentation

- Works within scope of practice under the delegation and direction of the Registered Nurse
- Ensure individual care plans are followed for all residents/patients/clients.
- Actively participate in the Discharge Planning Process to ensure continuation of quality care and services.
- Participate in the documentation process required for optimal ACFI returns and other funding streams as they arise.
- Assists in the development of clinical policies and procedures in line with current best practice.
- Demonstrated ability to accurately estimate resource requirements for particular tasks.
- Raises resource issues in a constructive and solution-focused manner in consultation with the nurse in charge.

### Technical Skills & Application

- Ensure all care is delivered and evaluated in a person centred manner in accordance with the Health services Policies and Procedures.
- Understanding of the BSHS organisational structure in relation to scope of authority.
- Be conversant with the Commonwealth Government's accreditation standards and ensure continuously works towards all aspects of these standards across all clinical areas.
- To become familiar with all emergency equipment, policies and procedures, in particular Cardiac Arrest procedures. Assist with training as required.
- Ensure all physical and emotional requirements of patients/residents/clients are met by:
  - Assisting the person with activities of daily living and encouraging independence where safe to do so

- Respecting all individuals privacy, dignity, attitudes and religious beliefs
  - Assisting in the provision of an attractive, comfortable and safe home environment
- Medication Endorsed Enrolled Nurses may administer medication under the assigned delegation of the Registered Nurse.
- Demonstrate clinical skills including:
  - Medication administration
  - Clinical assessment
  - Ability to recognise and escalate clinical deterioration
  - Wound Management
  - Basic Life Support

### **Teamwork & Communication**

- Clearly and confidently communicate with people at all levels of the health service.
- Liaise with Visiting Medical Staff, and other Health Professionals.
- Work to resolve issues of conflict within the nursing team in a fair and diplomatic manner that reflects BSHS policies and is in line with the Victorian Public Health Sector Code of Conduct, Expected Behaviours, Mission and Vision statements.
- Participate in staff orientation, education and development as required.
- Demonstrate leadership amongst the clinical team by providing clear direction achieving team goals.

### **Quality / Safety & Risk Management**

- Understand the importance of the quality and safety system at BSHS and assume responsibility for the delivery of the system through;
  - Active participation in quality improvement activities.
  - Actively participate in staff meetings and professional development programs
  - Demonstrated knowledge of the Fire Safety and Evacuation Procedure.
  - Working knowledge of the BSHS Infection Control, OH&S and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
  - Attends to mandatory training
  - Mentors students and new staff
  - Skills to be competency assessed by attending face-to-face education or on-line education.
  - Actively demonstrates participation in change management
- The Endorsed Enrolled Nurse has a responsibility to ensure the safety and quality of all BSHS clients and residents by participation and adherence to the BSHS Quality and Safety program.
- The EEN will:
  - Exhibit above average knowledge of BSHS's Risk Management policies and procedures, and be able to recognise risks and report any identified risks whilst performing day to day duties.
  - Clearly model behaviour that supports the organisations commitment to safety, quality and person centred care.

### **BSHS Accountabilities:**

- Compliance with all BSHS Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Beaufort and Skipton Health Services Infection Control Manuals.
- Participation in the BSHS risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- At BSHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagements amongst BSHS employees.

- BSHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BSHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues
- You must ensure that the affairs of BSHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of BSHS.

### 3. Key Selection Criteria

1. Sound knowledge and skill in relation to nursing care, relevant to experience and scope of practice.
2. Good understanding and adherence to the principles underpinning person centred care.
3. Proven time management and prioritisation skills
4. Well-developed interpersonal communication skill and the ability to communicate professionally and effectively with patients and colleagues.
5. Ability to set goals and objectives and meet deadlines as required
6. Thorough knowledge and experience in quality improvement processes and understanding of the Aged Care and Australian National Safety and Quality Health Service Standards
7. Evidence of a commitment to ongoing professional development

#### Essential:

- Certificate IV or Diploma in Nursing
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Endorsed Enrolled Nurse
- Behavioural qualities reflecting BSHS core Values
- Knowledge of Studer

### 4. Other Relevant Information

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- Appointment is subject to a satisfactory Staff Immunisation clearance, a satisfactory current Police Record Check and current Working with Children Check.
- 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.
- Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of the organisation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager within your probation period from your commencement date and per annum. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

<b>EMPLOYEE SIGN:</b>	
<b>ISSUED:</b>	



# POSITION DESCRIPTION

**REVIEWED:**

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