

Position Title:	Enrolled Nurse
Operationally reports to:	Nurse Unit Manager – Tatura
Professionally reports to:	Chief Nursing and Midwifery Officer
Department:	Tatura Campus
Directorate:	Clinical Operations
Cost centre:	A0353
Code & classification:	Enrolled Nurse, Level 2 (IB66 - IB72; IB82 – IB88; IB92 – IB99)
Performance review:	Upon completion of 6 months probationary period and annually or as requested thereafter
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024 and its successors, and to the GV Health Policies and Procedures (and as varied from time to time).

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

Vaccination against COVID-19 and Influenzas are a mandatory requirement of this role. Vaccination against preventable diseases is also highly recommended. You will be required to provide evidence of your vaccination status during the application process.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* to link GV Health’s purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Enrolled Nurse is responsible for providing and coordinating all aspects of quality client focused care to patients and residents of Tatura Hospital and Parkville Aged Care facility. The Enrolled Nurse must be able to demonstrate effective time management skills and work as an active team member. The Enrolled Nurse must be able to identify the early signs of patient deterioration and ensure that the appropriate process is followed in escalation of care.

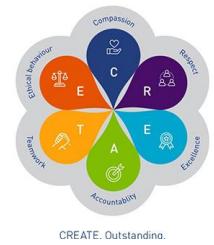
The position will involve collaboration with the Nurse Unit Manager, Nurse in Charge, and Enrolled Nursing staff. This role also requires liaison with medical practitioners and allied health staff. This position among others is responsible for promoting GV Health as a quality regional health service provider.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Work within a team offering quality consumer/resident/client focussed care
- Provide high level communication skills that include: interpersonal, verbal, written, computer and ability to work cohesively as an active member of the team
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Ensure that all relevant hospital documentation is completed in a timely manner
- Ensure that quality and standards of patient care are met
- Ensure that the unit/department is customer service focused
- Liaise with staff, patients and residents
- Maintain effective open channels of communication with patients/clients, hospital visitors, nursing colleagues, the multi-disciplinary health care team and the affiliated tertiary institutions
- Acts as a professional role model for inexperienced and other staff
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

1. Provide quality and safe clinical care for consumers

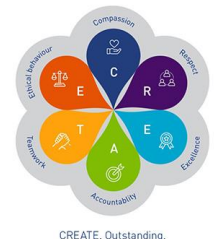
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health’s Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Administer medications in a safe and timely manner



- Provide, assist and encourage residents to participate in lifestyle program and implement planned program on weekends and public holidays
 - Assist in effective discharge from hospital or services that reflect the needs of the consumer
 - Participate in primary Nurse model of care in our residential facility
 - Ensure an effective discharge from hospital or services that reflects the needs of the consumer
- 2. Develop and maintain collaborative relationships with all disciplines**
- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
 - Respect the decisions and actions of others
 - Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals
- 3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**
- Maintain current knowledge of clinical practice
 - Actively participate in identifying where improvements can be made to the quality of consumer care
 - Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care
- 4. Commit to ongoing professional development of self, other employees and the profession**
- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
 - Undertake credentialing and review of scope of practice and work within these
 - Improve performance by seeking feedback, setting goals and participating in annual performance reviews
 - Support the development of others by acting as a resource to colleagues and participating in orientation and preceptoring of new employees and supervising students
 - Act as a resource for a portfolio that compliments the Quality System as directed by Nurse Unit Manager, attend conferences/education and disseminate information to other staff
 - Provision of appropriate supervision to less experienced clinical employees
 - Participate in meetings, committees and professional groups and disseminate relevant information to other health care professionals

QUALITY, SAFETY, RISK and IMPROVEMENT

- Demonstrate a commitment to continuous improvement and strive for the achievement of excellence in service delivery
- Support the quality management system through completion of allocated audits and participation in special roles
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Prompt reporting of all incidents to managers including the use of electronic reporting (VHIMS)
- Utilise quality improvement forms to document suggestions, identified problems and complaints
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Contribute to organisational quality and safety initiatives
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements



OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Ability to work across all shifts
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Essential

- Commitment to the Goulburn Valley Health values of *Compassion, Respect, Excellence, Accountability, Teamwork* and *Ethical Behaviour*
- Current registration with the Australian Health Practitioner Regulation Agency as an Enrolled Nurse
- Demonstrated ability to provide safe and high-quality clinical care within scope of practice
- Self-motivated with a positive attitude and a high level of communication
- Demonstrated ability to work under instruction with minimal supervision within a multidisciplinary team
- Proven organisation and time management skills with the ability to prioritise workloads
- Knowledge of current statutory requirements including relevant awards and OH&S
- Experience in medication management
- Evidence of full immunisation against COVID-19 and Influenza
- Satisfactory National Disability Insurance Scheme Worker Screening Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable

- Previous experience in aged and acute care

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Nurse Unit Manager - Tatura Campus
Issued	May 2024
Reviewed	May 2025

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerance for any form of abuse or violence and all allegations and safety concerns will be treated very seriously. For more information on child abuse, refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ /____/____

(Print Name)