

ROBINVALE DISTRICT HEALTH SERVICES

POSITION DESCRIPTION



POSITION TITLE:	Enrolled Nurse
DEPARTMENT:	Clinical Services
RESPONSIBLE TO:	Nursing Services Officer (Robinvale Campus) Nurse Unit Manager – Hostel Campus Director of Nursing – Manangatang Campus
POSITION STATEMENT:	This position will work within its scope of practice to deliver care to all clients of RDHS whilst meeting industry standards. The Enrolled Nurse shall follow the directions/supervision of other senior team members to ensure safe timely care and contribute to a harmonious workplace environment. This role will have emphasis on developing and promoting person centred care in the Acute and Aged Care areas. The Enrolled Nurse will monitor patient/resident wellbeing and report concerns to their designated in charge.
TERMS & CONDITIONS OF EMPLOYMENT	As per Letter of Appointment

ESSENTIAL CRITERIA:	<ul style="list-style-type: none"> • Enrolled Nurse, current National Board Certificate; • Membership of relevant professional body. • Rural Health experience
DESIRABLE CRITERIA:	<ul style="list-style-type: none"> • Medication endorsement • Certificate in Aged Care, or equivalent • Broad clinical background

KEY RESPONSIBILITIES:	<p>Organisational</p> <ul style="list-style-type: none"> • Comply with regulatory requirements of relevance including RDHS policies and procedures/guidelines. • Support systems that provide safe, high quality care that increases patient experience and patient centred care. • To comply with RDHS Employee Code of Conduct. • To ensure that RDHS Infection Control guidelines are fully implemented • Demonstrate awareness and understanding of diversity and culture. • RDHS has a responsibility to maintain current policy; it is the responsibility of all staff to be aware of current policy. <p>Professional</p> <ul style="list-style-type: none"> • To work in collaboration and assist the in-charge nurse in developing improved processes whilst performing tasks as directed. • To ensure current competency standards for Nursing and Aged Care are maintained, including annual medication competency where applicable. • To actively participate in the annual performance appraisal process. • To liaise with relevant members of the senior staff for advice and guidance as required. • To continually develop and improve clinical documentation which can demonstrate measurable outcomes for individual clients. • To develop and maintain accurate records for all Acute and/or Aged Care clients.
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	<ul style="list-style-type: none"> • To advocate for staff & clients, ensuring legal and ethical standards are maintained. • To work within the scope of practice as an Enrolled Nurse. • To report to the designated in-charge nurse. • Participate in the development and application of care plans with appropriate assessment processes. • Conduct other duties as directed. <p><i>Aged and Acute Services:</i></p> <ul style="list-style-type: none"> • To assist the in-charge nurse to develop strategies and opportunities for service enhancement and development. • To participate in RDHS training programmes and provide feedback as required. • To actively participate in the Clinical Risk Management Program. • To assist with delivery of medication via Webster Pak system where applicable <p><i>Visiting Nursing Service:</i></p> <ul style="list-style-type: none"> • To have an understanding of HACC and DVA contract requirements and to assist in provision of information for reporting requirements • To have some knowledge of available Community Health Services • Current driving Licence • To provide advice, education and assistance to nursing staff on wound care when requested.
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<p>OCCUPATIONAL, HEALTH, SAFETY, AND ENVIRONMENTAL (OHSE):</p>	<p>All RDHS employees will:</p> <ul style="list-style-type: none"> • Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others. • Use any equipment provided for health and safety purposes. • Obey reasonable instructions given by RDHS in relation to health and safety at work. • Help RDHS meet our duty of care, such as by undertaking hazard inspections. • Comply with all RDHS OHSE policies and procedures • Ensure they do not interfere with or misuse anything provided in the interests of health and safety. <p>Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.</p> <p>To comply with this obligation, Robinvale District Health Services requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).</p> <p>If a risk is identified and fitness to safely perform the duties of the position needs to be determined, Robinvale District Health Services with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.</p>
<p>PUBLIC SECTOR VALUES:</p>	<p>As an RDHS employee the following Public Sector Values will be your values:</p> <ul style="list-style-type: none"> • Responsiveness – being aware, open, sensitive & approachable • Integrity – be honest & truthful

	<ul style="list-style-type: none"> • Impartiality – be fair, neutral & independent • Accountability – be responsible & liable for your actions • Respect – be respectful of everyone, including yourself • Leadership – be a leader by example • Human Rights – understand that everyone has a right
PERFORMANCE APPRAISAL:	Conducted annually as per schedule.
TRAINING:	As per organisation Annual Training Calendar

I, _____ (*print name*) acknowledge that I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signature: _____ Date: ____/____/____

cc: Personnel File