



Position Description

A SMALL RURAL HEALTH SERVICE DETERMINED TO ACHIEVE GREAT THINGS

Kerang District Health is a small rural health service offering a broad range of acute, residential aged care, primary and community services to the Kerang community and surrounding district.

Acute Health services provided include medical, oncology, a 24 hour urgent care centre (UCC) and surgical services such as general surgery, gynaecology, urology and dental.

The health service also provides residential aged care services to 30 residents in 'Glenarm' and provides transitional care to 4 clients either in hospital or in the community.

A variety of primary and community services also come under the KDH banner including a GP clinic, district nursing, centre based and mobile day activities, an exercise program and a men's shed.

MISSION AND VALUES

Kerang District Health seeks to improve the health and wellbeing of the community. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Caring, Accountability, Respect and Excellence**

Organisational Values	Associated Behaviours
C - Caring	We will be person centered, show compassion and empathy
A - Accountability	We will be transparent, trustworthy and responsible for our actions
R – Respect	We will embrace and be considerate of the differences of all people
E - Excellence	We will be dedicated to every person, every time

1. POSITION DETAILS

Title	Enrolled Nurse Level 1 - 2	Division	Clinical Services
Department	Nursing	Location	13 Burgoyne Street, KERANG VIC 3579
Enterprise Agreement (or its successor)	Nurses and Midwives		
Classification	Enrolled Nurse Level 2 (Dependant on qualifications and experience)		
Immunisation Risk Category	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day		

Position Summary	The Enrolled Nurse is responsible for providing evidence-based nursing care for patients, consumers, or clients in accordance with the care plan developed in collaboration with the patient or client, their medical officer and other members of the health care team. The Enrolled Nurse will always be under the direct or indirect supervision of a Registered Nurse.		
Position Reports to	Direct	Nurse Unit Manager, Registered Nurse	



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	Professional	AHPRA
Number of Reports	Direct	Nil
	Indirect	n/a
Key Relationships	Internal	Department NUM's, ANUM's, AHC's, RN's, Catering and Domestic Staff
	External	Patients, consumers and client's family, Medical Practices, Allied Health Services

2. SELECTION CRITERIA

Essential Requirements	<ul style="list-style-type: none"> • Enrolled Nurse with current registration with AHPRA • Current Police Check • Current Working with Children Check • Ability to demonstrate the highest level of customer service and response. • Excellent written and verbal communication skills and the ability to utilise a range of software applications. • Demonstrated commitment to quality improvement and evidenced based practice. • Excellent time management skills and ability to prioritise in a flexible and adaptable way. • Demonstrated competence in delivering services that ensures patients, consumers and clients are safe. • Demonstrated proactive approach to problem solving with strong decision-making capability. • Commitment to and willingness to participate in continuing training and education related to area of employment. • Ability to work as part of an inter-disciplinary team. • Ability to support Healthcare Workers working in aged care units. • Permanent rights to live and work in Australia
Desirable Requirements	<ul style="list-style-type: none"> • Medication Endorsement • Relevant experience in aged care, acute medical or urgent nursing. • Contemporary generalist nursing knowledge and experience.

3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
Core Tasks	<p>Assists the Registered Nurse with coordinating care including consumer/patient assessment, care planning and core evaluation.</p> <p>Plans as allocated the delivery of care according to individual consumer/patient care plans and documented Policies and Procedures</p> <p>Assists the Registered Nurse with reviewing and evaluating the effectiveness of interventions, in partnership with consumer/patients and/or their representatives</p> <p>Participates in and practices a safe medication administration system (within scope)</p> <p>Consult with Medical Professionals and other Allied Health Professionals as required</p> <p>Assist and support the Personal Care Attendants/Healthcare Workers to complete allocated tasks on a shift-by-shift basis</p> <p>Assists Personal Care Attendants/Healthcare Workers with ongoing personal development</p>



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	<p>Assists and supervises Personal Care Attendants/Healthcare Workers with the delivery of resident/patient clinical care needs</p> <p>Develops and maintains a professional rapport with consumers/patients and their families</p> <p>For further core tasks of this position refer to allocated duty statement in each department for each Enrolled Nurse shift (morning shift, late shift, night shift etc.)</p>
Rotations (optional)	<p>Participates in a rotation to other departments of the organisation. Will include but not limited to: Acute Ward, District Nursing, Theatre, Kerang Medical Clinic. Duties and responsibilities are per each job specific duty statement.</p> <p>Maintains skills and knowledge pertinent to that particular area.</p> <p>Be available to work in other departments if needed.</p> <p>For specific EN accountabilities for KMC and District Nursing, please refer to the relevant PD.</p>
Continuous Quality Improvement	<ul style="list-style-type: none"> • To recommend/discuss any new resources, processes, or equipment that may be required to maintain and further develop effective programs or treatments with the relevant Executive Director. • To participate in Quality Improvement activities within the relevant department, team and organisation as required.
Infection Control	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors, and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures, and guidelines.
Occupational Health and Safety	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents, and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all KDH O.H. & S. online Policies and Procedures.
Above and Below the Line Behaviour Modelling	<p>All staff are expected to comply with and support the Kerang District Health Above and Below the Line Behaviour model, focusing our behaviours on those that reflect our values; Caring, Accountability, Respect and Excellence.</p>
Performance Appraisal and Goal Setting	<p>A Performance Appraisal and Goal Setting will be conducted annually</p>

Position Requirements	
A satisfactory National Police Check (no older than 3 months) must be provided prior to commencement at KDH)	Required
Evidence of professional registrations	Required
Evidence of Professional Qualification	Required



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Valid Victorian Driver's Licence	Preferred
Valid Trade Licence	N/A
Satisfactory Working with Children's Check	Preferred
Immunisation	Required

Job Demands List

Kerang District Health endeavours to provide a safe working environment for all staff. 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 others.

Frequency Functions

I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks		x			
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks			x		
Kneeling	Remaining in a kneeling position to perform tasks		x			
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying	x				



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	Assisted lifting (mechanical, equipment, person assist)			x		
Working at heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment		x			
Reaching	Arms fully extended forward or raised above shoulder		x			
Crouching	Adopting a crouching posture to perform tasks		x			
Foot Movement	Use of leg and/or foot to operate machinery	x				
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding		x			
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. Etc.	x				
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed, e.g. emergency or grief situations		x			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing e.g. drug/alcohol, dementia, mental illness	x				
Exposure to distressing situations	E.g. child abuse, delivering bad news, viewing extreme injuries, viewing deceased	x				
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures	x				
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x
Noise	Environmental/background noise necessitates people raising their voice to be heard					x



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Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE		x			
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials		x			
Radiation	Working with radiologic equipment					x

4. STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED

- Key Performance Indicators
- Demonstrating organisational philosophy in all activities
- Compliance with organisational policy, procedures, and practices
- Compliance with goals induction setting within the first six months of employment
- Compliance with position description and goals set at annual performance appraisal
- Contribution to the team and organisation
- Management, peer, client, and community feedback.

5. ACCEPTANCE AND AGREEMENT

All Kerang District Health team members must:

- Demonstrate and role model Kerang District Health values.
- Comply with all Kerang District Health Policies and Procedures.
- Comply with the requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Kerang District Health's performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination, and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Comply with reasonable direction or duties as requested by their manager

Kerang District Health strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Kerang District Health has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Kerang District Health's Child Safe Policy.

Kerang District Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Kerang District Health is a smoke-free environment.



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ACCEPTANCE

I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Kerang District Health reserves the right to modify position descriptions as required, and I will be consulted when this occurs.

Position Incumbent	
Signed	
Print Name	
Date	

Manager	
Signed:	
Print Name:	

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Human Resources department.