

POSITION DESCRIPTION

Position:	Enrolled Nurse
Division:	Clinical – Operations
Unit:	Nursing
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Enterprise Employers) Enterprise Agreement
Reports to:	Department Nurse Unit Manager

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




VISION





Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

 Responsiveness	Responsiveness: Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	Integrity: Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	Impartiality: Making decisions and providing advice on merit and without bias, favouritism or self- interest; objectively considering all relevant facts and fair criteria.

 Accountability	<p>Accountability: Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p>
 Respect	<p>Respect: Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p>Leadership: Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p>Human Rights: Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

POSITION SUMMARY

The Enrolled Nurse works as a member of the clinical team under the supervision of a Registered Nurse, in the provision of high quality care to all patients and clients who access health services, whilst also providing a high level of clinical and professional support to other members of the multi-disciplinary patient care team.

KEY RESPONSIBILITIES AND DUTIES

- Responsible for completing all organisational mandatory training requirements and departmental specific competencies
- Check prepare and administer medications in accordance with registration requirements, relevant legislation and organisational policies and procedures under the direct and indirect supervision of the RN in charge – *requirement only for nurses endorsed to administer medications*
- Practices within the scope of practice and following competency completion for any delegated advanced level (eg. Medication endorsement, IV module, Advanced Diploma)
- Continually provide the highest level of nursing care in a timely manner each rostered shift within scope of practice
- Ensure patients are oriented to their room and services available (eg. Buzzers, remotes etc)
- Participate in patient care rounds to ensure that patient needs are met and the patient has everything within their reach
- Accurately observe, monitor and communicate on a patient's condition at a given time and report any inconsistent or significant changes to the RN in charge immediately
- Check patient observations, under delegation and indirect supervision of RN
- Participate in planning, delivery and evaluation of care within scope of practice, and under RN instruction
- Support and assist Nurse Unit Managers as requested
- Actively seek out education and further learning to ensure skill set meets the needs of the department case mix
- Documentation relating to care is completed in line with Hospital policy

- Maintain legible, accurate, complete and contemporaneous records of patient care that have been signed and dated
- Utilise equipment and resources effectively and efficiently

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

- Relevant registration with the Nursing and Midwifery Board of Australia
- Effective communication and interpersonal skills
- Ability to communicate effectively with medical staff, patients, colleagues and the public
- Excellent time management skills
- Understanding of scope of practice in line with relevant registration

Desirable:

- Medication endorsement and completion of IV Management module
- Relevant clinical experience in relevant care setting
- Advanced Diploma for specialty area
- Sound computer literacy

MANDATORY REQUIREMENTS

National Police Record Check:

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with

children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.