|  |  |
| --- | --- |
| **Position Title:** | Enrolled Nurse – Medication Endorsed  This position description is a supporting document to an employee’s “Letter of Appointment” and “Variation to Letter of Appointment” |
| **Department:** | Community Health |
| **Classification/Award:** | **Award:**  Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020  **Classification:** Enrolled Nurse Level 3.2 or 3.3 |
| **Performance Review:** | This is a short (8 week) fixed term position, 2 fixed days per week (Mon, Wed)  Performance review will be concurrent with employment. |
| **ROLE** | |
| The Seniors Day Stay program provides an extended full day respite service for frail clients with entry level needs. The program centres around a community model of health providing a social, physical and emotional program targeted at re-ablement and focusing on individual wellness. The program caters to specific requirements for participants living with disability and those from CALD communities and members of the LGBTI and ATSI community.  The Enrolled Nurse, within their scope of practice, will work as part of the healthcare team to effectively plan and implement safe health care to meet the individual needs of the Seniors Day Stay (SDS) clients. | |
| **ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: Seniors Day Stay Project Officer (Program Management)  Community Nursing Manager (Clinical Lead)  Liaises with: South Gippsland Hospital Staff - clinical and non-clinical  Foster and Toora Medical Centre staff - clinical and non-clinical  Visiting healthcare professionals as required | |
| **KEY RESULT AREAS** | |
| * Practice within the Nursing and Midwifery Board of Australia Enrolled Nurse Standards of Practice and within scope of practice. * Assess, plan (in conjunction with patient and/or carer), implement and evaluate daily care and activities for allocated SDS clients. * Assistance with daily living activities and personal hygiene tasks as required. * Prioritise workload according to clients’ needs. * Initiate appropriate interventions in response to accurate interpretation of clients’ changing health status. * Deliver the Seniors Day Stay program including assisting participants with program activities such as; board and computer games, exercises, craft and outings, lunches. * Assist in transportation of clients to and from the Day Stay centre. * Complete all required documentation for each Seniors Day Stay client daily. * Participate in discharge planning process * Act as an advocate for clients to ensure safe, effective, individualised, timely client care * Demonstrate knowledge and commitment towards quality improvement activities and actively participate in the Safety and Quality accreditation processes * Perform other duties reasonably required as directed | |
| **SPECIALIST SKILLS AND KNOWLEDGE** | |
| * Work within scope of practise according to qualifications and the Australian Nursing and Midwifery Board * Work according to South Gippsland Hospital policies and procedures * Experience working with Aged Care clients is desirable * NMBA approved qualification on administration of medicines with an Administration of Medication Scope of 4 (minimum) or 5 routes (desirable) | |
| **QUALIFICATIONS AND EXPERIENCE** | |
| * Each employee is required to satisfy the Nursing and Midwifery Board of Australia Registration requirements as an Enrolled Nurse – Medication Endorsed for this role | |
| **KEY SELECTION CRITERIA** | |
| * Minimum of 3 years post registration as an Enrolled Nurse – Medication Endorsed * Excellent organisational and interpersonal skills including verbal and written communication. * Ability to work set program days (Mondays and Wednesdays). * Demonstrated commitment to quality improvement and patient/client safety. * Demonstrated understanding of aged care needs. * Demonstrated commitment to educating self and others * Ability to provide evidence based nursing care in a community based aged care program as part of a multidisciplinary team. | |
| **MANDATORY COMPETENCIES** | |
| Unless an employee is able to produce authorised evidence of successfully completing a approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually. | |
| **Organisational Values** | |
| South Gippsland Hospital staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.  These values are:  **Adaptability – Being flexible and accepting of new ideas and change for the better**  **Mutual Respect – We treat others the same way that we would like to be treated**  **Accountability – We accept responsibility for our actions, attitudes and mistakes**  **Trust- We act with integrity and can count on each other**  **Excellence – We do our best at all times and look for ways to improve**  It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community. | |
| **Occupational Health and Safety** | |
| All staff are expected:   * to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities: * to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace. * to seek guidance about new or modified work procedures. * to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.   If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in SGH OH&S policies. | |
| **Infection Control** | |
| An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times. | |
| **Education** | |
| SGH is committed to education. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital. | |
| **Confidentiality** | |
| Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.  Failure to comply with this agreement may result in disciplinary action and may include termination of employment. | |
| **Quality and Risk Management** | |
| In order to help ensure continued patient safety and quality of care:   * Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH. * Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk. * Staff are required to abide by the Code of Conduct for Victorian Public Sector Employee | |
| **Special Requirements** | |
| * New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment. * Should your role require you to drive a South Gippsland Hospital vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately. * A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. * All employees of South Gippsland Hospital are bound to work according to the policies and procedures of South Gippsland Hospital, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time. * All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff. | |

**INCUMBENT STATEMENT**

I, have read, understand and accept

*(please print name)*

the above Position Description.

Signed: Date

Copy to staff member: □ Yes □ No

Details certified correct by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_