



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	601780
Division:	MPS Operations	Title:	Enrolled Nurse
Branch:	Ravensthorpe Health Service	Classification:	Level 1-4
Section:	Nursing	Award/Agreement	Enrolled Nurses, Assistants in Nursing and Health Workers Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager MPS
	Classification:	HSO Level G-11
	Position No:	613602

Responsible To	Title:	Director of Nursing - Ravensthorpe
	Classification:	SRN Level 5
	Position No:	601647

This position	Title:	Enrolled Nurse
	Classification:	Level 1-4
	Position No:	601780

#### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title

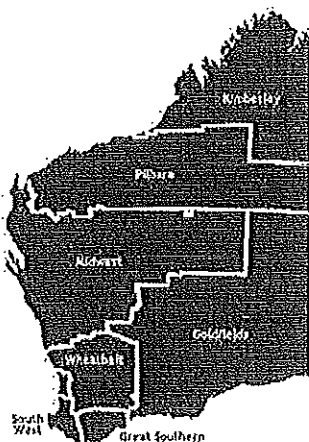
- 601764 Clerk HSO LG-2
- 601765 Clerk - Casual HSO LG-1/2
- 601766 Clinical Nurse RNM L2
- 601768/601776 Registered Nurse RNM L1
- 601781 Enrolled Nurse - Casual EN L1-4
- 601779 Ext Care Enrolled Nurse EN L1-4
- 601785/601789 Cook HSW L5
- 601787 Kitchen Hand HSW L1/2
- 601790/601791 Patient Care Assistant HSW L3/4
- 601794 All Purpose Orderly - Casual HSW L3/4
- 601861 HACCC Services Coordinator HSO LG-3

Positions under direct supervision:	Other positions under control:								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">Nil</td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2"> </td> </tr> </tbody> </table>	Category	Number		
Position No.	Title								
Nil									
Category	Number								

### Section 3 – KEY RESPONSIBILITIES

Responsible for the assessment, planning and implementation of evidence based consumer focused nursing care in accordance with the nursing care plan, in liaison with the Registered Nurse.

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		CLASSIFICATION	Level 1-4



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

## OUR PURPOSE

Working together for a healthier country WA

## WHAT WE STAND FOR

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

## OUR VALUES

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	<p><b>The Enrolled Nurse will:</b></p> <ol style="list-style-type: none"> <li>1. Meets the registration standards required for Enrolled Nurses to practice in accordance with the Nursing &amp; Midwifery Board of Australia.</li> <li>2. Contributes to the formulation of care plans for patients in collaboration with the Registered Nurse, in Acute Ward, Residential Aged Care and support the registered nurse in emergency care.</li> <li>3. Maintains competency in the provision of evidence based patient and resident nursing care, including using telehealth and videoconferencing services.</li> <li>4. Recognise own level of competence and consults with a registered nurse, when nursing care requires expertise beyond own scope of competence.</li> <li>5. Documents changes detected in patients and residents health status and inform the appropriate senior nurse or shift coordinator, including activation of Emergency Telehealth Service (ETS).</li> <li>6. Liaises with patients, carers, nursing colleagues, medical, allied health, support staff, external agencies to assist with the formulation of care plans that provide coordinated multidisciplinary care and discharge planning.</li> <li>7. Undertake patient and family education to provide appropriate information in relation to treatment, procedures and ongoing care.</li> <li>8. Actively participate in improvement activities in conjunction with others to improve the unit or hospital health care service, including taking action to prevent and report unsafe practice.</li> <li>9. Sets professional goals and evaluates own performance through proactive participation in annual performance review.</li> <li>10. Participate in unit based decision-making and supports the Director of Nursing to meet organisational and service objectives.</li> <li>11. Assists in the development of competencies and skills of others by contributing to unit based education activities, preceptorship and orientation.</li> <li>12. Be accountable for the safe, efficient and effective use of resources</li> </ol> <p><b>OTHER</b> Other duties as directed.</p>		100
	<p><i>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety &amp; Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</i></p>		

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## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Eligible for registration in the category of Enrolled nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated clinical competence in the delivery of evidenced based nursing care, incorporating quality and risk management within the acute and residential aged care setting, including assisting with medical emergencies.
3. Demonstrated effective communication skills (written and verbal), including clinical bedside handover and escalation communication skills.
4. Demonstrated ability to work as an effective team member in a multidisciplinary team
5. Demonstrated computer skills to effectively enable navigation and data entry into electronic patient management systems, navigation of online policy access, internal communication and completing online learning resources
6. Current 'C' class drivers licence

### DESIRABLE

1. Post registration qualification or competency related to relevant area that attracts an ASEN allowance
2. Demonstrated understanding of key cultural issues in a rural environment
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

Location	Ravensthorpe/ Hopetoun	Accommodation	Nil
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement</li> <li>• Completion of a 100 point identification check</li> <li>• Successful Aged Care Criminal Record Screening Clearance and Working with Children (WWC) Check.</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• District Allowance as applicable</li> <li>• Work in all areas of the Health Service incorporated within the Multi-purpose Site model</li> <li>• Possess 'C' class drivers licence and safe driving record</li> </ul>		
Specialised equipment operated	Clinical equipment including, but not limited to IV pumps, point of care testing devices, bladder scanning, 12-lead ECG, non-invasive haemodynamic monitoring., Telehealth services and Videoconferencing equipment Health information systems including, but not limited to: Webpas, electronic patient journey board, Microsoft office, Datix Clinical Incident Management System, iProc and Rostar.		

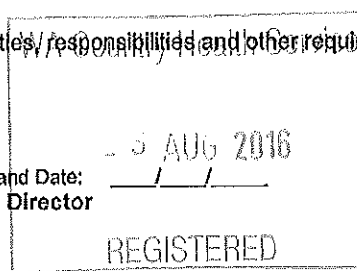
## Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties/responsibilities and other requirements of the position.

Signature and Date:  
Manager

*[Signature]*  
29/7/2016

Signature and Date:  
Regional Director



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

