



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607585
Division:	Wheatbelt	Title:	Enrolled Nurse
Branch:	Bruce Rock Memorial Hospital	Classification:	EN Level 1-4
Section:	Nursing Services	Award/Agreement	Enrolled Nurses, Assistants in Nursing and Health Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Health Service Manager - Merredin
	Classification:	RNM SRN Level 7
	Position No:	608198

Responsible To	Title:	Clinical Nurse Manager
	Classification:	RNM SRN Level 3
	Position No:	607324

This position	Title:	Enrolled Nurse
	Classification:	EN Level 1-4
	Position No:	607585

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
607361 Clinical Nurse, RNM Level 2
607360 Registered Nurse, RNM Level 1
607373 Enrolled Nurse, EN Level 1-4
607362 Enrolled Nurse, EN Level 1-4
607627 Patient Care Assistant, HSW Level 3/4

Positions under direct supervision:	Other positions under control:								
<table border="1"> <tr> <th>Position No.</th> <th>Title</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Position No.	Title			<table border="1"> <tr> <th>Category</th> <th>Number</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Category	Number		
Position No.	Title								
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Section 3 – KEY RESPONSIBILITIES

Provides nursing care for allocated patients within the scope of practice of an Enrolled Nurse.

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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, Aboriginal 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

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	GENERAL	D	75
1.1	Delivers nursing care based on nursing legislation, standards and guidelines and adheres to hospital procedures and policies, and competency level, under the supervision indirect or direct, of a registered nurse		
1.2	Maintains professional behaviour and presentation in carrying out of duties.		
1.3	Demonstrates the ability to utilise and understand the nursing process in collaboration with the registered nurse		
1.4	Undertakes a patient case load as directed by the registered nurse.		
1.5	Demonstrates the ability to identify problems associated to patient's illness.		
1.6	Revises and modifies care plans and documents changes to patient's health status in nursing notes in collaboration with the registered nurse		
1.7	Communicates verbally, and reports changes to patient health status to the registered nurse.		
1.8	Contributes to ensuring a safe and clean working environment.		
1.9	Identifies the action to be taken in the event of any emergency.		
1.10	Ensures the efficient and effective use of materials, and hospital resources.		
1.11	Participate in the implementation of policies, procedures and standards in collaboration with the registered nurse.		
1.12	Home and community personal care requirements ie. washing, dressing + wound care		
2.0	COMMUNICATION	D	10
2.1	Maintains confidentiality at all times.		
2.2	Completes nursing documents according to legal and professional requirements.		
2.3	Initiates and re-directs issues through the correct organisational channels.		
2.4	Demonstrates awareness and knowledge of multicultural and language issues related to the patient or group.		
2.5	Communicates effectively with patient, relatives and the health care team.		
3.0	TEAM PARTICIPATION	R	10
3.1	Positively participates in performance management and quality improvement programs.		
3.2	Promotes a team approach to nursing care.		
3.4	Attends nurse meetings when appropriate and maintains an awareness of relevant current nursing issues.		
4.0	OTHER	O	5
4.1	Other duties as directed by the Health Service Manager.		
4.2	Participate in the relevant training and development activities to ensure the maintenance and enhancement of job skills and knowledge.		
4.3	Actively participate in a Performance Development with the Health Service Manager		
4.4	Positively participates in, and promotes, the team management concept within the health service team.		
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 & 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.			

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Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Eligible for registration in the category of Enrolled Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated clinical competence within the relevant practice setting.
3. Demonstrated effective interpersonal skills at an individual and team level.
4. Demonstrated ability to work within a team.
5. Demonstrated sound communication skills (written and verbal)
6. Possession of computer skills and knowledge of the application of software on PC based systems
7. Current knowledge of legislative requirements for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

DESIRABLE

1. Demonstrated knowledge of the Continuous Quality Improvement process.
2. Possession of or progression towards further qualification in area of expertise.
3. Demonstrated computer skills.

Section 6 – APPOINTMENT FACTORS

Location	Bruce Rock	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement. • Completion of a 100 point identification check • Successful Aged Care Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Working With Children (WWC) Check 		
Specialised equipment operated			

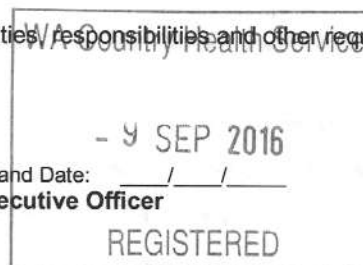
Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services



Signature and Date: ____/____/____
Chief Executive Officer



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