



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	607288
<b>Division:</b>	Wheatbelt Health	<b>Title:</b>	<b>Enrolled Nurse</b>
<b>Branch:</b>	Nursing Services	<b>Classification:</b>	<b>EN Level 1-4</b>
<b>Section:</b>	Nursing Goomalling	<b>Award/Agreement</b>	Enrolled Nurses, Assistants in Nursing and Health Workers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<table><tr><td><b>Title:</b></td><td>Operations Manager</td></tr><tr><td><b>Classification:</b></td><td>RN SRN Level 7</td></tr><tr><td><b>Position No:</b></td><td>607001</td></tr></table>	<b>Title:</b>	Operations Manager	<b>Classification:</b>	RN SRN Level 7	<b>Position No:</b>	607001	<table><tr><td colspan="2"><b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b></td></tr><tr><td><b>Title</b></td><td></td></tr><tr><td></td><td>Clinical Nurses / Midwives</td></tr><tr><td></td><td>Registered Nurses / Midwives</td></tr><tr><td></td><td>Advanced Skill Enrolled Nurses</td></tr><tr><td></td><td>Assistant in Nursing</td></tr></table>	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>		<b>Title</b>			Clinical Nurses / Midwives		Registered Nurses / Midwives		Advanced Skill Enrolled Nurses		Assistant in Nursing
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<b>Positions under direct supervision:</b>		<b>← Other positions under control:</b>																		
Position No.	Title	Category	Number																	
Nil																				

### 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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

## **OUR PURPOSE – What we are here to do**

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

## **OUR STRATEGIC DIRECTIONS TO 2018/2019**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

## **OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

## **OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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#### Section 4 – STATEMENT OF DUTIES

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No.	Details	Freq.	%
	<p><b>The Enrolled Nurse will:</b></p> <ol style="list-style-type: none"> <li>1. Contribute to the formulation of care plans for patients in collaboration with the Registered Nurse.</li> <li>2. Maintains their competence to practice in accordance with national competency standards for the Enrolled Nurse as determined by the Nursing and Midwifery Board of Australia.</li> <li>3. Maintains critical thinking in the conduct of enrolled nursing practice.</li> <li>4. Participate in the multidisciplinary decision making, within professional competence</li> <li>5. Recognise own level of competence and consults with an experienced nurse, when nursing care requires expertise beyond own scope of competence.</li> <li>6. Sets professional goals, evaluates own performance.</li> <li>7. Participate in unit based decision-making and supports the achievement of unit, hospital, regional and WA Country Health Service objectives.</li> <li>8. Promotes and participates in unit based education activities, including but not limited to preceptorship and orientation.</li> <li>9. Actively participate in improvement activities in conjunction with others to improve the unit or hospital health care service.</li> <li>10. Facilitates others in their development of clinical competencies and organisational skills.</li> </ol> <p><b>OTHER</b> Other duties as directed.</p>	D	100
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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 – 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 within the relevant practice setting.
3. Demonstrated sound communication skills (written and verbal).
4. Demonstrated ability to function as a team member.
5. Demonstrated commitment of professional development of self and other.
6. Demonstrates quality and risk management principles within practice.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
8. A current C Class drivers licence and ability to travel within the region.

### DESIRABLE

1. Demonstrated understanding of key cultural issues in a rural environment.
2. Possession of or progression towards further qualification in area of expertise.
3. Demonstrates computer skills.

## Section 6 – APPOINTMENT FACTORS

Location	Goomalling	Accommodation	As determined by the WA Country Health Service Policy
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 Criminal Record Screening clearance</li> <li>• Successful Aged Care Criminal Record Screening clearance</li> <li>• Evidence of current Working with Children check</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• A current C Class drivers licence and ability to travel within the region.</li> </ul>		
Specialised equipment operated		Clinical equipment relevant to the practice area	

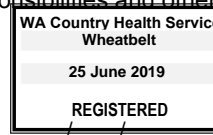
## Section 7 – CERTIFICATION

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