



**HSS Registered**

**Enrolled Nurse**  
**Enrolled Nurses, Assistants in Nursing and Health Workers Agreement:  
 Level 1-4**  
**Position Number: 005929**  
**Rehab and Aged Care**  
**Armadale Kalamunda Group / East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Nursing Coordinator – Medical  
 Award Level: SRN Level 7  
 Position Number: 603092



Nurse Unit Manager  
 Award Level: SRN Level 4  
 Position Number: 005926



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:  
 • Various

**Key Responsibilities**  
 As part of a multidisciplinary team delivers quality evidence based nursing care to patients under the direction and supervision of the Registered Nurse. Facilitates and promotes patient safety and quality of care. The Enrolled Nurse practices within the scope of practice considerate of the Nursing and Midwifery Board’s Nursing Practice Decision Flowchart.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. AKG Vision and Values

- 1.1 Undertakes the duties within this JDF whilst demonstrating the AKG vision of “Delivering excellent health care for a healthier community”.
- 1.2 Undertakes the duties within this JDF whilst demonstrating the AKG values in a practical and meaningful way, specifically
  - Respect: The way we treat people should be a reflection on how we want people to treat us.
  - Teamwork: Our successes and achievements are a result of working together, not the actions of an individual.
  - Professionalism: How we conduct ourselves must be without question.
  - Kindness: The way we treat each other, including those in our care, is a reflection on the whole organisation

### 2. Clinical

- 2.1 Provides evidence based nursing care to selected patients in accordance with the nursing care plan and in liaison with the Registered Nurse.
- 2.2 Undertakes shifts at the direction of senior staff and the Nursing Director including participation on the on-call/after-hours/weekend roster if required.
- 2.3 Assists the Registered Nurse to complete and update individualised nursing care plans.
- 2.4 Documents changes detected in patients’ health status and informs appropriate nurse coordinator.
- 2.5 Complies with and demonstrates a positive commitment to Regulations, Acts and Policies relevant to nursing including the Code of Ethics for Nurses in Australia, the Code of Conduct for Nurses in Australia, the National Competency Standards for the Enrolled Nurse and the Poisons Act 1964.
- 2.6 Assesses the need for and undertakes patient and family education to provide appropriate information in relation to procedures and treatment.
- 2.7 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to assist with the provision of coordinated multidisciplinary care.
- 2.8 Completes clinical documentation as required/requested and undertakes other administrative tasks as required.
- 2.9 Participates in departmental and other meetings as required to meet organisational and service objectives when appropriate.
- 2.10 Participates in patient safety, quality and risk improvement activities when appropriate.

### 3. Education/Training/Research

- 3.1 Engages in continuing professional development/education and ensures continuous registration in the category of Enrolled Nurse with the Nursing and Midwifery Board of Australia as per essential criterion 1.
- 3.2 Actively participates in education programs and training to develop own clinical skills and knowledge related to current practice in collaboration with the Registered Nurse/Staff Development Nurse.
- 3.3 Participates in evidence based clinical research activities where applicable.

**4. EMHS Governance, Safety and Quality Requirements**

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

**5. Undertakes other duties as directed.**

### Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

#### Essential Selection Criteria

1. Eligible for registration in the category of Enrolled Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated experience in managing a patient caseload, under the supervision of a Registered Nurse.
3. Demonstrated effective interpersonal, negotiation and conflict resolution skills.
4. Demonstrated effective written and verbal communication skills.
5. Demonstrate sound level of knowledge and skills in Rehabilitation & subacute medicine.

#### Desirable Selection Criteria

1. Knowledge of legislation relevant to nursing practice.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

#### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

### Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

**HSS Registration Details** (to be completed by HSS)

Created on	Last Updated on July 2019
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