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|  | Position Description  Version: |

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| **Position Title:** | | Enrolled Nurse (Medication Endorsed) | | | |
| **Position Number:** | | D00100 | **Cost Centre:** | | D1436 |
| **Site/Facility:** | | Calvary Health Care Bethlehem | | | |
| **Department:** | | Inpatient Unit | | | |
| **Enterprise Agreement** | | Nurses and Midwives (Victorian Public Sector)(Single Interest Employers) Enterprise Agreement | | | |
| **Classification:** | | EN Level 2 Certificate IV Year 1 – 6  EN Level 2 Diploma Year 1 – 5 | | | |
| **Reports To:** | | Nurse Unit Manager | | | |
| **Date of Preparation:** | | 17/9/2015 | **Date Updated:** | | 27/07/2023 |
| **Primary Purpose** | | | | | |
| * Perform the functions of an Enrolled Nurse (Medication Endorsed) who works within the philosophy and objectives of the Little Company of Mary Health Care working under instruction, guidance and supervision and communicating with a Registered Nurse at all times | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres  Calvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  **Calvary Health Care Bethlehem (CHCB**) is a publically funded sub-acute specialist health service encompassing a 32 bed inpatient unit, centre based clinics, research, day centre, NDIS, CHSP and community palliative care service. CHCB is located and part of the Calvary Kooyong Integrated Precinct in Caulfield South in Melbourne.  The integrated precinct brings together premium retirement living in the Hyson Apartments, contemporary residential care in the Huntly Suites, Calvary in-home care, a GP clinic, and Calvary Bethlehem’s specialist sub-acute health services.  **Palliative Nature of this work setting:** Employees must be aware that CHCB is a palliative care environment and staff are likely come into contact with patients who are dying, and, with patients, relatives, friends, staff and volunteers who may be experiencing grief and loss. CHCB provides a comprehensive range of bereavement support services and access to the Employee Assistance Program to support our staff when required.  **Managing patients with ‘Behaviours of Concern’:** Some conditions can present challenging behaviour issues that require specialised management and understanding of the disease trajectory. Patients in this category require implementation of specific interventions to ensure safety, security and dignity and care planning that support the patient’s individual requirements. Employees should be aware that they are likely to come into contact with patients exhibiting these behaviours.  **Smoke Free:** CHCB is a smoke free hospital environment. All staff must comply with the relevant policy and  procedure. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Maintain performance of all tasks at a professional standard and consistent with the Mission and Values of the Little Company of Mary * Maintain manner that is courteous, punctual, and professional in presentation and adheres to the CHCB Nursing division dress code * Present and project a positive and professional image of CHCB in all interactions with staff, volunteers, patients, carers and visitors as demonstrated by being honest, clear, timely, empathetic and appropriate when communicating with patients, clients and their families as well as with colleagues. * Ensure a high standard in all written communications by demonstrating impartiality, objectivity and accuracy * Contribute to a well-functioning team/work environment through appropriate, professional and timely communication as demonstrated by making time and taking time to assist, listen, support and encourage others; expressing appreciation for their contribution. * Inform all members of the interdisciplinary team of changes in the patient/ family situation * Participate in all team formation activities * Provide support to all members of the team * Participate in the sharing of information to all other members of the interdisciplinary team, via participation in the daily handover / weekly interdisciplinary team meetings * Promote and encourage educational opportunities for all team members * Participate in the orientation of new staff, graduates and students on clinical placement * Accountable for one’s actions, behaviours and decision making * Behave in an open, equitable and fair manner * Accept accountability for own actions and behaviour * Maintain and update own knowledge in your area of work. * Facilitate in service education sessions on a rotational basis * All staff are expected to complete all mandatory training requirements as per the Calvary and CHCB training matrix * Document a professional development plan as a component of performance appraisal annually * Participate in the In-service Education Program within Calvary Health Care Bethlehem * Participate in the dissemination of knowledge and ideas between palliative care associations through attendance of seminars, conferences and workshops   ***Excellence in Service Delivery:***   * Participate in the delivery of a patient centred model of care within a safe environment * Ensure provision of the service within guidelines of the current policies and procedures of Calvary Health Care Bethlehem. * Be accountable for own nursing practice within the guidelines as established by AHPRA / Nursing and Midwifery Board of Australia * Perform the function of an Enrolled Nurse medication endorsed who works within the philosophy and objectives of the Nursing Division * Demonstrate competent and safe practice when administering medications in accordance with the AHPRA / Nursing and Midwifery Board of Australia registration scope of practice * Participate in quality activities including the EQuIP Program. * Maintain and restock equipment as required * Mandatory Competencies are completed within designated timeframes * Assist patients in Activities of Daily Living and encourage appropriate self-care * A strong desire to work as part of an interdisciplinary team * On-going patient assessment, monitoring and evaluating needs, and provide patient comfort and family support. * Ensure appropriate referrals to other members of the interdisciplinary team as necessary. * Maintain patient records in accordance with Hospital/Departmental standards * Participate in a rotating roster * Consistently and enthusiastically delivers high levels of service to exceed expectations * Allocate tasks to less experienced staff and oversee their activities to ensure relevant standards are met * Be involved in mission celebrations and community engagement events as appropriate * Partner with consumers as per CHCB’s ‘Partnering with Consumers’ policy   ***Excellence in Service Development:***   * Participate in quality and continuous improvement activities and accreditation processes across the organisation as required * Identify areas for improvement and contributing to these areas * Evaluate own practice regularly * Assist in the documentation and evaluation of established clinical performance indicators * Assist in the documentation and evaluation of key performance indicators for the service * Assist in the evaluation of satisfaction questionnaires and the implementation of service change as appropriate * Participate annually in performance appraisal * Participate in Quality Activities and accreditation processes across the organisation as required * Participate in clinical research activities as required * Identifying areas for improvement and contributing to these improvements * Attend internal/external meetings as required * Maintain awareness of community services available for the patient/family welfare and needs * Participate as required on internal/external committees * Contribute to designated portfolios * Provide feedback to Supervisors/Team Leaders /Teacher liaison as appropriate following student placements * Assist and support the implementation of service change as required * Ensure appropriate use of resources within budget * Maintain awareness of community services available for the patient / family welfare and needs * Set priorities to manage relevant duties within time available * Ensure maintenance of accurate and up to date medical records   ***Wise Stewardship***   * Operate within budget requirements and in accordance with organisational goals and directives * Act with integrity when using company material or representing the company publicly * Contribute to patient and staff safety and wellbeing by diligently managing risks and immediately   reporting hazards, incidents, serious near misses, accidents, illness or injury   * Being mindful and responsible for all fiscal and environmental resources   ***WH&S Responsibilities:***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * Nurse Unit Managers, * Nursing and Medical staff * Hospital staff * Patients, Families and Visitors | | | | |
| External: | * AHPRA / Nursing and Midwifery Board of Australia * University and other Tertiary Institutions * other health services | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * Nurse Unit Manager | | | | |
| Budget: | **Click here to enter text.** | | | | |
| Selection Criteria | | | | | |
| **Essential**   * COVID-19 vaccination is a mandatory requirement unless assessed exempt * Influenza vaccination is a mandatory requirement unless assessed exempt * Competence in Microsoft Office * Competence in web-based research * Demonstrated and on-going entitlement to work in Australia * Evidence of current registration as relevant e.g.: AHPRA * COVID-19 and influenza vaccination is a mandatory requirement unless assessed exempt * Minimum of six months previous clinical experience * An interest in Palliative care/ Neurology nursing * Employees must undergo a National Police Record Check and/or a Working With Children Check in accordance with the CHCB Policy   **Desirable**   * Clinical experience in oncology/palliative care/progressive neurology * Excellent communication skills, written and verbal * Ability to build relationships with all stakeholders | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |