

# Position Description

Position Title	Enrolled Endorsed Nurse
Position Number	30026548
Division	People & Culture
Department	Clinical Workforce
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification Description	Enrolled Endorsed Nurse (Grade 2)
Classification Code	IB68 – IB72
Reports to	Manager Workforce Resourcing & Nurse Unit Manager/s
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Choose Division Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration.

The staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

## The Clinical Workforce - Acute Pool Team

### **Clinical Workforce - Acute Pool**

An exciting opportunity has become available for motivated and enthusiastic Registered and Enrolled Nurses to join our Clinical Workforce - Acute Pool department. At Bendigo Health we have 3 dedicated Nurse Pools that employ Part Time and Full Time employees to assist with resourcing of planned and unplanned leave. Within our Acute Pool department you will get the opportunity to work on a Part Time or Full Time roster across all of our Acute Departments (ED, ICU, Ortho, Rehab, Medical, Surgical and Children's Ward). You will have rostered shifts as per roster requests and your contracted hours, however you can be placed in any Acute Ward in response to unplanned and planned leave

## The Position

The **Acute Pool** Nurse's work within the main Bendigo Hospital Campus and work within the Acute Inpatient wards, Critical Care and specialised units upon the demand of the hospital.

The Acute Pool offers a unique opportunity to gain valuable skills and knowledge across a range of Acute departments within one of the largest regional health services. The Acute Pool offers the Acute Units the flexibility to cover unplanned and planned leave.

# Responsibilities and Accountabilities

## Key Responsibilities

- Function in accordance with legislation, conducting practice within a professional and ethical framework to deliver care that protects the rights of individuals and groups.
- Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Collaborate with multidisciplinary team members to achieve desired health outcomes for patients.
- Mentor or preceptor staff as directed by the Nurse Manager or shift manager
- Assume rotation into senior roles when delegated or required to do so, based on the level of educational preparation and competence.
- Consider the costs and budget implications in relation to work practices and consumables related to patient care.
- Demonstrate a commitment to organisational change and quality improvement.
- Assume accountability and responsibility for providing a high standard of direct patient care through assessment, planning, implementation and evaluation of outcomes.
- Accept accountability for own actions and seek guidance from senior nursing staff when limited by own level of expertise.
- Practice within policy and procedural guidelines, including comply with health service policy regarding uniform, punctuality, Annual Leave and ADO liability.
- Promote and support the mandatory competency framework for the clinical unit ensuring compliance issues are addressed within an agreed timeframe.
- Promote and maintain an environment of teamwork and professionalism.
- Demonstrate an awareness of the financial management framework and budgetary issues for the clinical unit.
- Work within the “Delegations of Authority” consistent with the role.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government’s Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee’s employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health’s policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health’s OH&S policies and to

participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Current registration as a Enrolled Endorsed Nurse with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
2. Demonstrated clinical knowledge and skills relevant to Acute services
3. Demonstrated knowledge and understanding of quality improvement
4. Demonstrated commitment to ongoing professional development
5. Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the ANC competency standards and Codes of Practice / Ethics and relevant statutory requirements
6. Sound interpersonal and communication skills with a strong customer-focus
7. Ability to operate effectively in an environment of change

8. Ability to work as a team member of a multi/inter-disciplinary team as well as independently
9. A personal approach which is positive, enthusiastic, friendly and helpful

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

**Drivers Licence** A current Victorian driver's licence is required for this position.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*