



**Swan Hill
District Health**
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Enrolled Nurse – Relieving/Casual

Summary

Applications are invited from ENs, for our Aged Care Facility and Acute Ward to relieve ad hoc leave. Must be flexible and available at short notice.

Want More Info?

For more information please contact Mrs. Amie Turner, Clinical Services Administration, 5033 9248.

Applications should include names of three referees. A copy of the Position Description and HOW TO APPLY information is on our web site www.shdh.org.au

Completed 'Application for Employment' form should be forwarded to the Human Resources department, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: hrmanager@shdh.org.au



Position:	Medication Endorsed Enrolled Nurse
Classification:	1B11-1B18
Department:	Logan Lodge
Reports to:	Nurse Unit Manager
Position Summary:	The Enrolled Medication Endorsed Nurse practices with, and under the supervision of, the Registered Nurse and assists in the provision of nursing care.
Responsibilities:	<p><u>Resident Care:</u> <i>Outcome:</i> Clinically appropriate care is provided by qualified staff in accordance with professional standards of practice and divisional and organisational policies and procedures. <i>Performance Indicators:</i></p> <ul style="list-style-type: none"> • Assesses resident care needs and provides nursing care which is individualised and responsive to resident needs. • Recognises emergency situations, seeks necessary assistance and provides appropriate care. • Performs nursing procedures and delivers care under the direction of and in consultation with the Registered Nurse, Div. 1. • Accurately records and reports any change in resident observations and condition. • Documents resident care assessment plan and evaluation in accordance with ACFI documentation requirements. • Ensures that care delivered complies with Swan Hill District Health and Clinical Services Division policies and procedures. • Works with Activity/Recreation Support Workers to maximise resident functional ability and social interaction incorporating group activities as appropriate. • Accepts responsibility for ward/unit resource usage including notification of depleted stock lines and correct cleaning, storage and maintenance of equipment. • Participates in ward meetings on a regular basis, and in other nursing related meetings as appropriate. • Assists resident to carry out therapy programs designed by Allied Health Professionals. • Administers medication as per the Extended Scope of Practice Medication Administration Endorsed Nurse. • Informs Registered Nurse in Charge of any change in resident's condition or concerns regarding resident.
Key Selection Criteria	<ul style="list-style-type: none"> • Actively pursues professional development opportunities to maximise knowledge of contemporary nursing issues and current clinical practice. • Assists with health teaching for clients and their families and significant others. • Assists with support of undergraduate Div. 2 nursing students by acting as appropriate role model and preceptor. • Supports learning needs of re-entry/supervised practice registered nurses. • Demonstrates good inter-personal and communication skills. • Satisfactory National Police Check

	<ul style="list-style-type: none"> • Current APHRA registration. • Previous experience in Aged Care highly regarded. • Physically able to meet inherent requirements of the role eg. attending to hygiene needs.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2012-2016.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control, and Manual Handling policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Just Culture:	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to apportioning blame to those involved.
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your own and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.

Review:	Completion of Performance Guidance and Development Plan on a yearly basis.
Date Written	July 16
Reviewed:	
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	