



Swan Hill
District Health
my hospital



Respect – Professionalism – Caring – Committed – Collaboration

Position Vacant

ENROLLED NURSE (Medication Endorsed) Minimum 0.8FTE

Applications are invited from Enrolled Nurses (Medication Endorsed) interested in the above position, initially in the Extended Care Unit and rotating through acute areas. Enquiries should be directed to Ms. Jodie Holmes, Nurse Unit Manager, Extended Care Unit, ☎ (03) 50339246.

Applications including details of two (2) professional referees should be addressed to Mr. Steven Wainwright, Human Resources Manager, P.O. Box 483, Swan Hill, 3585 or email hrmanager@shdh.org.au or apply online via our website www.shdh.org.au by COB Monday 5 March, 2012.



Position:	Enrolled Nurse, (Medication Endorsed).
Classification:	IB11 – 1B18.
Department:	Extended Care Unit.
Reports to:	Nurse Unit Manager, Extended Care Unit.
Position Summary:	The Enrolled Nurse provides individualised evidence based care to residents/patients/clients under the direct/indirect supervision of a Registered Nurse.
Qualifications/Skills Experience/Competencies:	Cert IV in Health (Nursing) or equivalent with medication endorsement. Registration on div. 2 register, NMBA as an enrolled nursing. Computer literacy. Ability to work as part of a team. Sound understanding of Aged Care Accreditation.
Salary/Award:	Nurses (Victorian Public Health Sector) Multiple Business Agreement 2007-2011.
Responsibilities:	Resident Care: <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 RCS Accreditation documentation requirements.• Ensures that care delivered complies with Swan Hill District Health and Clinical Services Division policies and procedures.• Works with Activity/Recreation Support Worker 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.• Administer medication as per the Extended Scope of Practice Medication Administration endorsed Enrolled Nurse.• Informs Registered Nurses div. 1 of change in resident's condition or concerns regarding resident.
Infection Control:	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
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.

	<ul style="list-style-type: none"> 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.
Privacy:	<p>SHDH are committed to protecting patient and staff privacy, 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 policy, as it is a condition of employment. Any breach of the rules of privacy relating to health service business, patients or medical records will result in disciplinary action.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <p>Report accidents, incidents and potential hazards promptly.</p> <p>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</p> <p>Comply with the Occupational Health and Safety Act and O.H. & S. Policy Procedure Manual.</p> <p>Attend training sessions as required.</p>
Review:	Completion of Performance Guidance and Development Plan on a yearly basis.
Date Written	June, 2005
Reviewed:	January, 2011
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	