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<b>TITLE:</b>	<b>Enrolled Nurse</b>
<b>DEPARTMENT:</b>	<b>Ward</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>Nurse Unit Manager</b>
<b>AWARD/AGREEMENT:</b>	<b>Maryvale Private Hospital Nurses EA 2018</b>

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### **ORGANISATIONAL BACKGROUND**

Maryvale Private Hospital ("Maryvale") is an acute medical/surgical private hospital in Gippsland, Victoria. Centrally located in the township of Morwell, in the Latrobe Valley, the hospital is situated on 17 picturesque acres.

At Maryvale we provide the highest standard of health care to our regional community in a caring and friendly environment.

Founded in 1991 our 46 bed, acute care hospital has a wide range of inpatient medical and surgical services

Our hospital is 100% locally owned and supported by Latrobe Health Services.

### **OUR PURPOSE**

Provision of consistent quality health care to achieve optimum patient outcomes.

### **OUR VISION**

To be the first choice for patients and providers in private healthcare.

### **OUR CORE VALUES**

- Respect – We treat others as we expect to be treated.
- Integrity – We do the right thing.
- Accountability – We take responsibility for our decisions and actions.
- Teamwork – We value the contributions and collaboration of individual staff members and their skills they bring which are of benefit to the organization.
- Innovation – We look to the future, create effective solutions and put them into action.
- Enjoyment and Fun – We strive to maintain an environment in which staff can enjoy working in.

### **ROLE STATEMENT**

A member of the nursing team who under the supervision of a Registered Nurse delivers direct client nursing care in any practice service within the scope of education and skill preparation.



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## **QUALIFICATIONS AND EXPERIENCE**

### **Essential:**

- Enrolled Nurse registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Diploma or Advanced Diploma by a nationally recognised Registered Training Organisation.
- Recent experience in surgical and acute medical nursing.
- Good communication and motivation skills.
- Clinical skills.
- Basic skills in Microsoft Office.

### **Desirable:**

- Current acute medical and surgical Nursing experience within the Private Health sector.

## **COMPETENCIES REQUIRED**

- Sound level of nursing skills and works within safe practice principles as a Enrolled Nurse.
- Excellent interpersonal, verbal and written communication skills.
- Excellent negotiation and problem solving skills that foster a positive workplace culture.
- Ability to develop positive relationships with a diverse range of internal and external customers.
- Demonstrated ability to be flexible in approach and adapt to changing circumstances.
- Ability to model professional conduct, maintain confidentiality and demonstrate integrity and ethical behaviour at all times.
- Have the ability to work independently and within a team environment.
- Have the ability to deal with varying work load requirements.
- An understanding of supporting compliance requirements and hospital wide Policies and procedures.
- Observation and awareness of Maryvale Private Hospital's Mission Statement.
- Must be flexible and be able to work any day/hours of the week (AM, PM & Weekend shifts).
- To have an understanding of National Safety and Quality Health Service Standards (NSQHS).



## **JOB DUTIES AND RESPONSIBILITIES**

<b>KEY RESPONSIBILITIES</b>	
<b>PATIENT CARE</b>	<ul style="list-style-type: none"> <li>• To provide a high standard of direct Nursing care to a group of patients.</li> <li>• To assess, plan, implement and document the nursing care provided to a group of clients under supervision of a registered Nurse.</li> <li>• Works with all members of the health care team to identify patient needs.</li> <li>• Maintains close liaison with Registered Nurse regarding clients and their required care.</li> <li>• Notify registered Nurse when clients and/or relatives/significant others require information regarding their treatment of care.</li> <li>• Liaises with patient's family/caregivers and encourages their participation in the patients continuing care.</li> <li>• To ensure the maintenance of privacy and confidentiality with regard to patient's condition and medical records.</li> <li>• To have a good knowledge of all emergency procedures and to ensure patient safety.</li> <li>• Report to Unit Manager/Assistant Nurse Unit Manager on condition and care of patient.</li> </ul>
<b>Education and Research</b>	<ul style="list-style-type: none"> <li>• To participate in orientation of new staff to the unit.</li> <li>• To participate in a minimum of four in service education/training sessions available within the organisation.</li> <li>• To attend mandatory training and education as per HW-009 Mandatory Education.</li> <li>• To be familiar with the Hospital emergency, fire and evacuation and waste management procedures.</li> <li>• To successfully attain competency in mandatory competencies required for your department.</li> <li>• To actively participate in the OH&amp;S Manual Handling Program completing all tasks and assessments annually.</li> </ul>
<b>Quality &amp; Risk Management</b>	<ul style="list-style-type: none"> <li>• Participate in the organisation's accreditation process.</li> <li>• Participate in the organisation's Quality Management and Risk Management Program.</li> <li>• Participate in the collection of Clinical and Process Indicators</li> <li>• Understand the Severity Assessment Matrix and reporting system.</li> <li>• Be aware of and comply with all Commonwealth and State statutory and Regulatory requirements in relation to privacy.</li> <li>• Adhere to and is aware of the information in relation to the Child Protection (prohibited employment) Act 1998 and understand responsibilities and obligations under this act has declared that they are not a person prohibited by the Act from seeking, undertaking, or remaining in Child related employment.</li> <li>• To ensure Incident and Non Conformance Reports are initiated when appropriate and investigated with diligent review and</li> </ul>



KEY RESPONSIBILITIES	
	<p>outcomes as appropriate with the Unit Manager.</p> <ul style="list-style-type: none"> <li>To proactively be involved to initiate and complete Peer Review and/or Root Cause Analysis team work and documentation.</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>As per the Clinical Governance Framework Clinicians: Work in clinical teams and with patients to deliver and continuously improve safe, high quality care. They maintain their skills and performance, and are confident their colleagues will support them in their delivery of safe, high quality care as per HW – 078.</li> <li>To comply with the Nursing Professions Code of Ethics.</li> <li>To comply with and practice within the Enrolled Nursing Profession's Scope of Practice.</li> <li>Practice within own abilities and qualifications.</li> <li>Maintaining current professional knowledge and skills for clinical competency.</li> <li>Uses and promotes effective communication and interpersonal skills.</li> </ul>
<b>Public Relations</b>	<ul style="list-style-type: none"> <li>To maintain good communication with Medical consultants and all other staff, to promote good working relationships.</li> <li>Ensure the Unit Manager/Assistant Nurse Unit Manager(ANUM) is informed about any dissatisfaction with Nursing or Hospital services by Doctors/Patients or other staff.</li> <li>To encourage use of Hospital facilities by Doctors and the community.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>Recognises own knowledge base/scope of practice.</li> <li>Consults with an experienced Registered Nurse when Nursing care requires expertise beyond own scope of competence.</li> <li>Refers to other health care professionals when individual/group needs fall outside scope of nursing practice.</li> </ul>



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## **ORGANISATIONAL DUTIES AND RESPONSIBILITIES**

### **Occupational Health and Safety:**

Ensure workplace health and safety policies and procedures documentation is followed to be consistent with Maryvale's Purpose, Vision and Core Values and compliant with Victorian Work Cover Authority.

Promote a safe working environment by identifying and reporting hazards.

Perform work safely so as to not adversely affect the health and safety of your self or others.

### **Infection Control:**

Each employee has a responsibility to minimise exposure to incidents of infection/cross infection of patients, staff, visitors and the general public. This minimisation can be most effectively achieved by all staff becoming aware of, adhering to and support Maryvale Private Hospital's Policies.

### **Quality & Risk Management:**

Maryvale Private Hospital is committed to customer focused Quality Improvement and Risk Management. Each employee has a responsibility to participate in Quality Improvement, Risk Management activities and complete all Mandatory Training requirements.

Participate in the hospitals accreditation process

### **Performance Review and Development:**

A formal performance review will be conducted annually incorporating past performance and anticipate goals and objectives, achievements and are as to be addressed and competencies as required by the hospital. More frequent informal reviews will be conducted throughout the year.

### **Code of Conduct:**

All employees are required to abide by the rules of the Code of Conduct.

### **Conditions of Employment:**

- Employment subject to provision of satisfactory Police Record Check.
- 6 month probationary period from commencement.
- Comply with all MPH policies and procedures.
- Other duties as required.



I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND RESPONSIBILITIES AS SET OUT IN THIS POSITION DESCRIPTION.

Employee Name: .....

Signature: .....

Date: .....

Unit Manager: .....

Signature: .....

Date: .....