

# POSITION DESCRIPTION



**PORTLAND**  
DISTRICT HEALTH

<b>Position</b>	Enrolled Nurse -Graduate Program
<b>Division</b>	Nursing
<b>Classification</b>	Depending on qualifications & experience
<b>Enterprise Agreement</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest employers) Enterprise Agreement 2020 - 2024
<b>Reports To</b>	Education Manager (EN graduate Program operations) and the Nurse unit Manager (daily Clinical operations)
<b>Direct Reports</b>	Nil
<b>Infection Control Risk Category:</b>	A

<b>Approved</b>	DON	<b>Approval Date</b>	October 2023
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## PRIMARY OBJECTIVE (or purpose):

As a Graduate Enrolled Nurse, you are a vital member of the multidisciplinary health care team. One who uses contemporary standards and evidence to underpin practice and strives to deliver excellent care to patients and their families. You understand the importance of providing person centred care which focuses on the best possible outcomes for your patients. Your interactions with patients, relatives and colleagues are guided by the organisation's policy framework and values of trust and respect in an environment which continuously identifies opportunities for improving the quality of patient care.

The enrolled graduate program is a 6-month transition program that allow the enrolled nurse to transition from student to nurse in a supportive, structured environment. The program will provide ongoing training, development and support whilst enabling the individual to experience the role and responsibilities of an enrolled nurse in both aged care environment and sub-acute environment (3 months each).

You are responsible for delivering safe and effective personal care and clinical care, in accordance with the consumer's needs, goals and preferences to optimise their health and well-being

You contribute to an environment that is conducive to person centred care which fosters a culture of consumer engagement and partnership.

You will practice according to the standards prescribed by the [Nursing and Midwifery Board of Australia Professional Codes and Guidelines](#) and within scope of practice.

## PORTLAND DISTRICT HEALTH VALUES

<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Excellence</b>
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## PDH CARE GOALS

<b>Person-centred</b>	People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.
<b>Safe</b>	Avoidable harm is eliminated.
<b>Effective</b>	The right care is delivered in the right way, at the right time with the right outcomes.
<b>Connected</b>	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.

## KEY ACCOUNTABILITIES

Key results Area	Key Activities	Performance Measures
Consumer Care	<ul style="list-style-type: none"> <li>Practice in accordance with the Australian Nursing and Midwifery Council (ANMAC) National Competency Standards for the Enrolled Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with NSQHS Standards</li> <li>Compliance with PDH policy</li> </ul>

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	<ul style="list-style-type: none"> <li>• Delivery of consumer centred care that meets best practice standards and in line with PDH requirements</li> <li>• Provide quality patient care using evidence-based approach and in line with PDH Policy and Procedures</li> <li>• Ensure confidentiality and privacy are maintained</li> <li>• Ensure conversations and language is appropriate and respectful of patients to achieve professional, organisational, legal and ethical requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with PDH Clinical Capability Framework and PDH CARE</li> </ul>
Team work	<ul style="list-style-type: none"> <li>• Demonstrate a professional responsibility for work undertaken in the unit/department.</li> <li>• Develop and maintain positive working relationships with members of PDH staff</li> <li>• Demonstrate agreed behaviours and communicate effectively</li> <li>• Actively participate in the promotion of a positive and engaging team culture</li> <li>• Attend and participate at staff and other relevant meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in annual staff performance appraisal</li> <li>• Feedback from staff and patients and consumers</li> <li>• 100% Compliance with mandatory competencies</li> </ul>
Professional Development and Scope of Practice	<ul style="list-style-type: none"> <li>• Demonstrate continual professional development and learning</li> <li>• Shares knowledge willingly</li> <li>• Complete mandatory training and education</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Compliance with mandatory competencies</li> <li>• Participation in annual staff performance appraisal</li> </ul>
Quality and Safety	<ul style="list-style-type: none"> <li>• Work collaboratively within the unit to deliver on Quality Improvement plans and scheduled audits as required</li> <li>• Conduct audits as required and contribute to the development and implementation of actions to address deficits</li> <li>• Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality</li> <li>• Maintain a safe and high quality environment at all times in accordance with PDH policies</li> <li>• Reports all incidents through Riskman</li> <li>• Follow PDH Infection Control policies, procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Completes relevant audits and initiates actions</li> <li>• Contribution to Quality Improvement plans</li> <li>• Demonstrated use of the incident management system</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>• Display and promote correct documentation techniques</li> <li>• Participate in regular documentation auditing to ensure legal, professional and organisational standards are met and maintained</li> <li>• Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all information management meets the legislative requirements and organisational standards</li> </ul>

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	<p>these regulations to the appropriate department</p> <ul style="list-style-type: none"> <li>• Ensure consumer information is accurate and only released in line with the Health Records Act requirements</li> </ul>	
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Is familiar with and ensure that all appropriate actions are taken to implement OH&amp;S policy and procedures and that legislative requirements are met within the service</li> <li>• Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman</li> <li>• Assist in the planning, development and implementation of OH&amp;S measures</li> <li>• Demonstrate a commitment to health and safety in line with PDH's OHS policies, procedures, training requirements and legislative/regulatory requirements</li> <li>• Know what to do in an emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of hazard and incident reporting using Riskman</li> <li>• Maintains compliance with mandatory OHS and Emergency Management training requirements</li> </ul>
<b>OTHER DUTIES</b>		
	<ul style="list-style-type: none"> <li>• Exhibits a commitment to PDH Values including team based above and below behaviours</li> <li>• Monitors own day to day performance against operational targets and strategic goals</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures.</li> <li>• Comply with all relevant PDH policies and procedures</li> <li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• PDH values modelled at all times</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with PDH policy and procedures</li> </ul>

## KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

### QUALIFICATIONS -

#### ESSENTIAL:

- Enrolled Nurse with the Nursing and Midwifery Board of Australia (NMBA) via Australian Health Practitioners Regulation Agency (AHPRA)

#### DESIRABLE:

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### ESSENTIAL:

- Demonstrated ability to practice collaboratively and work effectively as part of a multidisciplinary team
- Able to demonstrate good assessment, problem solving and organisational skills in a clinical setting
- Strong communication and interpersonal skills
- Good computer literacy, including ability to access and utilise organisational IT systems and emerging technologies which are relevant to the delivering clinical care
- Understanding of opportunities and challenges associated with providing rural health care services

#### DESIRABLE:

#### OTHER REQUIRMENTS:

- Current employee police check
- Current Working with Children Check
- Current evidence of immunisation history and serology results

*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 Portland District Health's discretion and activities may be added, removed or amended at any time.*

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## JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks				✓	
Bending	Forward bending from waist to perform tasks			✓		
Kneeling	Remain in a kneeling position to perform tasks			✓		
Lifting/Carrying	Light lifting and carrying		✓			
	Moderate lifting and carrying		✓			
	Assisted lifting (mechanical, equipment, person assist)			✓		
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)			✓		
Reaching	Arms fully extended forward or raised above shoulder to perform tasks		✓			
Crouching	Adopting a crouching posture to perform tasks			✓		
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks		✓			
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands			✓		

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night				✓	
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)			✓		
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE			✓		
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials	✓				
Radiation						✓

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### Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEES SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: