

Position number:

Position: Enrolled Nurse (Graduate Nurse Program)

Visa sponsorship is NOT available for this role

EBA: Nurse and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024

Classification: IB68 Enrolled Nurse Level 2 Diploma Year 1

Salary: \$33.8342 per hour (part time) or \$32.1425 per hour (full time)

Superannuation: Employer contribution of 11%

Working hours: Part-time or full-time

Basis of employment: Fixed term – 12 months

Location: Western District Health Service- Hamilton Base Hospital and associated campuses.

Team: Graduate Nurse Program

Line manager: Jessica Barry – Graduate Nurse Program Coordinator

Contact for enquiries: (03) 5551 8432 or jessica.barry@wdhs.net

Please do not send your application to this contact.

How to apply: Online applications. Go to <https://wdhs.net/v2/home/careers/> then find the position by title or number and apply

ABOUT US

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

With a population of approximately 10,000 and a catchment of 16,500, Hamilton is the regional centre of Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care, and primary and community health services. To find our more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find our more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

Be Yourself - We value the unique backgrounds, experiences, and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

About the Role:

As an Enrolled Nurse you are responsible for planning, implementing, and evaluating evidenced based nursing care under the supervision of the Nurse Unit manager and in collaboration with the multidisciplinary team. The Graduate Nurse will accept accountability for own scope of practice by acknowledging personal limitations of knowledge and skill, accessing support / direction from more experienced staff including Graduate Nurse Program Coordinator, Practice Development Nurses, Unit Managers, Clinical Support Nurses, and preceptors as required. The Graduate Nurse will function within the appropriate level of clinical skills and experience expected of the beginning practitioner.

Responsibilities and Duties

1. Management of patient / resident care • Provide comprehensive, safe, and effective evidence –based, and person-centred nursing care to achieve desired health outcomes • Involve the patient / residents and their relatives in decision making relevant to their needs and preferences • Practice in accordance with the Nursing and Midwifery Board of Australia, Registered Nurse Standards for Practice and Code of Conduct for Nurses

2. Communication/Teamwork • Promote a collaborative team approach to patient / resident care through effective communication, consultation, and cooperation with all members of the health care team • Communicate accurately and promptly all relevant information to and from patients / residents, relatives, and colleagues • Participate in ward / unit meetings in order to exchange ideas and information

3. Professional Development and Practice • All Registered Nurses have a responsibility for ongoing self-development to maintain their knowledge base to carry out their role • Learn from experience through an integrative process, which includes gathering objective data from experience, reflecting, identifying relevant theory and knowledge, developing a plan and practicing independently o Functions in accordance with legislation, policies and procedures affecting nursing practice pertinent to nursing practice o It is the Registered Nurse's responsibility to keep accurate records and evidence of education undertaken

4. Quality Improvement & Risk Management • Participate in relevant department/unit activities and work proactively with the patient/resident and health care team to achieve desired outcome goals • Participate in quality improvement activities and ensures outcomes from quality improvement processes are incorporated into practice • Participate in accreditation and quality processes

5. Innovation • Embrace and contributes to new approaches dealing with work problems or opportunities

About You:

Selection Criteria

Essential for Performance in the Position

- A commitment to WDHS values: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy
- Enrolled Nurse registered with the Nursing and Midwifery Board of Australia
- A patient focused approach to care
- A positive approach to ongoing self-education and skill development
- A flexible, innovative team-oriented approach to service delivery
- A positive approach to change and diversity
- A commitment to successfully completing the 12-month Graduate Nurse Program including all educational, professional, and clinical hurdles.

Benefits of Working with Us

- A structured and challenging clinical experience in a supportive environment
- Increased career satisfaction and better patient care by assisting participants with a smooth transition from student to beginning practitioner.
- Opportunities to gain exposure and experience in a variety of health care settings.
- Broadening clinical skills for future career pathways
- Consolidation of knowledge and skills with successful integration into clinical practice
- Organisational and prioritisation
- An understanding of clinical risk management and preventative strategies in the workplace
- Regular formal and informal feedback

Staff benefits

- Flexible working arrangements (full & part-time)
- Internal training and development opportunities to support professional and personal growth.
- Enterprise Bargaining Agreement based remuneration.
- Salary packaging including capped expenses (\$9,010), meals (\$2,600), novated vehicle leasing.

- Free on-site car parking
- Social club membership offering a range of events, functions, and local community discounts.
- A culture which supports staff health and wellbeing including:
 - Green Bean Café on site at the Hamilton hospital
 - Discounted leisure memberships
 - Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

Other Requirements

- Current police check is required for this role.
- Current working with children check is required for this role & must demonstrate an understanding of appropriate behaviours when engaging with children.
- Current driver's licence is required for this role.

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures, and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace.
- Follow safe work practices and use personal protective equipment as required.
- Participate in OH&S consultation and OH&S training initiatives.
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions.
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities.
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Performing only those tasks for which they have received appropriate training and instruction.
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace.
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<u>2. Maintenance / Hotel Services Staff Role</u> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights. ▪ generic outdoor work / pushing, pulling trolleys. ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer, and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<u>3 Clerical / Administration Role</u> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels, ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
---	---	---

Note to all employees

- You must work within the policies, procedures, and guidelines of WDHS.
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>People and Culture use only</i>	
Date revised: <i>People and Culture use only</i>	

When revised please forward electronic copy to:
People and Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)