POSITION DESCRIPTION – Alfred Health/The Alfred/Caulfield Hospital/Sandringham Hospital

DATE REVISED: January 2021

POSITION: Enrolled Nurse (Level 1, Level 2)

AWARD/AGREEMENT: Nurses (Vic Public Sector) Multiple Business Agreement 2016-2020

CLASSIFICATION TITLE: EN1, EN2 (1B 60 – 1B 72)

DEPARTMENT/UNIT: General Medicine Sandringham

DIVISION: Nursing Services

ACCOUNTABLE TO: Nicole Robinson - Manager Ward F2 General Medicine

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.
DEPARTMENT
Nurse Bank and Pool provides supplementary staff to both Alfred and Sandringham sites when required due to increase service demand or shortfall in staffing requirements. The service provides advanced and just in time bookings.

POSITION SUMMARY
Every Alfred Health nurse must practice in accordance with the Alfred Health Nursing Professional Practice Framework. The Professional Practice Framework defines the elements of nursing practice that improve the care and experience of our patients and aligns with the Patient’s Come First Strategy.

It is comprised of five domains that are crucial to maintain standards, lead change and add value to healthcare. These domains are Care, Leadership, Professional Development, Workforce, Research and Informatics.

The Enrolled Nurse (EN1 and EN2) positions are clinical roles responsible for clinical outcomes under the direction of a Registered Nurse or Nurse Manager.

KEY DUTIES AND RESPONSIBILITIES

Professional Practice
Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Enrolled Nurse. For further details see under ‘competency standards’ via the following link: http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx

- Accepts accountability and responsibility for own actions within enrolled nursing practice
  - Demonstrate commitment to person-centred care, best practice standards and Alfred Health nursing standards of care. Ensure the delivery of a high standard of evidence-based nursing care to consumers
  - Demonstrate and maintain competency in the performance of clinical skills
  - Promptly report any patient vital observations that are outside the normal range to the Registered Nurse
  - Establish and maintain effective communication with all other health professionals and support staff, consumers, families, the community and external care providers
  - Maintain accurate and current medical records ensuring documentation meets professional and legal standards
  - Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
  - Ensure consumer complaints are escalated to the Nurse Unit Manager according to the Alfred Health Complaints Management policies and procedures

Clinical/Management of Care
- Contributes to the formulation of care plans in collaboration with the Registered Nurse, individuals and groups
- Provides nursing care of individuals and groups within the Enrolled Nurse scope of practice

Enabling
- Contributes to the promotion of safety, security and personal integrity of individuals and groups within the scope of enrolled nursing practice
- Provides support and care to individuals and groups within the scope of Enrolled Nursing practice
- Collaborates with members of the health care team to achieve effective health care outcomes
• Perform as an advocate and promote an active partnership with patients, their carers and families to ensure safe and effective patient centred care
• Advocate for nursing and midwifery within the organisation
• Act as a professional advocate for Alfred Health

**Critical Thinking and Analysis**

• Practice within an evidence-based framework
• Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
• Demonstrates critical thinking in the conduct of Enrolled Nursing practice

**Financial Management**

• Participate in cost saving strategies as directed
• Identify opportunities to reduce costs and effectively manage resources across all functions

**Human Resources**

• Participate in unit/team meetings and education sessions in alignment with the Nursing and Midwifery governance structure to promote and maintain communication and improved practice
• Participate in orientation, preceptorship and mentoring responsibilities

**Privacy and Confidentiality**

Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information

*In this position, you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.*

**KEY CAPABILITIES**

**Capabilities**

• Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions
• Patient-centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice, and self-management
• Ability to work independently as well as collaborating with others to deliver outcomes
• An awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view
• Be aware of limitations in own knowledge and seek appropriate education and training as required
• Present oneself in a professional and respectful manner
• Ability to communicate accurately and effectively in both written and verbal forms
• Excellent organisational and time management skills
QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements
- Maintain responsibility for supporting enterprise security.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines. • Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position, you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

COMMITMENT TO CHILD SAFETY

Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

QUALIFICATIONS/EXPERIENCE REQUIRED

**Qualifications/ Registrations/ Licenses**

- Registered with Nursing and Midwifery Board of Australia via AHPRA
- Demonstrates the appropriate competencies and skills as per the relevant Enrolled Nurse classification (see appendix)
- Current and satisfactory Police Check
- Current and satisfactory Working With Children Check

Position Description authorised by: Executive Director of Nursing, Alfred Health

Date: January 2021