

### **POSITION DESCRIPTION**

<b>Specific Position Title:</b>	Enrolled Nurse (Medication Endorsed)
<b>Award:</b>	Victorian Public Health Nurses & Midwives EBA
<b>Award Classification:</b>	As per employment contract
<b>Department</b>	Nursing
<b>Responsible to</b>	Nurse Unit Manager

### **Purpose of the Position**

As an 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 centered 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.

### **Key Result Areas**

Key result areas underpin our Strategic Direction to include:

- We Surpass – Your experiences in our care will be safe and the highest quality it can be
- We Connect – Our collaborations, partnerships and relationships are vital to our success
- We Learn – Our skilled team are the heart of our organisation, they are dedicated to lifelong learning
- We Create – Discovering and developing innovative solutions is our way of delivering our best.
- We are Responsible – We work hard to meet or exceed expectations, we comply with what is required of us

### **Organisational Relationships**

1. Internal Relationships
  - All PDH Divisions, Departments and Clinics
2. External Relationships
  - Collaborating and partnering with referral Agencies



### **Essential Key Selection Criteria**

- 1. Academic/Specialist/Trades Qualifications/Registrations:**
  - a. AHPRA registration as Enrolled Nurse
  - b. Medication Endorsement qualification
- 2. Work Experience & Skills:**
  - a. Demonstrated ability to practice collaboratively and work effectively as part of multidisciplinary health care team
  - b. Excellent communication, interpersonal, written, verbal and ICT skills
  - c. Embodies person centered care in practice skills that align with AHPRA registration requirements & ANCI competencies
- 3. Personal Qualities & Behavioural Traits:**
  - a. Ability to communicate effectively with patients, families/carers, staff and management
  - b. Ability to provide timely care to patients
  - c. Ability to promote cultural diversity and awareness
- 4. Workplace Competencies & Recommended Learning:**
  - a. Capacity to work in accordance with compliance requirements, PDH policies, procedures and direction for example OH&S, Risk Management and Quality Improvement
  - b. Demonstrated currency of practice and continued professional development
  - c. Ability to adopt workplace wellness principles ensuring mental and physical self-care
  - d. Ability to demonstrate PDH values and mission in daily practice

### **Desirable (but not essential) Key Selection Criteria**

- 1. Academic/Specialist/Trades Qualifications/Registrations:**
  - a. IV Endorsement qualifications
- 2. Work Experience & Skills:**
  - a. Recency of practice
- 3. Personal Qualities & Behavioural Traits:**
  - a. "Can do" attitude
  - b. Approachable personality to enable to act as resource person for all learners and staff

### References

- AHPRA Continuing Professional Development  
<http://www.ahpra.gov.au/Education/Continuing-Professional-Development.aspx>
- ANMC ANCI competencies  
<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>
- Fair work – Enterprise Bargaining Agreements/Awards  
<https://www.fwc.gov.au/awards-and-agreements/agreements>
- Worksafe Victoria  
<http://www.worksafe.vic.gov.au/>

**Example: Definitions Used to Quantify Frequency of tasks / demands**

<b>PHYSICAL DEMANDS</b> <b>Discipline: Nursing</b>	<b>FREQUENCY</b>
<b>Shift work</b> - Rotation of Shifts – Day, Afternoon Night	<b>Constant</b>
<b>Sitting</b> – Remaining seated to complete tasks	<b>Occasional</b>
<b>Standing</b> – Remaining standing without moving about to perform tasks	<b>Frequent</b>
<b>Walking</b> – on various surfaces; internal & external	<b>Frequent</b>
<b>Lean Forward / forward flexion from waist</b> – to complete tasks	<b>Frequent</b>
<b>Trunk Twisting</b> –turning form the waist to complete tasks	<b>Frequent</b>
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	<b>Rare</b>
<b>Squatting / Crouching</b> – Adopting these postures to complete tasks	<b>Occasional</b>
<b>Leg / Foot movement</b> – to operate equipment	<b>Frequent</b>
<b>Climbing Steps / ladders</b> – Ascending / descending steps / ladders	<b>Rare</b>
<b>Lifting / Carrying</b> – Light lifting / carrying < 5 KG Moderate Lifting / Carrying 5 – 10 Kg Heavy Lifting / Carrying 10 – 20 Kg	<b>Frequent</b> <b>Occasional</b> <b>Rare</b>
<b>Transfer and movement of patients using lifting devices</b>	<b>Frequent</b>
<b>Push / Pull of equipment / furniture</b> – Light push / pull forces less than 10Kg Moderate push / pull forces 10 – 20 Kg Heavy push / pull forces > 20Kg	<b>Frequent</b> <b>Constant</b> <b>Rare</b>
<b>Reaching</b> – arm fully extended forward or raised above shoulder	<b>Frequent</b>
<b>Head / Neck Postures</b> – Holding head in a position other than neutral	<b>Occasional</b>
<b>Sequential Repetitive actions in short period of time</b> – Repetitive flexion and extension of hands wrists and arms Gripping, holding, twisting, clasping with fingers / hands	<b>Frequent</b> <b>Occasional</b>
<b>Screen based work</b> – Using computer, Keyboard, Mouse	<b>Frequent</b>
<b>Sensory Demands</b>	
<b>Sight</b> – Use of sight is integral to tasks completed each shift	<b>Constant</b>
<b>Hearing</b> –Use of hearing is integral part of work performance	<b>Constant</b>
<b>Touch</b> – Use of touch is integral to tasks completed each shift	<b>Constant</b>
<b>Psychosocial Demands/ Occupational exposure</b>	
<b>Observation Skills</b> – as related to position	<b>Constant</b>
<b>Problem Solving</b> – as related to position	<b>Frequent</b>
<b>Attention to Detail</b> – as related to PDH standards	<b>Constant</b>
<b>Working with and supporting distressed individuals and families</b>	<b>Frequent</b>
<b>Dealing with aggressive or uncooperative individuals</b>	<b>Occasional</b>
<b>Dealing with Unpredictable Behavior</b>	<b>Frequent</b>
<b>Exposure to Distressing or vicarious situations</b>	<b>Rare</b>

Constant	70 – 100 % time in this position
Frequent	31 – 69 % time in this position
Occasional	16 – 30 % time in this position
Rare	0 – 15 % time in this position
NA	Not Applicable