



## Seymour Health - Position Description

<b>Position Title:</b>	Enrolled Nurse Medication Endorsed
<b>Directorate/Team:</b>	Nursing Services
<b>Classification/Award:</b>	<p><b>Award:</b> Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020</p> <p><b>Classification:</b> EN Level 2</p>
<b>Version Number:</b>	1.0 <span style="float: right;"><b>Date Written:</b></span>
<b>Version updates:</b>	2.0 14 <sup>th</sup> July 2017 Jo Cavill, Deputy CEO
<b>Approved by:</b>	 <b>Signature:</b>
	<b>Name:</b> Chris McDonnell
	<b>Position:</b> Chief Executive Officer
	<b>Date:</b> June 2015
<b>Seymour Health</b>	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> <li>• 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, day procedure and palliative care;</li> <li>• It also has a 30 bed high care aged residential care facility: and</li> <li>• Community services, including District Nursing, Planned Activity Group,</li> <li>• Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietitian and Diabetes Education.</li> <li>• Support services including administration, food, hotel and maintenance services.</li> <li>• Private pathology and medical imaging services are available on site.</li> <li>• Visiting specialists and local General Practitioners provide the medical services.</li> </ul>	
<b>NURSING SERVICES</b>	
<p>Seymour Health provides a broad range of services including: acute care, palliative care; emergency care; renal services; aged care, community care and primary care services to the community of Seymour and surrounding districts.</p> <p>While an appointment may be made initially to a vacancy in one of the Nursing areas within Seymour Health, as a condition of employment, you may be required to work in one of the following areas:</p> <ul style="list-style-type: none"> <li>• Acute Services Ward</li> <li>• Urgent Care Centre</li> <li>• Operating Suite Services</li> </ul>	

- Renal Dialysis Unit
- Barrabill House
- District Nursing Service
- Lower Hume Palliative Care Service

### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Nurse Unit Manager
Manages/Coordinates:	May coordinate other Enrolled Nurses and/or Students
Internal Liaisons:	Director Clinical Services, Assistant Director Quality and Service Development, Nurse Unit Manager, Education Department, HR Department , Registered Nurses, Enrolled Nurses, Personal Care Workers, Members of Executive Team, Ward Clerk, Support Cleaning and Kitchen staff.
External Liaisons:	Visiting Medical Officers, Surgeons, Specialists, Consultants, Other Hospitals/Health Services, Victorian Ambulance Service, Victorian Police.

### **KEY RESPONSIBILITIES AND DUTIES**

The role of the Enrolled Nurse Level 1 and 2 is to provide high quality, comprehensive, evidence-based, client-focused care, in collaboration with the Registered Nurse Division 1.

The Enrolled Nurse Level 3 (Advanced EN) classification is a clinical role that includes advanced skills and/or additional responsibilities under the direction of a Registered Nurse (RN) or Nurse Manager.

The role of all Enrolled Nurses is to:

- Work within their Scope of Practice as defined by their AHPRA Registration, Qualifications and Clinical Competencies to be completed and maintained.
- Act as a resource and role model to other staff;
- Communicate and collaborate with other health professionals; and
- Demonstrate advanced clinical knowledge and skills in their specific field;
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes; and
- Demonstrate knowledge and promote the use of advanced care planning for residents/clients/patients

The Enrolled Nurse is responsible for:

- Collaborating with client, their family, GP and the allied health team, in planning and implementing care to meet multiple health and support needs
- Establishing and maintaining high quality standards of client care through evaluation, supervision and personal example in accordance with hospital policies and procedures
- Possessing clinical knowledge and skills commensurate with those required to function in the Enrolled Nurse role, including medication management where the appropriate qualifications and medication endorsement with AHPRA has been gained
- Delivering care with a patient centred focus
- Supporting, advising and mentoring multidisciplinary students on placement and

providing appropriate feedback as part of their assessment requirements.

- In carrying out these responsibilities, ensure actions are consistent with and/or able to assist Seymour Health to meet the goal of improving Aboriginal Health Outcomes.

## **SPECIALIST SKILLS AND KNOWLEDGE**

### **Enrolled Nurse Level 1 (EN1)**

- An EN1 applies to Enrolled Nurses who do not hold an NMBA approved qualification in administration of medicines
- An EN1 will progress through the increments on completion of a year of experience, including previous experience.
- There is no automatic progression for an EN1 with a medication administration notation to the EN2 classification.

### **Enrolled Nurse Level 2 (EN2)**

- EN Level 2.1 is the entry to practise rate for the first year of experience of an Enrolled Nurse who holds a NMBA approved Cert IV – Nursing [HLT 43407] qualification without prior experience as an Enrolled Nurse. On completion of each year of experience thereafter the employee will progress to the next increment up to and including EN Level 2.6.
- EN 2.1 to 2.6 inclusive will also apply to an Enrolled Nurse who holds a NMBA approved qualification in administration of medicines with an Administration of Medication Scope of up to four routes. Experience includes experience as an Enrolled Nurse prior to holding the Administration of Medication qualification.
- EN Level 2.3 is the entry to practise rate for the first year of experience of an Enrolled Nurse who holds a NMBA approved Diploma of Nursing [HLT 51607] qualification without prior experience as an Enrolled Nurse. On completion of each year of experience thereafter the employee will progress to the next increment up to and including EN 2.7.
- EN 2.3 to 2.7 inclusive also apply to an Enrolled Nurse who holds a NMBA approved qualification in administration of medicines with an Administration of Medication Scope of all five routes (Intravenous Medication). Experience includes experience as an Enrolled Nurse prior to holding the Administration of Medication qualification.
- An EN2 will progress through the increments on completion of a year of experience, including previous experience,
- There is no automatic progression for an EN2 to the EN3 classification.

### **Enrolled Nurse Level 3 (EN3)**

- EN3.1 applies to an Enrolled Nurse who does not hold a NMBA approved qualification in administration of medicines but who can provide evidence of achievement of four out of the ten Advanced Enrolled Nurse Level 3 Competency Standards, and either:
  - (a) A minimum of four years post registration experience as an Enrolled Nurse;  
OR
  - (b) A post registration qualification (of at least 6 months or 200 hours duration), a component of which is relevant to the role.
- EN3.2 applies to an Enrolled Nurse with an Administration of Medication Scope of up to four routes and who meets the criteria above.
- EN3.3 applies to an Enrolled Nurse who holds a NMBA approved qualification in administration of medicines with an Administration of Medication Scope of up to five

routes and who meets the criteria above.

### ADMINISTRATION SKILLS

Ability and demonstrated experience in completing:

- File Notes; Case Notes; Charts; Follow-Up; Professional Development; Organisational support activities,; Quality activities (specify)

### QUALIFICATIONS, EXPERIENCE and REGISTRATION

- Each employee is required to satisfy the APHRA Registration requirements for an Enrolled Nurse.
- The Educational Qualifications and Experience required are the minimum specific requirements that need to be met for an employee to be eligible to perform this role. For an Enrolled Nurse the educational qualifications are an approved Certificate IV in Nursing or an approved Diploma of Nursing.
- An Enrolled Nurse may have experience without the educational requirements and this may have allowed her to maintain Registration with APHRA. In these cases these Nurses will continue to meet the requirements for appointment as Enrolled Nurse.

### MANDATORY CLINICAL COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory clinical competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually.

Mandatory Clinical Competencies to work in specific areas of Nursing Services are shown in the attachment to this document.

### Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**  
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**  
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.
- **Honesty, Integrity and Trust**  
Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.
- **Support**  
Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent

direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

### **Occupational Health and Safety**

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace..
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

### **Key Selection Criteria**

**Essential:**

- APHRA Registration for an Enrolled Nurse.
- An approved Certificate IV in Nursing or an approved Diploma of Nursing, or experience as an Enrolled Nurse to enable registration to be maintained.
- Applicants will be required to demonstrate that they have the skills and knowledge to undertake specific tasks within their Responsibilities and Duties particularly where Specialist skills and Knowledge are required.
- Basic knowledge of patient management and information systems
- Demonstrated knowledge of relevant legislation including the Nurses Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , OH&S and the national standards and criteria
- Knowledge of Accreditation Standards applicable to the area of Nursing Services in which this position is located.
- Thorough understanding of the quality process for hospitals
- Well developed clinical, analytical and problem solving skills
- Excellent communication and interpersonal skills
- Demonstrated ability to exercise sound judgement and decision making.
- Proactive management of risk
- Basic computer skills

**Desirable:**

- Any other requirements that would be advantageous but not essential to be able to undertake the role.

### Special Requirements

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- Employees are required to advise Seymour Health of any changes that may affect the current Police Records check status, and advise Management immediately.
- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for this profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

### INCUMBENT STATEMENT

I, \_\_\_\_\_ have read, understand and accept  
(please print name)  
the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:  Yes  No