



# Position Description

## A SMALL RURAL HEALTH SERVICE DETERMINED TO ACHIEVE GREAT THINGS

Kerang District Health is a small rural health service offering a broad range of acute, residential aged care, primary and community services to the Kerang community and surrounding district.

Acute Health services provided include medical, oncology, a 24 hour urgent care centre (UCC) and surgical services such as general surgery, gynaecology, urology and dental.

The health service also provides residential aged care services to 30 residents in 'Glenarm' and provides transitional care to 4 clients either in hospital or in the community.

A variety of primary and community services also come under the KDH banner including a GP clinic, district nursing, centre based and mobile day activities, an exercise program and a men's shed.

## VISION AND VALUES

Kerang District Health seeks to improve the health and wellbeing of the community. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Caring, Accountability, Respect and Excellence**

Organisational Values	Associated Behaviours
<b>C - Caring</b>	We will be person centered, show compassion and empathy
<b>A - Accountability</b>	We will be transparent, trustworthy and responsible for our actions
<b>R – Respect</b>	We will embrace and be considerate of the differences of all people
<b>E - Excellence</b>	We will be dedicated to every person, every time

## 1. POSITION DETAILS

<b>Title</b>	<b>Graduate Enrolled Nurse – Transition to Practice Program</b>	<b>Division</b>	Clinical Services
<b>Department</b>	Nursing	<b>Location</b>	13 Burgoyne Street, KERANG VIC 3579
<b>Enterprise Agreement</b> <i>(or its successor)</i>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020		
<b>Classification</b>	IB68 EN Level 2.3 Diploma Entry		
<b>Immunisation Risk Category</b>	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day		



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<b>Position Summary</b>	<p>The Graduate Enrolled Nurse participates in a structured and supported program to assist the new nurse in consolidate skills and increase confidence in the professional role of Enrolled Nurse. The position includes exposure to Acute and Aged Care.</p> <p>The Graduate Enrolled Nurse is to utilise the program as an opportunity to consolidate and apply learning and professional development to make the transition from student to a skilled practitioner.</p> <p>The Graduate Enrolled Nurse will receive support from the Clinical Nurse Education Team, the NUM and ANUMs within Acute and our Aged Care Facility. Support will include orientation, the establishment of individualised Learning Development Plans and ongoing performance review feedback and debriefing.</p> <p>The Graduate Enrolled Nurse contributes to the clinical management of residents within the Acute and Aged Care Facility under the supervision of the Registered Nurse.</p> <p>The Graduate Enrolled Nurse will actively participate in the development of individualised learning objectives and seek clinical opportunities to fulfil them.</p> <p>The Graduate Enrolled Nurse is expected to utilise reflective practice as an integral part of clinical practice.</p> <p>The appointee will contribute to the overall performance of the team consistent with Kerang District Health Service Purpose and Values.</p>	
<b>Position Reports to</b>	Direct	Clinical Nurse Educator
	Professional	n/a
<b>Number of Reports</b>	Direct	nil
	Indirect	n/a
<b>Decision Making Authority</b>	n/a	
<b>Key Relationships</b>	Internal	All clinical staff including Allied Health
	External	Patients, consumers, clients, families, VMOs and other external stakeholders

## 2. SELECTION CRITERIA

<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>Successful completion of a recent Diploma of Nursing program and not practiced as an Enrolled Nurse</li> <li>Commitment to working to our values and contributing to a positive team environment.</li> <li>Demonstrated experience in providing care delivery, with a focus on resident choice</li> <li>Demonstrated commitment to ongoing professional development and learning</li> <li>Demonstrated ability to communicate in written, electronic and verbal form</li> <li>Knowledge of Medication Administration</li> <li>Ability to understand how the standards and guidelines for nursing practice, translate to resident/consumer care.</li> <li>Ability to prioritise workloads, and manage time effectively</li> </ul>
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### 3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• Using evidence-based practice, participate in the evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans. Implement planned nursing care to achieve identified outcomes</li> <li>• Assess the clinical, non-clinical and social needs, including the identification of ‘at risk’ patients, consumers and clients, and record with appropriate and accurate documentation in the patients’, consumers and clients history and care plan and implement patient specific risk minimisation strategies</li> <li>• Recognise changes in patients’, consumers and client’s condition and report to the registered nurse and document the variation in the patients’ history and care plan such as escalation to urgent medical review, with guidance. Report abnormalities to appropriate staff.</li> <li>• Accurately reflect the patients, consumers and clients’ requirements, outcomes or events within prescribed Kerang District Health documentation, ensuring all legal requirements are met in regards to the legibility of content and identity of the reporter in accordance with policies and procedures</li> <li>• Effectively develop discharge plans that reflect the needs of patients, consumers and clients, and their significant others and demonstrates an understanding of the role of community providers with assistance</li> <li>• Effectively handover patient, consumer and client status, progress and requirements to colleagues and other Health Professionals as required</li> <li>• Advocate for patients, consumers, clients and families with assistance</li> <li>• Provide safe, high quality, evidence-based care when attending to the patient, consumer or client.</li> <li>• Perform other duties as required</li> </ul>
<b>Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• To recommend/discuss any new resources, processes, or equipment that may be required to maintain and further develop effective programs or treatments with the Director of Clinical Services</li> <li>• To participate in Quality Improvement activities within the relevant department, team and organisation as required.</li> </ul>
<b>Infection Control</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Occupational Health and Safety</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all KDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Above and Below the Line Behaviour Modelling</b>	<p>All staff are expected to comply with and support the Kerang District Health Above and Below the Line Behaviour model, focusing our behaviours on those that reflect our values; Caring, Accountability, Respect and Excellence.</p>



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### Performance Appraisal and Goal Setting

A Performance Appraisal and Goal Setting will be conducted annually

#### 4. STANDARDS TO WHICH PERFORMANCE WILL BE ASSESSED

- Key Performance Indicators
- Demonstrating organisational philosophy in all activities
- Compliance with organisational policy, procedures and practices
- Compliance with goals induction setting within the first six months of employment
- Compliance with position description and goals set at annual performance appraisal
- Contribution to the team and organisation
- Management, peer, client and community feedback.

#### 5. ACCEPTANCE AND AGREEMENT

All Kerang District Health team members must:

- Demonstrate and role model Kerang District Health values.
- Comply with all Kerang District Health Policies and Procedures.
- Comply with the requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Kerang District Health's performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Comply with reasonable direction or duties as requested by their manager

Kerang District Health strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Kerang District Health has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Kerang District Health's Child Safe Policy.

Kerang District Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Kerang District Health is a smoke-free environment.

#### ACCEPTANCE



## Position Description

*I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Kerang District Health reserves the right to modify position descriptions as required, and I will be consulted when this occurs.*

Position Incumbent	
Signed	
Print Name	
Date	
Manager	
Signed:	
Print Name:	

*Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Human Resources department.*