

## Position Description

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|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title             | Enrolled Nurse Med Endorsed                                                                                                                                                                                                                                                       |
| Position Number            | 30008799                                                                                                                                                                                                                                                                          |
| Division                   | Community and Continuing Care                                                                                                                                                                                                                                                     |
| Department                 | Stella Anderson                                                                                                                                                                                                                                                                   |
| Enterprise Agreement       | Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028                                                                                                                                                                   |
| Classification Description | EN LEVEL 2 DIPLOMA YEAR (1 – 5) -EN LEVEL 3 (5 ROUTES)                                                                                                                                                                                                                            |
| Classification Code        | IB68 – IB72                                                                                                                                                                                                                                                                       |
| Reports to                 | Nurse Unit Manager                                                                                                                                                                                                                                                                |
| Management Level           | Non Management                                                                                                                                                                                                                                                                    |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>                                                                                                                                                                                                      |
| Mandatory Requirements     | <ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul> |

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

**TRUSTWORTHY** - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

The Endorsed Enrolled Nurse (EEN) is responsible for the safe, effective, and compassionate delivery of nursing care to patients and their families within a multidisciplinary team environment. This role ensures that care is delivered with respect, inclusivity, and a focus on the holistic wellbeing of individuals, free from prejudice or discrimination.

Working under the direction of the team leader or shift manager, the EEN contributes to the assessment, planning, implementation, and evaluation of care. A commitment to professional, accurate, and timely documentation is essential, including adherence to the ISBAR handover framework to ensure continuity and clarity of patient information.

Clear, concise, and open communication with patients, families, and staff across all levels is critical to success in this role. The ideal candidate will demonstrate initiative, reliability, and a strong commitment to delivering high-quality nursing care as part of a hardworking, close-knit team.

## Responsibilities and Accountabilities

The EEN actively supports and collaborates with colleagues on a daily basis, promoting a culture of teamwork, respect, and mutual support. They uphold and reflect the organisation's vision and values in all interactions.

### Key Responsibilities

- Provide safe, person-centred nursing care in line with ANC national competency standards, including assessment, intervention, and evaluation of individual health status.
- Monitor and report changes in health conditions and responses to care, maintaining ongoing communication with the Registered Nurse.
- Support individuals with activities of daily living to enhance independence and emotional wellbeing.
- Promote best practice and evidence-based interventions to achieve positive health outcomes.
- Communicate effectively with patients/residents, families, carers, and the healthcare team.
- Maintain professional standards, meet annual competency requirements, and identify ongoing learning needs.
- Operate basic healthcare computer applications and ensure clinical equipment is clean and safely functioning.
- Work flexibly within assigned units or divisions according to clinical competencies and service needs.
- Act as a positive role model and provide guidance to less experienced staff and students.
- Maintain working knowledge of Aged Care legislation and Quality Standards.
- Promptly report and document all serious incidents involving residential care recipients (e.g. abuse, neglect, unexpected death, inappropriate restraint, unexplained absences), ensuring appropriate actions are taken to safeguard health, safety, and wellbeing

## Key Selection Criteria

### Essential

1. Current registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia through the regulatory body, Australian Health Practitioner Regulation Agency (APHRA)
2. Demonstrated ongoing commitment to professional development with current computer literacy
3. Ability to work collaboratively within a team environment
4. Demonstrated clinical knowledge and skills relevant to aged care
5. Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the Nursing and Midwifery Board of Australia NMBA competency standards for enrolled nurses
6. Sound interpersonal and communication skills with a strong customer-focus
7. Ability to operate effectively in an environment of change and to work as a team member of a multi/inter-disciplinary team as well as independently

### Desirable

8. Previous experience providing a recreational, person-centred, psychosocial, goal-orientated care, supporting residents to promote rehabilitation and build on their capabilities.
9. Sound understanding of Food Safety or current Food Safety certificate

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical

and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*