

Position Description

Position Title	Enrolled Nurse Medication Endorsed
Position Number	30009016
Division	Community and Continuing Care
Department	TCP/GEM@Home/RITH/RIR
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Enrolled Nurse (Medication endorsed)
Classification Code	IB72-IB74
Reports to	Manager TCP/GEM@Home/RITH/RIR
Management Level	Choose Tier
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

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

This position is responsible for working collaboratively with team members to provide high quality care to clients on the program. The incumbent must operate within their scope of practice under the direction of a Clinical Nurse Coordinator and deliver care in accordance with best practice standards. They will also display a personal approach which is positive, respectful, collaborative and helpful.

The role of the Enrolled Nurse within the TCP/GEM@Home programs is to:

- Provide a comprehensive nursing service to allocated TCP/GEM@Home clients that aligns with best practice standards, Bendigo Health and TCP/GEM@Home policy, procedures, and standards
- Contribute to the development of the TCP/GEM@Home program and the nursing service within TCP/GEM@Home

Responsibilities and Accountabilities

Key Responsibilities

The work to be performed is set out in this position description and is to be practiced in accordance with the philosophy, intent and standards prescribed by the Australian Health Practitioner Regulation and Authority (AHPRA) and Nursing and Midwifery Board.

- Nursing assessment of clients admitted to TCP/GEM@Home services in either the community or bed based facility in collaboration with the client's GP, members of the multidisciplinary team and current community service providers
- To undertake all activities under the direction of a Clinical Nurse Coordinator
- Develop, monitor and adjust care plans in collaboration with community nursing services and/or bed based direct care staff, clients, carers, and the multidisciplinary team to meet client goals and achieve a timely and sustainable transition to the discharge destination
- Provide effective communication with the family, carers and the inter-disciplinary team in the immediate and ongoing health care of clients
- Provide mentorship/preceptorship to less experienced nurses, including recently graduate Enrolled nurses and under-graduate enrolled nursing students
- Participate in relevant professional development programs and comply with any mandatory training requirements
- Commitment to flexibility and innovation in practice including an evidence-based approach to care
- Promote and contribute towards a supportive and engaged team environment
- Be a positive role model in demonstrating adherence to Bendigo Health Values and strategic plan.
- Ability to utilise all Bendigo Health IT systems
- Complete required program reporting and statistical records for client-related and other activities within the specified timeframes
- Other duties as required by the program manager

Key Selection Criteria

Essential

1. Current registration as Enrolled Nurse with the Australian Health Practitioner Regulation Agency. Nursing and Midwifery Board Australia. (Medication Endorsed)
2. Demonstrated knowledge of the ANC competency standards and Codes of Practice / Ethics
3. Demonstrated clinical knowledge and skills relevant to aged care
4. Demonstrated knowledge of current issues, trends and research in clinical nursing, particularly in the area of chronic disease management
5. Extensive experience in working in a multidisciplinary team
6. Demonstrated organisational, communication, interpersonal and computer skills
7. Demonstrated experience in liaising and consulting with clients, relevant family members, team members, inclusive of skills in advocacy, problem solving and conflict management
8. Sound interpersonal and communication skills with a strong focus on Patient Centred Care.

Desirable

1. Knowledge of and experience in quality improvement activities and Accreditation.
2. Computer literacy and / or willingness to develop computer skills

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.