

Position Description

Position Title	Enrolled Nurse Medication Endorsed
Position Number	30013294
Division	Community and Continuing Care
Department	Marjorie Phillips Respite Unit
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Enrolled Nurse L2 Y1 Diploma – L3 5 Routes
Classification Code	IB68 – IB75
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Aged Care banning order register • National Disability Insurance Scheme (NDIS) Check • Registration with Professional Regulatory Body or relevant Professional Association • 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

Under the direction and supervision of the Registered Nurse, provide safe and quality nursing care in line with the Australian Nursing Council (ANC) national competency standards for enrolled nurses, the Code of Ethics and the Code of Professional Conduct for nurses in Australia, and commensurate with level of clinical skills and experience.

Responsibilities and Accountabilities

To provide support and comfort, assisting with activities of daily living to achieve an optimal level of independence, and providing for emotional needs of individuals within the framework of the ANC national competency standards for enrolled nurses.

Key Responsibilities

- To provide safe, patient/client/resident-centred nursing care, including assessment, intervention and evaluation and medication administration of individual health and functional status.
- To monitor the impact of nursing care and maintains ongoing communication with the RN regarding the health and functional status of individuals.
- To report changes in health and functional status and individual responses to health care interventions.
- To work as part of an inter-disciplinary health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes.
- To maintain and develop professional nursing standards and practice ensuring that annual competencies are met and continual learning needs are identified.
- To promote best practice interventions that will lead to positive health outcomes.
- To provide effective communication so as to include the patient/resident, carers and the interdisciplinary team in the immediate and ongoing health care.
- To be responsible for the checking of relevant clinical equipment ensuring its safe operation and cleanliness prior to use.

Key Selection Criteria

Essential

1. Demonstrated ongoing commitment to professional development with current computer literacy
2. Ability to work collaboratively within a team environment
3. Demonstrated clinical knowledge and skills relevant to aged care
4. Demonstrated clinical knowledge and skills relevant to the Unit speciality, including knowledge of the Nursing and Midwifery Board of Australia competency standards for enrolled nurses
5. Sound interpersonal and communication skills with a strong customer-focus
6. 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

7. Recent experience in Aged Care
8. Sound understanding of the new aged care standards and act care act 2024

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.