

Position Description

Position Title	Advanced Enrolled Nurse – Level 3
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Enrolled Nurse Level 3
Classification Code	IB73 – 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 • Working with Children Check • 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

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 area manager.

Progression to the EN Level 3 Advanced role is attained via application, after successfully meeting the EN3 Advancement criteria and four of the ten advanced EN3 competency standards which may include:

- Contribution to the education of new graduate Enrolled Nurses and/or Trainee Enrolled Nurses
- Involvement in committees and working parties within and/or beyond the work area
- Assistance to coordinate and delegated activities of other ENs under the guidance and direction of the RN or area manager
- Performing as a resource for others
- Contribution to quality improvement
- Practices using specialised or advanced knowledge and skills in a clinical area within the EN scope of practice
- Modifying practice to accommodate patient/health care needs of individuals and groups in different environments
- Undertakes an additional responsibility either individually or as part of a clinical/quality team
- Is able to discuss the implications of Acts and legislation governing practice
- Actively participates in team leadership and decision making

EN3.1 Applies to an enrolled nurse who does not hold a NMBA approved qualification in administration of medicines but who meets the EN3 advancement criteria.

EN3.2 Applies to an enrolled nurse with an Administration of Medication scope of up to four routes and who meets the EN3 advancement criteria

EN3.3 Applies to an enrolled nurse who holds an NMBA approved qualification in administration of medicines with an administration of medication scope of up to five routes and who meets the EN3 advancement

Responsibilities and Accountabilities

Key Responsibilities

Professional Practice

- Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Enrolled Nurse.
- Accepts accountability and responsibility for own actions within advanced EN3 practice
- Demonstrate commitment to person-centred care, best practice standards and adheres to Bendigo Health policies
- Ensure the delivery of a high standard of evidence-based nursing care to consumers
- Demonstrate and maintain advanced EN3 level competency standards for clinical skills and responsibilities
- Promptly report any patient data that is outside the normal range to the Registered Nurse
- Establish and maintain effective communication with all other health professionals and support staff, consumers, families, the community and external care providers
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards

- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Ensure consumer complaints are escalated to the Nurse Unit Manager according to the Bendigo Health Complaints Management policies and procedures

Clinical/Management of Care

- Contributes to the formulation of care plans in collaboration with the Registered Nurse, individuals and groups
- Provides nursing care of individuals and groups within the EN3 scope of practice
- Undertake and be accountable for additional responsibility either individually or as part of a team/work group/committee

Enabling

- Contributes to the promotion of safety, security and personal integrity of individuals and groups within the scope of EN3 practice
- Provides support and care to individuals and groups within the scope of EN3 practice
- Collaborates with members of the health care team to achieve effective health care outcomes at an EN3 level
- Perform as an advocate and promote an active partnership with patients, their carers and families to ensure safe and effective patient centred care
- Participate in leadership and decision making within the team
- Advocate for nursing and midwifery within the organisation
- Act as a professional advocate for Bendigo Health

Critical Thinking and Analysis

- Practice within an evidence-based framework
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
- Demonstrates critical thinking in the conduct of EN3 practice

Quality and Safety

- Demonstrate commitment to participating in continuous quality improvement initiatives as directed by manager
- Ensure delivery of person-centred safe and effective care
- Recognise and manage risk, ensuring that actions are taken to prevent and minimise harm to consumers and the healthcare workforce
- Participate and cooperate in consultative processes to improve health and safety and reduce risk to the safety and wellbeing of staff
- Ensure adherence to organisational standards and mandatory education including but not limited to Medication Safety, Infection Control, Hand Hygiene, Basic Life Support, Risk Management and Occupational Health and Safety

Human Resources

- Participate in unit/team meetings and education sessions in alignment with the Nursing and Midwifery governance structure to promote and maintain communication and improved practice
- Contribute to the education of new graduate Enrolled Nurses and/or Trainee Enrolled Nurses

- Participate in orientation, preceptorship, mentoring and performance enhancement responsibilities as required

Privacy and Confidentiality

- Adhere to legislation pertaining to privacy and confidentiality and the handling of personal information

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Registered with Nursing and Midwifery Board of Australia via AHPRA
2. An Enrolled Nurse who successfully meets the criteria for EN Level 3 Advanced EN classification.

To meet the advancement criteria, an EN is to meet both A and B/C as follows before making an application:

- A) Can provide evidence of achievement of four out of the ten Advanced EN3 Competency Standards

AND EITHER

- B) Complete a minimum of four years post registration experience as an EN
- C) Completed a post registration qualification (of at least 6 months or 200 hours duration), a component of which is relevant to the role
- Demonstrated clinical knowledge and skills in the unit's speciality.
 - Ability to work as a sole practitioner in the community and other settings as required
 - Demonstrated awareness of the current issues and trends in clinical nursing and particularly in the area of clinical speciality.
 - Constantly looks for continuous improvement opportunities and ways to innovate and encourage others to do the same.
 - Understands the purpose of and is able to use common software applications required for the role.
 - Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds
 - Establishes and maintains relationships with people at all levels
 - Accommodates and works well with the different working styles of others while showing consideration, concern and respect for others feelings and ideas.

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.