

# Position Description

Position Title	Enrolled Nurse Med Endorsed
Position Number	30026482
Division	People & Culture
Department	Clinical Workforce
Team	Clinical Workforce
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Enrolled Nurse L1 – L2
Classification Code	IB60 – IB72
Reports to	Manager Workforce Resourcing & Nurse Unit Manager/s
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The People & Culture Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration.

The staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

## The Clinical Workforce Team

The **Clinical Workforce - Bank** at Bendigo Health is generally defined as our casual workforce. Being a member of the Clinical Workforce - Bank offers Registered Nurses, Registered Midwives, Enrolled Nurses (Medication Endorsed) and Enrolled Nurses the opportunity to work across all divisions of Bendigo Health upon their suitability.

- **Opportunity** to work across a variety of units within our world-class healthcare service.
- **Flexibility** to manage your own calendar 'roster' and work shifts which are suitable to your lifestyle.
- **Ability** to meet and build relationships with a large number of Clinical/Non-Clinical staff.

## The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Workforce - Bank plays a vital role in assisting Bendigo Health's clinical and residential units during times of roster shortfalls and unplanned vacancies. The Clinical Workforce - Bank offers staff the flexibility to accept shifts when they are available, within units which they are suited/allocated to. To remain a member of the Clinical Workforce - Bank staff must be available 2 shifts per week and working a minimum of 2 shifts per month. This will be monitored monthly and staff contacted if they are not active in the bank.

The Casual Bank is a great opportunity for employees to work around their lifestyle, picking up casual shifts across a 24 hour roster. Bendigo Health is looking for staff who are wanting to solely work casual shifts as a primary position across a range of departments.

# Responsibilities and Accountabilities

## Key Responsibilities

### Building Leadership

Demonstrates practice within the vision, Mission and Values of Bendigo Health and according to the intent and standards prescribed by the Australian Nursing and Midwifery Council.

- Function in accordance with the legislation, conducting practice within a professional and ethical framework to deliver care that protects the rights of individuals and groups
- Ensure all patients, clients, visitors and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination.
- Collaborate with multidisciplinary team members to achieve desired health outcomes for patients.
- Mentor or preceptor staff as directed by the Nurse Unit or Program manager or delegate.
- Assume rotation into senior roles when delegated or required to do so, based on the level of educational preparation and competence.
- Consider the costs and budget implications in relation to work practices and consumables related to patient care.
- Demonstrate a commitment to organisational change and quality improvement.
- Assume accountability and responsibility for providing a high standard of direct patient care through assessment, planning, implementation and evaluation of outcomes.
- Accept accountability for own actions and seek guidance from senior nursing staff when limited at own level of expertise
- Practice within policy and procedural guidelines.

### Enabling People

Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfying work environment for staff

- Comply with health service policy regarding uniform, punctuality and leave liability.
- Promote and support the mandatory competency framework for the Nursing Directorate and the clinical unit ensuing compliance issues are addressed within the agreed timeframe.
- Promote and maintain an environment of teamwork and professionalism.

### Achieve Sustainability

Demonstrates leadership and application of knowledge to assist the Nurse Unit Manager to operate within the agreed nursing budget for the clinical unit and the organisations Financial Management Framework

- Promote an awareness of organisation “Performance Monitoring Framework Business Rules” amongst nursing staff (updated annually by DHS).

- Demonstrate an awareness of the financial management framework and budgetary issues for the clinical unit.
- Support the core business of the clinical Unit and the Nursing directorate.
- Work within the "Delegations of Authority" consistent with the role.

## Improving Quality

Demonstrate understanding, application of knowledge and implementation of the organisations clinical governance framework to ensure the provision of high quality health care through continuous improvement.

- Assist the Nurse Unit Manager or Program Manager to monitor standards or professional practice and service delivery through the BHCG Quality framework.
- Contribute to the implementation and achievement of activities identified in the clinical units annual quality plan.
- Represent the clinical unit on nominated committees, working groups and projects as designated by the Nurse Unit Manager or Program Manager ensuring information is shared with the clinical team.
- Comply with the BHCG integrated Risk Management framework.
- Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result we apply the concepts of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome.
- As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHS (National Safety and Quality Health Service) standards.

## Supporting Education and Enhancing Services

Demonstrates commitment to personal and professional development of self and colleagues and participate as an active member of the team.

- Participate in the orientation of staff as directed by the Nurse Unit Manager, Program Manager or delegate.
- Facilitate, enhance and support the professional growth and development of staff within the clinical unit or program.
- Maintain and promote awareness of legal and ethical implications of nursing practice.
- Demonstrate commitment to specific portfolios/participation in committees or working groups as delegated by the Nurse Unit Manager or Program Manager.
- Participate in the review of one's own professional development annually, with the Nurse Unit Manager or Program Manager identifying key areas for professional and personal growth.

- Actively participate in leadership and management development opportunities internally and externally.

## **Enhancing Services**

Demonstrate knowledge and application of skills to ensure the organisations information management goals are met.

- Demonstrate ability to operate PC based software packages confidently at the level required to fill the role.
- Demonstrate an understanding of the organisations Health Information Management System at the level required to fulfil the role.
- Maintain accurate and timely documentation.

## **Achieving Sustainability**

Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors.

### **Facilities and Equipment**

- Maintain surrounds and equipment used within the role.
- Responsible for the reporting of malfunctioning equipment and/or facility to the appropriate line manager
- Dispose of waste according to the BHCG Waste Management Policy.

### **Occupational Health and Safety**

- Adhere to BHCG Occupational Health and Safety policies, regulations and agreed safe work procedures.
- Adhere to Infection Control policies and procedures as identified in the BHCG Infection Control Manuals
- Ensure all compliance culture with SMART Lift.

### **Equal Employment Opportunity**

- Adhere to BHCG Equal Employment Opportunities policies and practices

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.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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

## Specialist Expertise

- Demonstrated organisational skills.
- Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team.
- Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation.
- Demonstrated clinical knowledge and skills.
- Demonstrated written and computer skills at the level required to fulfil the role.
- Demonstrated evidence of commitment to ongoing education and professional development.
- Demonstrated awareness of the current issues and trends in clinical nursing, and in the area of clinical speciality

## Personal Qualities, Knowledge and Skills

- Sound appreciation of key concepts of quality improvement activities using the framework of the NSQHS (National Safety and Quality Health Service) Standards.
- Ability to operate in an environment of change.
- A personal approach which is positive, enthusiastic, friendly and helpful.
- A willingness and ability to learn.
- Ability to provide excellent customer service to internal and external customers.
- Ability to innovate, influence, negotiate and persuade.
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# Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**National Disability Insurance Scheme (NDIS) Check** Where applicable, completion of a clear National Disability Insurance Scheme (NDIS) Check must be undertaken for all positions providing services under the NDIS. A NDIS check is required to be completed prior to commencement at Bendigo Health where the position involves working within a Disability Service or providing service under the NDIS.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. 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.

**Drivers Licence** A current Victorian driver's licence is required for this position.

*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.*