

# Position Description

Position Title	Enrolled Nurse Graduate Program
Position Number	Multiple positions numbers
Enterprise Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification Description	Enrolled Nurse Graduate
Classification Code	IB68 - EN Level 2.3 (ENY4)
Reports to	Reports to the departmental Nurse Unit Manager
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 5000 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 Graduate Programs

Graduate Programs provide an opportunity for newly registered nurses and midwives to make the transition to professional practice in a structured and supported 12 month program. Graduates are supported to consolidate and develop clinical and professional competence, in line with the Enrolled Nurse/Registered Nurse/ Registered Midwifery standards of practice, commensurate with the expected level and experience of a beginning practitioner.

Bendigo Health offer a range of Graduate Programs. Each program includes a comprehensive induction and orientation, supernumerary time, supported learning and development opportunities/ study days, debriefing and clinical support.

# The Community and Public Health Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our Division.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services, Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, vaccination/testing clinics, infection control practices, NBH maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the Division is focused on supporting our nursing workforce to feel valued and empowered. Our aspiration for nurses and midwives at Bendigo Health is to live our organisational values of caring, passionate and trustworthy.

# The Clinical Operations Division

The Clinical Operations Division encompasses acute and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

# 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 Enrolled Nurse Graduate Program provides an opportunity for newly registered enrolled nurses to make the transition to professional practice in a structured and supported 12 month program. Graduates will undertake two 6 month rotations with one being in Residential Services and one being Hospital Based (Acute/Subacute).

During your employment within your designated departments, you will participate in a program designed to support, consolidate and develop your clinical and professional competence, in line with the Enrolled Nurse standards for practice, commensurate with the expected level and experience of a beginning practitioner. Upon completion of the program, you will be offered ongoing employment with the organisation

## Responsibilities and Accountabilities

### Key Responsibilities

- Provide safe and quality nursing care in line with the Enrolled Nurse standards for practice (Nursing and Midwifery Board of Australia)
- Contribute to the delivery of quality healthcare through collaboration with multidisciplinary team members to achieve the desired health outcomes for patients with the provision of patient-focused holistic care.
- Accept accountability for own actions and seek guidance from team members when limited by own level of expertise (scope of practice).
- Respond to clinical changes in the patient's condition and initiate consultation with relevant medical/nursing and multidisciplinary team as required.
- Actively participate in and satisfactorily complete all Enrolled Nurse Graduate Program activities

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

### Essential

1. Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse without conditions and complies with the Enrolled Nurse standards for practice (Nursing and Midwifery Board of Australia)
2. Graduated as an Enrolled Nurse within the last year and have not participated in a graduate program at another health facility.

3. Demonstrated commitment to providing person centred care which focusses on the individual and their support networks
4. Established nursing skills and ability to work within safe practice principles at the level of a beginning Enrolled Nurse as evidenced by clinical placement reports
5. Ability to integrate theory in to practice

## Desirable

6. Well-developed written and verbal communication and interpersonal skills
7. Ability and willingness to learn and operate in an environment of change
8. High level of self-confidence and professionalism
9. A personal approach which is positive, enthusiastic, friendly and helpful
10. A willingness and ability to learn and participate in learning opportunities and experiences offered within the Enrolled Nurse Graduate Program at Bendigo Health

## 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

**National Disability Insurance Scheme (NDIS) Check** 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** 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.

*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.*