

## Position Description

Position Title	Enrolled Nurse Medication Endorsed
Position Number	30028144
Division	Community and Continuing Care
Department	Community Services
Enterprise Agreement	Nurses And Midwives (Victorian Pub Health Sector)(Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Enrolled Nurse 3-5 Routes
Classification Code	IB71- IB75
Reports to	Manager Community Nursing Services
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## 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

## The Position

CNS provide nursing services to people in their homes within the community of Bendigo. Nursing care involves a range of activities such as medication administration, diabetic care, wound management, Stomal therapy and catheter care. Registered Nurses (Division 1) and Enrolled Nurses work together as part of the Community Nursing workforce.

As a key member of the community healthcare team the Community Nurse plays a crucial role in ensuring our clients receive treatment at home to keep hospital admissions and readmissions to a minimum. In addition to providing direct care you will also empower clients and/or their carers, to develop goals and be actively involved in their care. During the COVID-19 pandemic, CNS is supporting the community response for clients unsuspected or confirmed and able to remain at home.

Enrolled Nurses are supported by the delegation and supervisor framework. On a daily basis the Enrolled Nurse has access to a Registered Nurse to support decision making as a team.

## **Responsibilities and Accountabilities**

The Community Nurse is responsible for assisting in planning and delivering high-quality nursing care under the supervision of a Registered Nurse. They provide direct care, including medication administration, wound management, and health education, to support clients in maintaining health and independence.

### **Key Responsibilities**

This position is accountable/responsible for the following:

- To assist in the planning and delivery of a high standard of care in consultation with the Registered 1 Nurse
- To perform nursing functions in accordance with appropriate knowledge and skills under the supervision and guidance of the Registered Nurse
- Assist clients to attain/maintain an optimum level of health and independence based on the principles of wellbeing and reablement
- Offer support, information and health education that is culturally relevant to clients and relatives/carers
- Record relevant information in client files, and prepare necessary reports and documentation
- Assess health status of clients and report changes and abnormalities to the Registered Nurse
- Liaise with relevant staff, General Practitioners, and local service providers to ensure continuity of care and collaboration for clients and their carers
- Work co-operatively as part of a multidisciplinary team recognising expertise and contribution of all team members, collaborating in treatment and referral to other relevant services as necessary
- Actively participate in case conferences with other members of the team, assisting in decision making regarding treatment goals and care plans as required.
- Assist in the supervision of undergraduate nursing students when required
- Active involvement in departmental meetings
- Participate in staff development and training
- Participate in the orientation of staff as directed by the Manager or delegate
- Maintain accurate records, statistics and reports as needed
- Participate in service development and quality improvement
- Other duties as determined by manager or supervisor

## Key Selection Criteria

### Essential

1. Current registration as Enrolled Nurse (medication all routes) with AHPRA
2. Minimum of 3 years' experience in nursing, post registration, in a clinical inpatient environment with recent experience in a community setting preferred
3. Demonstrated ability to provide effective and high quality nursing care in a complex, changing environment with a personal approach that is positive, enthusiastic, friendly and helpful
4. Demonstrated ability to communicate effectively across staff, client, community and professional groups inclusive of skills to manage conflict
5. Demonstrated understanding of health and related issues for elderly people, people with disabilities, and their carers and the services available
6. Demonstrated excellent clinical skills in caring for older people with wound care, continence care and medication management
7. Demonstrated commitment to working in a team recognising and respecting the contribution of all team members
8. Demonstrated understanding of the Enrolled Nurse role within the Delegation and Supervision Framework

### Desirable

9. Demonstrated ability to be self-directed, motivated and to manage time effectively
10. Experience and confidence with Information Technology including use of mobile devices in the field

## 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.
- 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.*