

Position Description

Position Title:	Enrolled Nurse – Transition to Practice Program ENT2P			
Reports to:	Operational: Nurse Unit Manager Professional: ENT2P Program Coordinator , Nursing Education Manager Chief Nursing Officer			
Award / Agreement / Contract:	Nurses & Midwives [Victorian Public Health Sector] [Single Interest Employers] Enterprise Agreement 2012-16			
Position Type: <i>eg. RN Div 1, Occupational Therapist Gr1, etc.</i>	Enrolled Nurse Level 2			
Hours per week:	32 (0.8 eft)			
Employment Status: <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	Fixed term 54 week contract			
Reports:		EFT:		Direct Reports:
Financial Management:		Budget:		

Position Purpose

- As an enrolled nurse in the Transition to Practice Program (ENT2P) at Austin Health you are responsible for the provision of patient-centred care working to your full scope of practice as determined by the Nursing and Midwifery Board of Australia and depending on your education and medication authority. The enrolled nurse is responsible for implementing patient centred care and monitoring the outcomes of this whilst communicating with the registered nurses and other health professionals.
- The enrolled nurse is a key member of the nursing team and is required to always work under the direction and supervision of the registered nurse. You will retain responsibility for your actions and are accountable in providing delegated nursing care.
- The ENT2P enrolled nurse is responsible for successfully completing all requirements as will be outlined at commencement of the program.

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre, Austin Health is a major teaching and research centre with numerous university and research institute affiliations.

Austin Health employs in excess of 8,000 staff across its three sites; including over 1,000 Doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged care and rehabilitation beds. The current annual operating budget is \$800 million.

Austin Health delivers vital state-wide services to Victorians, including diverse multicultural and veteran communities. It provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's vision is to change healthcare for the better through world class research, education and exceptional patient care. As part of bringing our vision to life, the organisation has recently undertaken an extensive brand refresh and reviewed our organisational model to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

Local Work Environment

The staff member will rotate across two distinct clinical departments within Austin Health. The EN will be allocated rotations in:

- Acute
- Subacute
- Rehabilitation
- Aged Care

Position Accountabilities (list the main duties & accountabilities of the role)

Core enrolled nurse responsibilities in the provision of patient centred nursing care include the recognition of normal and abnormal in assessment, intervention and evaluation of individual health and functional status. The enrolled nurse monitors the impact of nursing care and maintains ongoing communication with the registered nurse regarding the health and functional status of individuals.

Enrolled nurses are able to administered medications under the supervision and direction of a registered nurse if they have completed a NMBA approved course.

In accordance with the Nursing and Midwifery Board of Australia approved competency standards for the enrolled nurse, 2002, the domains are described below. Please refer to the standards at <http://www.nursingmidwiferyboard.gov.au> for further details.

Role Specific

- Support a philosophy of care, which is, patient-focused, where care is integrated from pre-admission to post-discharge.
- Ensure the wellbeing and safety of patients by following the values and principles, which underpin best practise in relation to patient care, education and patient rights.
- Achieve and maintain the skills necessary to plan, prioritise, and implement holistic patient care.
- Willingness to expand scope of practice to be trained in assisting with medical and diagnostic procedures carried out within the unit as guided by Austin Health policies and procedures.
- Maintain and further develop skills, knowledge and competencies required to fulfil the role in line with current nursing knowledge and research.
- Accurately document, observe and report relevant nursing findings, within the framework of the nursing process and Austin Health Policies.
- Contribute to an environment of multidisciplinary teamwork.
- Manage resources responsibly, efficiently and effectively.
- Actively promote/undertake self-development and learning.
- Actively support and participate in quality improvement and research initiatives where applicable
- Undertake performance review for each 6 month clinical rotation and achieve expected competency levels for each clinical rotation appraisal (formative and summative) as per NMBA current standards of practice for the Enrolled Nurse.
- Successfully complete all of the mandatory requirements of the Transition to Practice Program as specified.
- Other duties as required.

Professional and Ethical Practice

- Functions in accordance with legislation, policies and procedures affecting enrolled nurse practice
- Practices within own scope of practice in accordance with legislation affecting nursing practice and healthcare
- Conducts nursing practice in a way that can be ethically justified
- Conducts nursing practice in a way that respects the rights of individuals and groups
- Accepts accountability and responsibility for own actions within enrolled nurse practice

Critical Thinking and Analysis

- Demonstrates critical thinking in the conduct of the enrolled nursing practice
- Uses Best available evidence to improve current practice
- Supports the relevance of nursing and health research to improve patients' health outcomes

- Participates in the cycle of continuous quality improvement and service redesign activities

Management of Care

- Contributes to the formulation of care plans in collaboration with the registered nurse, individuals and groups
 - Accurately collects and reports data regarding the health and functional status of individuals and groups
 - Participates with the registered nurse and individuals and groups in identifying expected health care outcomes
- Manages nursing care of individuals and groups with the scope of the enrolled nursing practice.
 - Implements planned nursing care to achieve identified outcomes
 - Recognises and reports changed in the health and functional status of individuals/groups to the registered nurse
 - Ensures communication, reporting and documentation are timely and accurate
 - Organises workload to facilitate planned nursing care for individuals and groups

Enabling

- Contributes to the promotion of safety, security and personal integrity of individuals and groups within the scope of enrolled nursing practice
- Provides support and care to individuals and groups within the scope of enrolled nursing practice
- Collaborates with members of the health care team to achieve effective health care outcomes

All Employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

Key Selection Criteria *(what are the key qualifications, skills, experience & attributes are required to perform in this role?)*

Essential for Performance in the Position

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.

Minimum Qualifications

- Enrolled Nurse registered with the Nursing & Midwifery Board of Australia (NMBA)
- **EN Level 2**: Does hold and is required to hold a NMBA approved qualification in administration of medicines
 - 1-5 oral, topical, subcutaneous, intramuscular plus intravenous

Essential for Performance of the Position

- A patient focused approach to service delivery
- A positive approach to ongoing self education and skill development
- A flexible, innovative team oriented approach to service delivery
- A positive approach to change and diversity

Desirable but not essential for Performance in the Position

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

Other Relevant Information (Other information to be made known to persons interested in appointment to this position)

Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

Austin Health Values

The Austin Health values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

Integrity	We work in the spirit of collaboration and honesty to build effective working relationships across the whole organisation.
Accountability	We are transparent, responsible and build trust by fulfilling promises and communicating effectively.
Respect	We care about others and treat each other with consideration, equality and fairness.
Excellence	We continually strive to advance patient focused care through innovation, research and effective stakeholder management.

Professional Performance Standard

AUSTIN HEALTH Code of Conduct, policies and clinical standards
Enrolled Nurse Standards for Practice 2016
NMBA Code of Ethics for Nurses in Australia 2008
NMBA Code of Professional Conduct for Nurses in Australia 2008
Health Practitioner Regulation National Law Act 2009
Occupational Health & Safety Act 2004
Australia Commission on Safety and Quality in Healthcare (NSQHS Standards)

Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

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Document Review Details

Review date of Position Description:	
Manager Signature:	
I, _____ (employee name), have read, understood and accept the content in this position description.	

Employee Signature:	
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- Police Check completed (where relevant)**
- Working with Children Check completed (where relevant)**