

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Enrolled Nurse Level 2 Graduate	Reports to:	Nurse Unit Manager (NUM) Graduate Nurse Program Coordinators (GNC)
Program:	Enrolled Nurse - Transition to Practice Program	Classification:	IB68
Industrial Agreement:	Nurses And Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 or its successor	Risk Category:	A

3. LOCAL WORK ENVIRONMENT

St Vincent's Enrolled Nurse Transition to Practice Program offers the opportunity to practice in a supportive learning environment and facilitates the transition from student nurse to the role of Enrolled Nurse (EN), allowing participants to consolidate and build upon their knowledge and skills in the delivery of quality patient care and professional development.

4. POSITION PURPOSE

The Enrolled Nurse, under the guidance of the Nurse Unit Manager or Associate Nurse Unit Manager, GNC's, PDN's and Nursing teams is responsible for the provision of high standard patient care on a day to day basis. The EN assumes accountability and responsibility for their own practice based upon their level of education preparation and competence. The EN will be responsible for ensuring his/her own professional development in order to maintain clinical skills and knowledge.

5. POSITION DUTIES

- Provide the full range of nursing services, including, but not limited to:
 - Manage the physical and emotional well-being of the patient
 - Administer medication safely in accordance with hospital procedures, protocols and policies
 - Assist with medical and diagnostic procedures carried out in the unit
 - Document, observe and report relevant nursing findings within the framework of nursing practice
 - Liaise with patients, patient's family, medical and allied health staff as required or requested to facilitate the delivery of high quality patient care
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- Complete clinical handover in accordance with Hospital/unit based policies and procedures
- Coordinate effective admission and discharge processes in accordance with Hospital or Unit guidelines
- Liaise with all other components of the health service, primary care providers, consumers, carers, and a broad range of community-based agencies, rehabilitation and support services, general hospital settings and other services
- Ability to work in a wide variety of clinical areas and variety of shifts
- Participate in unit/ clinical area meetings and area based quality activities
- Participate in ongoing education by attending study days and area based education sessions as required or requested
- Work within the standards of practice for Enrolled Nurses from the Nursing and Midwifery Board of Australia

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM/SVHA
- Comply with all SVHM/SVHA policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
 - Complete Performance Development Discussion (PDD) for each rotations within designated time frames.
 - Accept feedback on performance in the clinical area throughout the program from NUM, ANUM's, preceptors, GNPC's and PDN's and demonstrate change and improvement in identified areas within a set timeframe
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

Clinical Quality and Safety

- Attend orientation upon commencement of the program
- Maintain nursing registration and any required indemnity cover
- Always work within approved scope of practice under supervision by senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete all mandatory clinical competencies and unit based competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with NUM, ANUM's, members of the nursing team, medical staff and allied health when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team (both verbal and written)
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care

- Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Report incidents and accidents and collaborate with management to resolve safety issues
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Diploma of Nursing which meets the registration requirements of AHPRA –Enrolled Nurse, Medication Endorsement
- Current Practising Certificate and registration that meets the requirements of AHPRA (At time of commencement)
- Hold Australian citizenship, permanent residency or New Zealand citizenship

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to:
 - The Values and Health Care Philosophy of St Vincent’s Health Australia
 - Ongoing education and professional development
 - Occupational Health and Safety and Quality Improvement Principles
- Demonstrated ability to:
 - Operate within a “patient centred care” framework
 - Facilitate team outcomes in a multidisciplinary environment
 - Assist and support change and implement process improvements
 - Communicate effectively, with patients and staff at all levels

- Utilise written and verbal communication skills in problem solving, conflict resolution, and negotiation
- Prioritise tasks and activities to foster good time management
- Understanding of the standards of practice for Enrolled Nurses from the Nursing and Midwifery Board of Australia
- Completion of a minimum of 165 clinical working days in order to successfully complete the program.
- Completion of local objectives, competencies, work packages as outlined in Nursing Handbook for each rotation
- Attendance and participation in four compulsory study days and unit based education
- Responsibility for own professional development, including achievement of 100% annual clinical competencies within the designated timeframes
- Complete all PDD's within specified time frames

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella COVID-19	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis
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NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation

Risk Category	Description	Vaccination requirement
Category A	Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

10. 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.

11. AGREEMENT

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

NDIS Clearance:

This is a 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS). Regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____

Signature: _____

Date: _____