

Position Description – Trainee Enrolled Nurse

Position	Trainee Enrolled Nurse
Classification	Trainee EN Year 1 (IB40), Trainee EN Year 2 (IB41)
Award	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Reports to	Nurse Unit Manager or Registered Nurse in Charge
Direct reports	NA
Key relationships	Team members, consumers, inter-disciplinary team members.
Hours of Work	76 hours per fortnight, 5 days per week on a two-year fixed-term contract

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organization.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position summary

The Trainee Enrolled Nurse is employed by Rural Northwest Health to complete a Diploma of Nursing through Federation TAFE Horsham and supervised practice at Rural Northwest Health.

The course requires attendance at Federation TAFE Horsham and/or completion of blended learning activities three days per week. The other two days per week are on-site at a Rural Northwest Health

campus, applying skills and knowledge in practice while working under the supervision of registered nurses to deliver evidence-based nursing care in a residential aged care facility.

Diploma of Nursing is the nationally accredited qualification required for initial registration with the Nursing and Midwifery Board of Australia (NMBA) as an Enrolled Nurse.

Key responsibilities

1. Develop and maintain effective relationships with residents or patients, their families or carers, and members of the health care team.
2. Work alongside and support the care team to ensure care is delivered within a Trainee Enrolled Nurse's scope of practice, is evidence based and is safe and high quality, in line with policies and procedures.
3. For further key responsibilities of this position, refer to allocated duty list and procedures for daily duties.

Key position accountabilities

Accreditation and governance

1. Maintain practice within framework established by legislation, national and state policy.
2. Understand, comply with, and adhere to Rural Northwest Health guidelines, principles, policies and procedures.
3. Understand, comply with, and adhere to Rural Northwest Health OH&S policies and work practices.
4. Ensure compliance with the National, Community Care and Aged Care Standards.
5. Participate and provide support in accreditation and national standards activities as directed.
6. Contribute to the success of Rural Northwest Health as a leading health provider.
7. Communicate with all team members every working day to achieve the vision and mission and strategic goals of the organisation.
8. Support a culture of performance improvement and evaluation.
9. Effective prioritisation of projects and meeting of timelines.

Leadership, Communication and Stewardship

- Influences other team members to bring their best by providing encouragement and being thankful.
- Speaks with others respectfully and in a way they can understand.
- Recognises when a person has communication needs beyond own skills and finds help.
- Acts in a way that values diversity.
- Takes care when using physical resources and environment.

Quality and improvement

- Takes pride in a personal presentation.

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- Works consistently in line with policies, practice standards and work plans
- Maintains quality of own work
- Asks for help and guidance when tasks are outside experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.
- Understands and acts according to role to achieve the Aged Care Quality Standards and National Standards.

Health and Safety

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
- Adheres to safe work practices relevant to role.
- Promptly reports issues that might put self or others at risk, incidents & near misses in ways appropriate to role.
- Cares for others by speaking in a courteous and respectful manner at all times.
- Knows what to do in an emergency, relevant to role.

Personal and professional development

- Maintains practice within frameworks established by legislation, national and state policy.
- Keeps up to date with mandatory education requirements for the role.
- Discusses with manager about abilities and capabilities needed for role.
- Recognises areas of strength and areas for development.
- Takes part in personal development plans with manager and/or team leader.

Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Uses social media responsibly and respectfully at all times.
- Comply with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Utilises information technology as appropriate in the performance of the role.

Key selection criteria

Qualifications and relative experience

- Trainee Enrolled Nurse

Essential

- Eligible for enrolment in Federation TAFE's Diploma of Nursing course, including achievement of a minimum Level 4 in each component of Language, Literacy and Numeracy testing (completed on TAFE enrolment process).
- Be eligible for Australian Government Apprenticeship Incentive Program.

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- Previous experience working in a healthcare setting would be an advantage.
- Must have Working with Children Check.
- Aged more than 17 years.
- Basic to intermediate computer and keyboard skills.
- Ability to effectively manage time and resources to complete course requirements within require timeframes.
- Access to reliable computer and internet access to participate online and complete assessments.

Personal attributes

- Demonstrated ability to maintain a high level of confidentiality and discretion.
- Ability to use judgement, initiative and common sense when performing duties.
- Ability to be adaptable to various competing demands.
- Excellent interpersonal skills, demonstrating respectful teamwork and the ability to develop rapport with stakeholders including team members, residents, patients and family members.
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Responsive to change management.
- Emotional maturity.
- Highly resourceful team player with the ability to also be extremely effective independently.
- Forward looking thinker who actively seeks opportunities and proposes solutions.
- Ability to demonstrate initiative and creativity.
- Understanding of living and working within small rural community.

Certificates, licenses and registrations

- Current Victorian driver's licence and reliable transport to attend TAFE in Horsham.
- Current satisfactory employee police check, dated within 12 months of commencement date.
- Current employee Working with Children's Check.
- Current NDIS Check.

Other requirements

The role must be fully vaccinated for COVID-19 and provide current evidence of immunisation history and/or serology results.

Key result areas

All team members are accountable for Key Result Areas to assist the organisation to meet strategic goals and intent. Team members will be required to work with all stakeholders and each other to support the community to receive services that are innovative, excellent and of a high quality.

Performance area	Performance criteria
Improving community members' wellbeing and supporting them to live well at home	<ul style="list-style-type: none"> • Undertaking assessments and making appropriate referrals to support community members to have access to information or treatments that improve their wellbeing • Contributing to projects and research on the ABLE model of care • Referring community members to advanced care planners to assist with the development of person centred advanced care directives • Informing community members about the services that Rural Northwest Health provides
Providing a service in residential age care that allows residents to live a good life and utilise their ability and contribute to their community	<ul style="list-style-type: none"> • Contributing to projects and research on the ABLE model of care • Demonstrating how they deliver person-centred care and not task-directed care • Providing exceptional communication with the resident and their family members about the wellbeing of the resident • Can discuss the resident's personalised preferences and skills • Attending events and activities held in the residential services whenever possible • Demonstrating that every interaction results in a positive resident experience
Improving their own health and wellbeing to support all team members to enhance and maintain their health and wellbeing	<ul style="list-style-type: none"> • Engaging in activities that improve the team member's health and wellbeing • Working with team members to understand the physical requirements of their role and undertaking all physical tasks in a manner that keeps them safe • Setting realistic health and wellbeing goals annually as part of the personal and professional development program

Trainee Enrolled Nurse – position-specific physical requirements

Ability to work two days per week (8-hour AM and PM shifts) in a Rural Northwest Health residential aged care facility, applying skills and knowledge in practice while working as part of a supportive health care team.

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Due to the geographic layout and nature of work, employees will be required to undertake a diversity of tasks which may require various forms of mobility. The following specific physical requirements are necessary to carry out the essential elements of the position as outlined in the position description.

The following frequency descriptions relate to percentages of a normal working day:

1. Continuous = 75% to 100% 2. Frequent = 25% to 75% 3. Infrequent = 0% to 25%

1. Continuous	
Handling and feeling	<ul style="list-style-type: none"> Finger dexterity and hand-eye co-ordination, along with full hand and wrist movement Ability to perceive attributes of objects by touching with skin, particularly that of the fingertips
Talking	<ul style="list-style-type: none"> An excellent understanding of the English language is required when dealing with external organisations and Rural Northwest Health team members Ability to communicate effectively
Hearing	<ul style="list-style-type: none"> Ability to maintain hearing acuity with correction, if required, and the ability to hear and understand whispered conversations at a distance of up to 1 metre Ability to interpret what is being heard
Vision	<ul style="list-style-type: none"> Ability to maintain 20/20 vision using correction if required Ability to see and recognise objects and read documents Ability to discriminate between colours and to determine depth perception
Smelling	<ul style="list-style-type: none"> Ability to distinguish odours and identify hazards
Repetitive motions	<ul style="list-style-type: none"> Repetitive motions of the wrists, hands or fingers may be required when carrying out administration duties such as, but not limited to, typing
2. Frequent	
Standing and walking	<ul style="list-style-type: none"> Major components of the position Required for movement around the organisation Requires the ability to fully use both legs on a variety of surfaces
Sitting	<ul style="list-style-type: none"> Required when carrying out documentation or administration requirements
Lifting and carrying	<ul style="list-style-type: none"> Required in the movement of objects around the organisation including movement from lower to higher and/or horizontally and/or place to place Requires the ability to fully use both arms and hands
Pushing and pulling	<ul style="list-style-type: none"> Required to draw, drag, push or tug objects around the organisation including but not limited to trolleys
Bending and crouching	<ul style="list-style-type: none"> Bending at waist level while carrying out job requirements in the organisation Ability to crouch to floor level when required

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Reaching and stretching	<ul style="list-style-type: none"> Required in carrying out administration duties and in the movement of objects in the organisation
Twisting	<ul style="list-style-type: none"> May be required in the movement of objects in the organisation The ability to reach in all directions and to twist at the waist is required
Grasping/finger movement	<ul style="list-style-type: none"> Pinching, picking, and typing is required to holding onto objects Ability to do repetitive motions with hands, wrists and fingers
3. Infrequent	
Climbing	<ul style="list-style-type: none"> Required when ascending or descending stairs Requires ability to utilise both legs and feet and/or hands and arms Body agility is required
Balancing	<ul style="list-style-type: none"> Required to maintain body equilibrium to prevent falling when walking, standing, crouching and/or lifting while carrying out job requirements
Kneeling	<ul style="list-style-type: none"> May be required when carrying out elements of the role

Performance and professional development plans

The Trainee Enrolled Nurse's personal and professional development plan will be evaluated by the Nurse Unit Manager and/or Clinical Education Team at the conclusion of three months' service, prior to the completion of the six-month probationary period, and after nine months' service.

Rural Northwest Health policy is that concerns regarding skill and performance of employees are addressed wherever possible through a personal and professional development plan which is not related to the Disciplinary Procedure.

Key organisational requirements	
Employee Police record and Working with Children Check	Appointment and ongoing employment is subject to a satisfactory employee police check and employee working with children check
Code of conduct	The expectations the Rural Northwest Health has of its team members
Contract of employment	Your appointment is subject to your acceptance of the terms and conditions as laid out in your contract of employment which will apply unless you agree with Rural Northwest Health in writing to alter or replace them
Confidentiality	The team member is to maintain strict confidentiality with reference to all matters relating to patients, patients, residents and team members of Rural Northwest Health both internally within work hours and externally out of work hours. Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act 1988

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Information technology	The team member is to be aware of the requirement to be familiar with and able to access and use the Rural Northwest Health information communication and technology system such as computer, intranet, email, telephone, photocopier and facsimile
Policies, procedures	The team member is required to make themselves familiar with and abide by the Rural Northwest Health policies and protocols located on the Rural Northwest Health Intranet
Quality improvement and risk management	The team member is required to participate in the Rural Northwest Health quality improvement and risk management programs to encourage excellence of care and cost containment
Occupational Health and Safety	The team member is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omission of the team member in the workplace (Occupational Health and Safety Act 2004, section 25)
Infection prevention and control	The team member is required to adhere to infection prevention and control protocols and procedures designed to prevent infection transmission in the workplace
Staff development	The team member is required to attend an induction session as close to their employment commencement as possible and participate in professional development annually
Duties	This position description reflects your general duties but may not be interpreted as being all inclusive. For further key responsibilities refer to allocated duty list and procedures for daily duties
Professional and Personal Development plan	A development plan will be developed in accordance with the statement outlined in this position description
Qualifying period	A qualifying (probationary) period of six months will be adhered to. Satisfactory performance throughout a 12-month fixed term may result in an ongoing employment opportunity, subject to Expression of Interest and/or availability
Termination of employment	Notice periods for termination or resignation of employment will be as outlined in the National Employment Standards

Note: Statements in this position description are intended to reflect in general the responsibilities of the position and are not to be interpreted as being all inclusive.



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Employee declaration

I declare that I have read and understand the position description and physical requirements of this position. I declare that I have the physical ability to fulfil this position and in fulfilling the key responsibility areas.

I understand that the information provided in this document is a general outline, does not encompass the aspects of the position and that daily duties and responsibilities are provided in the allocated duty list and procedures.

I understand that this is separate to the employment contract outlining my conditions of employment details.

Employee signature _____

Employee name (please print) _____ Date ____/____/____