



**POSITION DESCRIPTION**  
**Enrolled Nurse**

<b>Position:</b>	Enrolled Nurse
<b>Reports Operationally to:</b>	Team Coordinator North/South
<b>Reports Professionally to:</b>	Director of Nursing
<b>Daily Clinical Direction to:</b>	Clinical Support Nurse & Primary Nurse
<b>Award:</b>	Nurses (Victorian Health Services) Award Nurses (Victorian Public Health Sector) Multiple Business Agreement 2004-2007 Ballarat District Nursing & Healthcare Salary Packaging Agreement 2006
<b>Date:</b>	August 2011

**Qualifications: (Selection Criteria)**

- Enrolled Nurse with Nurses Board Victoria
- Medication endorsement or working towards

**Key Skills: (Selection Criteria)**

- Substantial, broad experience
- Current clinical knowledge and skills
- Demonstrated understanding of community – based nursing
- Effective written and verbal communication skills
- Ability to work as part of a team and independently
- Ability to organise work in a systematic, timely and accurate manner
- Computer literacy

**Highly Desirable:**

- Fluency in a second language (desirable) (*Please state language/s*)

**Mandatory Requirements: (Selection Criteria)**

- Current Victorian Drivers License and Demerit Point Statement.
- Police check.
- Working with Children Check (clinical staff only)
- Immunisation status (clinical staff only)

**Primary Objectives:**

As the leading provider in comprehensive and responsive primary health care, BDNH promotes, enhances and continually works towards restoring wellbeing and independence through the delivery of innovative, flexible and responsive specialised home based primary care which supports people in the Ballarat Region to achieve optimal health. The Registered Nurse aids this by:

- Delivering quality nursing care
- Providing domiciliary nursing care to clients in their own homes under the guidance



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of a Division 1 Primary Nurse

**Nursing Practices:**

- To provide skilled nursing care within the organisations guidelines and standards under the guidance of the primary nurse
- To encourage and assist client's and families to achieve optimal levels of functioning and independence within scope of practice

**Communication/Liaison:**

- To participate, contribute and communicate effectively as a team member
- To accurately document and record all required information in relation to client care
- To discuss any client concerns with the client's Primary Nurse
- To discuss any workload issues with the Clinical Support Nurse as they arise

**Occupational, Health & Safety:**

- Assist in the maintenance of a clean and safe environment for staff and other stakeholders.
- Comply with the provisions of the Occupational Health and Safety Act 2004 by taking all reasonable precautions to ensure the health and safety of self and others.
- Ensure safe practices and report any accidents/incidents or potential hazards in accordance with Ballarat District Nursing and Healthcare's policies and procedures.
- To be responsible for personal adherence to Standard Precautions relating to Infection Control.
- To clean, maintain and re-stock assigned equipment and vehicle.

**Quality and Risk Management:**

- To be an active participant and/or initiator of Quality/service Improvement Activities.

**Building Organisational Capacity and Improving Operational Support:**

- To be an active participant and/or initiator of Quality/service Improvement activities.
- Participate in agreed portfolio activity.

**Professional Development:**

- Proactively continue personal professional development by a combination of literature and attendance at appropriate in-services and seminars
- To participate in the organisations performance review process

**Performance Management:**

- Orientation will be the first step in the Performance appraisal process. You will then have a three month review as part of your probation and then progress to your Individual Performance Management Plan. Your team coordinator will assist you to develop your plan in line with BDNH Performance Framework.
- All staff are expected to comply with BDNH Priority Practices and Behaviors.
- Although you may be allocated to a specific work area to maintain optimal continuity



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of care, Management reserves the right to direct you to work in other locations as the need arises and to promote flexibility in the workplace.

**Vision, Mission and Values:**

- Capacity to understand and willingness to support and promote the Vision, Mission and Values of Ballarat District Nursing and Healthcare.
- Work in accordance with the Ethical Standards of Ballarat District Nursing and Healthcare.

**Confidentiality:**

- Maintain confidentiality of all information in accordance with your contract of employment.

**Policy and Procedures:**

- Understand and practice the Ballarat District Nursing and Healthcare Policies and Procedures.

**Equal Employment Opportunity:**

- Understand and participate in promoting Equal Opportunity Legislation.

I acknowledge and agree that the above position description is a true and accurate description of my current role.

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date