

# POSITION DESCRIPTION



Position Title:	Enrolled Nurse
Award:	Hobart District Nursing Service Inc. Nurses Agreement 2017
Classification:	Level 1
Reporting to:	Director of Clinical Governance
Date Approved:	
Approved By:	Chief Executive

## ORGANISATIONAL PURPOSE

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The District Nurses has been delivering in home community health care to Tasmanians for over 120 years maintaining a primary healthcare focus in all our services.

We are a not for profit, charitable organisation that is not affiliated with any residential age care service or religious organisation.

Our Purpose "Committed to Care" reflects our overarching intent which is to provide the right care to the right client at the right time in a manner which is consultative and inclusive of all our clients, their families and carers.

Our services utilise a wellness approach which builds on the strengths and capacities, abilities and goals of clients and places emphasis on the supports necessary to regain or retain these abilities.

Our services aim to maximise client independence and autonomy and also maintain or improve health and wellbeing.

The District Nurses (TDN) deliver services through the Commonwealth Home Support Program (CHSP) and Home Care Packages Program (HCP), the Home and Community Care Program (HACC), the Department of Veterans Affairs (DVA) Nursing and Home Care, the NDIS program, and a number of private brokerage contracts.

## OUR VISIONS AND VALUES

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Our vision is to be Tasmania's most trusted community healthcare provider

We are adhere to the following values in our day to day operations:

- Commitment
- Equality
- Trust
- Versatility
- Excellence
- Transparency

## POSITION OBJECTIVES

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Responsible for the delivery of high quality care that supports the values and objectives of TDN.

## COMMON RESPONSIBILITIES

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- Apply knowledge to support quality health care, a competent workforce and a satisfying work environment for staff.
- Practice within the Vision, Mission and Values of TDN and according to the Nursing and Midwifery Board of Australia Enrolled Nurse Standards for Practice and Aged Care Quality Standards.
- Under the direction of the Clinical Nurse Manager and the Director of Clinical Governance, participate as an effective and efficient team member, dedicated to service delivery in accordance with TDN Mission Statement.
- Understand, apply knowledge of and implement the organisation's clinical governance framework to ensure the provision of high quality health care through continuous improvement.
- Contribute to the review of policies and procedures.
- Participate in quality improvement and clinical research.
- Work within Workplace Health and Safety Guidelines.
- Act as a role model for students and beginning practitioners.
- Knowledge and application of skills to ensure the organisation's information management goals are met.
- Knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

## KEY RESPONSIBILITIES

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- Work autonomously within the Enrolled Nurse scope of practice and the practice setting with direction, guidance and support received from Registered Nurses and the Clinical Nurse Manager
- Accept accountability and responsibility for the efficient and effective provision of nursing care in the practice setting.
- Implement and evaluate health care for clients and families.
- Seek multi-disciplinary and inter-sectorial collaboration in the delivery of high quality health care.
- Act as a clinical resource person, providing guidance and support to health care providers in the practice setting.
- Commitment to personal and professional development of self and team members.

## KEY BEHAVIOUR REQUIREMENTS

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All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

## **ORGANISATIONAL RELATIONSHIPS**

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**Reports to:** Clinical Nurse Manager

## **ESSENTIAL REQUIREMENTS**

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Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Pre-employment Medical
- Current Australian drivers license
- Current unrestricted registration with AHPRA

## **SELECTION CRITERIA**

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- Enrolled Nurse holding current registration with the Australian Health Practitioners Regulation Agency.
- Detailed working knowledge of Aged Care Quality Standards, policies, procedures and workplace health and safety practises.
- Understands the principles of primary healthcare.
- Commitment to work as a member of a multidisciplinary team.
- Ability to organise workload and work independently
- Demonstrated ability to manage time and workload in a clinical environment.
- Knowledge of the legal and ethical obligations relevant to the position.
- Ability to communicate effectively in verbal and written forms.
- A commitment to ongoing professional development.

## **WORKING ENVIRONMENT**

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TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles

## **Safe Practice and Environment (SPE)**

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The primary responsibility for implementing safe work practises and maintaining a safe working environment lies with management. Employees also have responsibilities in regard to SPE. These include:

- Taking responsibility for one's own health and safety
- Looking out for the safety and welfare of your colleagues
- Follow safe work practises and use personal protective equipment (PPE)
- Comply with organisational SPE and Risk Management policies and procedures.
- Participate in SPE training
- Report hazards and accidents / injuries
- Support other Managers in their SPE responsibilities.

