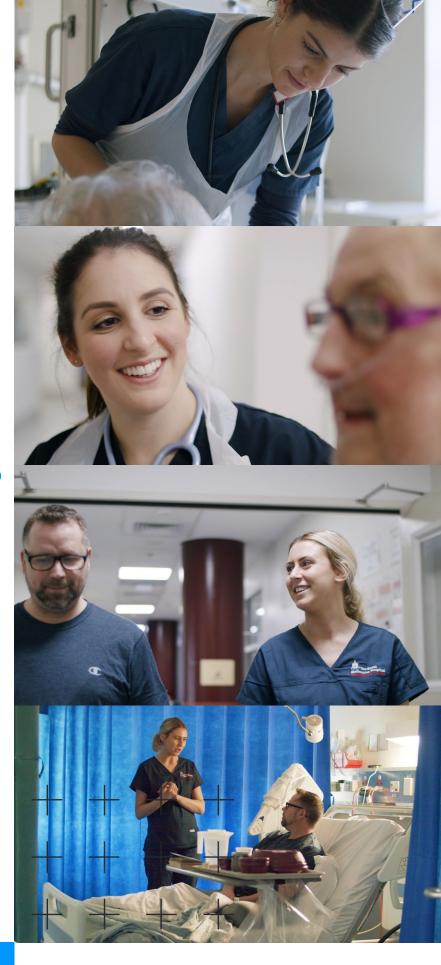
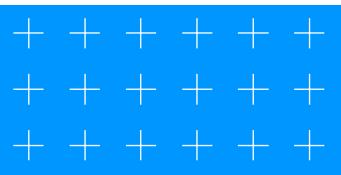


# Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team





Position Description
Enrolled Nurse





### THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

### **OUR VISION**

# Advancing health for everyone, every day.

### THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

## People First



Lead with Kindness



**Excellence Together** 



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

### **OUR PRIORITIES**

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- 4. Become a digital health service
- 5. Strive for sustainability





# **Position Description**

Position Title: Enrolled Nurse

Service: Home First, Ambulatory and Complex Care Services

**Location:** The Royal Melbourne Hospital - Royal Park Campus

Reports To: Nurse Unit Manager – Aged Care 4

**Enterprise Agreement:** Nurses and Midwives (Victorian Public Sector) (Single

Interest Employers) Enterprise Agreement 2024–2028

Classification: IB60- IB75

Immunisation Risk Category: Category A

Date of Review: April 2025

### **POSITION SUMMARY**

The Medicine and Community Care service provides patient care across acute, sub-acute and community services. The Enrolled Nurse at Melbourne Health will deliver a high standard of evidence-based nursing care under the supervision of a Registered Nurse. The Enrolled Nurse assumes responsibility for their own practice based upon their level of educational preparation and competence.

The role of the Enrolled Nurse incorporates the following activities:

- supervised clinical practice and patient care
- patient health promotion and teaching
- patient advocacy
- collaborative patient and unit management
- preceptorship to undergraduate nurses and other Enrolled Nurses

### **Department Description**

AC4 is a 25 bed ward boasting a dynamic multi-disciplinary team, as well as a supportive and rewarding environment. As a Geriatric Evaluation and Management (GEM) ward at Royal Park Campus, AC4 provides specialist care to both general GEM patients as well as Dementia specific GEM patients within a secure and safe environment.





### **KEY ACCOUNTABILITIES**

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- · Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Maintain ongoing communication with the Registered Nurse regarding health and functional status of individuals
- Ensure adherence to organizational standards and mandatory requirements but not limited to Infection Control, Hand Hygiene, Medication Safety, Basic Life Support, Manual Handling, Risk management and Occupational health and safety
- Demonstrates critical thinking in the conduct of Enrolled Nursing practice

- Contributes to the development of an effective discharge plan and provides appropriate patient education and referral to appropriate community providers in collaboration with the Registered Nurse
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards
- Is aware of the financial requirements of the department & demonstrates an awareness of cost effective nursing practice
- Provides support and care for individuals and groups within the scope of Enrolled Nursing practice

### **KEY RELATIONSHIPS**

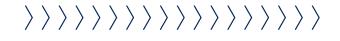
### Internal

- Nurse Unit Manager of Ward
- Associate Nurse Unit Manager
- Nurse Educators
- Clinical Nurse Specialists
- Senior Subacute Services Manager
- Patient Flow Coordinators and Clinical Nurse Manager
- Medical Staff
- Multidisciplinary and support staff

### External

- Consumers
- Families of consumers
- · Carers of consumers





### **KEY SELECTION CRITERIA**

### Formal Qualifications:

- Enrolled Nurses:
  - Registration as a Registered Nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.

### Essential:

- Commitment to live the Melbourne Way putting people first, leading with kindness and achieving excellence together.
- Demonstrated ability to practice collaboratively as part of the multidisciplinary health care team
- Demonstrated ability to work within a team
- Demonstrated provision of high quality patient care
- · Developed assessment, clinical reasoning, problem solving and prioritisation skills
- High motivation and willingness to learn
- Excellent communication and interpersonal skills
- · High level of reliability and professional conduct

### Desirable:

- Recent experience in subacute, aged care and/or residential care setting
- Windows based computer kills including Word, Excel and Outlook

### **KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- · Participation in and satisfactory feedback through the annual performance review process
- · Ability to maintain a safe working environment and ensure compliance with legislative requirements

### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.





ACCEPTANCE
I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.
Employee Signature
Employee Name (please print)
Date