

## ORGANISATIONAL OVERVIEW

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### Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub and,
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

### Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

### Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health:**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond to individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

**Essential:**

- Current National Police, Working with Children History or NDIS Worker Screening Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory onboarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.
- All *Responsible Person* under the *Aged Care Act 2024* or *Key Personnel* under the *2013 NDIS Act*, must complete an annual Suitability Assessment, notify [MyKPRP@nh.org.au](mailto:MyKPRP@nh.org.au) within 5 days of any change in their suitability circumstances, and provide Northern Health with required documentation (e.g. police checks, statutory declarations) to support ongoing record-keeping obligations



## POSITION DESCRIPTION

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<b>Position Title:</b>	Enrolled Nurse (Endorsed)
<b>Business Unit/Division:</b>	As per contract
<b>Award Agreement:</b>	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement (Relevant Years)
<b>Classification:</b>	Level 2.2 to 2.3 – (IB67 to IB68)
<b>Employment Type:</b>	As per contract
<b>Reports to:</b>	Nurse Unit Manager, Associate Nurse Unit Manager (ANUM) and Registered Nurse (RN)
<b>Date Prepared/Updated:</b>	

## ROLE STATEMENT

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The Enrolled Nurse (Endorsed) will be under the supervision (either direct or indirect) of a Registered Nurse is accountable for the delivery of delegated quality patient care and outcomes in a manner consistent with the professional code of conduct, legal requirements and organisational policies and procedures, within a framework of continuous quality improvement, and economic resource utilisation. Enrolled Nurse (Endorsed) will work within scope of practice guidelines.

### This position is responsible for:

- All Nursing care will be attended in accordance with the agreed Nursing Care Plan to address all residents' needs and all documentation will be in line the facilities policies and guidelines
- Ensure safety in all aspects of practice with a proactive approach, including accurate recording of all incidents occurring on shift
- Actively participate in Quality Audits to ensure compliance with ACQS standards
- Actively participate in the orientation & mentorship of new staff to ensure safe practice and high-quality outcomes for residents.
- The enrolled nurse ensure they work within their AHPRA scope of practice at all times.

### All employees:

#### Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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In accordance with the Nursing and Midwifery Board of Australia approached Standards for Practice for the Enrolled Nurse 2016, position accountabilities for an Enrolled Nurse are described below. Comprehensive details of the Standards are available at <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/enrolled-nurse-standards-for-practice.aspx>

- Functions in accordance with the law, policies and procedures affecting EN practice
- Practices nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld
- Accepts accountability and responsibility for own actions
- Interprets information from a range of sources in order to contribute to the planning of care
- Collaborates with the RN, the person receiving care, and the healthcare team when developing a plan of care
- Provides skilled and timely care to people whilst promoting their independence and involvement in care decision – making
- Communicates and uses documentation to inform and report care
- Provides nursing care that is informed by research evidence through consultation with the RN, using problem solving, incorporating logic, analysis and sound argument when planning and providing care
- Practices within safety and quality improvement guidelines and standards such as participating in quality improvement programs and accreditation standard activities
- Engages in ongoing development of self as a professional

### Consolidation of Practice

- Working towards identifying specific speciality skill which will define career progression
- Seeks out mentorship or preceptorship opportunities
- Participates in professional development, including mandatory training designed to further develop nursing knowledge, skills in the delivery of patient care.
- Participates in with informal and formal educations sessions within the ward
- Practice development progressing from Advanced Beginner through to Competent

#### **Advanced Beginner**

- Demonstrates acceptable clinical performance in line with NH procedure
- Clinical experience to date is assisting in improving experiential learning
- Appropriate clinical actions are beginning to be formulated through clinical expertise

#### **Competent**

- Possesses two to four years of clinical experience
- Able to gain perspective from planning own actions based both abstract and analytical thinking which helps to achieve greater efficiency and organisation of clinical activities.
- Commences consideration of specialty practice consolidation

### Leadership

- Act as a resource person / mentor to all nursing staff rotating within the unit, including New Graduate RN's, EN's and student nurses, both RN and EN.
- Participates in patient teaching on a planned and informal basis.
- Ensure efficient utilisation of available resources.

### Strategic and Project Management Leadership

- Is able to articulate own contributions to the organisations policies and services
- Actively seeks clarifications on role expectations if unclear
- Proactively seeks feedback to identify areas for development, striving to contribute effectively
- Is an active member of the team speaking up at opportunities to engage
- Actively listens to ensure understanding, asking appropriate and respectful questions when required

### Organisation-Wide Contribution

- Identify and report factors causing a delay in patient admission or discharge.
- Participates in quality improvement activities on the ward and throughout the organisation
- Delivers quality, patient centred nursing care, in accordance with hospital policies and procedures.
- Prioritised individualised nursing care to meet patient needs.
- Function effectively as a member of the healthcare team.
- Act as a clinical role model by providing the highest standard of direct patient care and service
- Accurately documents patient care in accordance with hospital policies and procedures.
- Notifies Nurse in Charge or Registered Nurse when a patient's condition changes.
- Demonstrates sensitivity to the needs of individuals and groups.
- Acts as a patient advocate ensuring the rights of individuals/groups are maintained.
- Adheres to all aspects of confidentiality in regards to patients, staff and personnel.
- Actively seeks advice concerning nursing care activities that are unfamiliar or new.

### Diversity and Inclusion

- Commit to the principles of Person-Centred Care and to embedding these principles in all elements of service provision.
- Exhibit customer service behaviours in all interactions with internal and external customers.
- Work with consumers to improve the safety and quality of services.
- Support achievement of Northern Health's Cultural Responsiveness Plan.
- Promote a physical and psychosocial environment which promotes the safety and wellness of staff.

### Innovation and Culture Change

- Ensure patient record management meets legal, professional and organisational standards.
- Ensure patient incidents are recorded on Riskman
- Utilise patient and carer feedback to inform the delivery of patient-centred care. Promote a physical and psychosocial environment which promotes the safety and wellness of staff.
- Promote a unit culture of optimism, innovation, encouragement, learning and creativity

## SELECTION CRITERIA

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### Qualifications, Registrations and Qualities

#### Essential

- Current Registration as Enrolled Nurse, with AHPRA
- Must possess excellent communication skills, written and verbal.
- Must be able to demonstrate sound clinical assessments and analysis, and implement indicated treatments.
- Must be able to work a rotating roster, including day, evening and night duty shifts
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties.
- **All enrolled nurses undertaking a Bachelor of Nursing, or similar, with the aim of transitioning and registering with AHPRA to be a qualified Registered Nurse, must apply for a Graduate Nurse Program at Northern Health for their first year of practice as a Registered Nurse.**
- **Transition of registration from EN to RN will not be allowed within the same Northern Health ward/unit/department. Transfer out of the ward/unit/department is for a minimum of 12 months.**

#### Experience

- Recent experience in Aged Care or a passion for Aged Care with a willingness to learn

### Knowledge, Skills and Behaviours

#### Safety

- Follows legislation, policies, guidelines and codes of conduct applicable to the role

- Actively demonstrates and promotes the Northern Health Values of Kind and Together
- Is aware of own response to pressure, conflict or change, seeking support when needed
- Escalates all clinical, patients’ staff and environmental concerns in a timely and safe manner
- Applies sector knowledge in the context risk mitigation within own position
- Commitment to and understanding of Aged Care Quality Standards
- Knowledge of the new Aged Care Act 2024
- Compliant with Aged Care Code of Conduct
- Promotion of safety in all aspects of operation with a proactive approach
- Knowledge and understanding of the Serious Incident Response Scheme and reporting requirements
- Knowledge of AN-ACC assessment requirements

**Operational Efficiency**

- Ensures that patient, consumers and staff needs are met to agreed standards and timelines
- Responds promptly to request, queries and complaints
- Ability to manage workload with competing priorities and efficient time management practices

**Patient Experience**

- Follows Northern Health’s Occupational Health and Safety Framework at all times
- Acknowledges and respects diverse cultures, backgrounds, experiences, perspectives values and beliefs
- Recognises the importance of patient experience and is passionate about providing outstanding care
- Identifies and responds quickly to patient needs
- Response with empathy, honesty and professionalism to difficult or sensitive conversations
- Ability to build relationships with residents and their families to ensure the provision of quality care and outcomes

**Leadership, Culture & Team Work**

- Is able to articulate own contributions to the organisations policies and services
- Actively seeks clarifications on role expectations if unclear
- Proactively seeks feedback to identify areas for development, striving to contribute effectively
- Is an active member of the team speaking up at opportunities to engage
- Actively listens to ensure understanding, asking appropriate and respectful questions when required
- Adaptable to change

**Clinical Excellence**

- Monitors own day to day performance against operational targets and strategic contributions
- Shows initiative and proactively steps in to do what is required to achieve goals
- Developed clinical skills

Employee Declaration

I  have read, understood and accept the above Position Description.  
 (Please print name)

Signature:  Date:

## POSITION DESCRIPTION

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<b>Business Unit/Division:</b>	As per contract
<b>Award Agreement:</b>	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement (Relevant Years)
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### All employees:

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- Practices within safety and quality improvement guidelines and standards such as participating in quality improvement programs and accreditation standard activities
- Engages in ongoing development of self as a professional

### Leadership

- Act as a resource person / mentor to all nursing staff rotating within the unit, including New Graduate RN's, EN's and student nurses, both RN and EN
- Participates in patient teaching on a planned and informal basis
- Ensure efficient utilisation of available resources
- Contributes actively in assigned portfolio or quality work in consultation with the nursing team

### Strategic and Project Management Leadership

- Is able to articulate own contributions to the organisations policies and services
- Actively seeks clarifications on role expectations if unclear
- Proactively seeks feedback to identify areas for development, striving to contribute effectively
- Is an active member of the team speaking up at opportunities to engage
- Actively listens to ensure understanding, asking appropriate and respectful questions when required

### Organisation-Wide Contribution

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- Prioritised individualised nursing care to meet patient needs
- Function effectively as a member of the healthcare team
- Act as a clinical role model by providing the highest standard of direct patient care and service
- Accurately documents patient care in accordance with hospital policies and procedures
- Notifies Nurse in Charge or Registered Nurse when a patient's condition changes
- Demonstrates sensitivity to the needs of individuals and groups
- Acts as a patient advocate ensuring the rights of individuals/groups are maintained
- Adheres to all aspects of confidentiality in regards to patients, staff and personnel
- Actively seeks advice concerning nursing care activities that are unfamiliar or new

### Diversity and Inclusion

- Commit to the principles of Person-Centred Care and to embedding these principles in all elements of service provision

- Exhibit customer service behaviours in all interactions with internal and external customers
- Work with consumers to improve the safety and quality of services
- Support achievement of Northern Health's Cultural Responsiveness Plan
- Promote a physical and psychosocial environment which promotes the safety and wellness of staff

#### Innovation and Culture Change

- Ensure patient record management meets legal, professional and organisational standards.
- Ensure patient incidents are recorded on Riskman
- Utilise patient and carer feedback to inform the delivery of patient-centred care. Promote a physical and psychosocial environment which promotes the safety and wellness of staff.
- Promote a unit culture of optimism, innovation, encouragement, learning and creativity

## SELECTION CRITERIA

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### Qualifications, Registrations and Qualities

#### Essential

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#### Experience

- Recent experience in Aged Care or a passion for Aged Care with a willingness to learn

### Knowledge, Skills and Behaviours

#### Safety

- Follows legislation, policies, guidelines and codes of conduct applicable to the role
- Actively demonstrates and promotes the Northern Health Values of Kind and Together
- Is aware of own response to pressure, conflict or change, seeking support when needed
- Escalates all clinical, patients' staff and environmental concerns in a timely and safe manner
- Applies sector knowledge in the context risk mitigation within own position
- Commitment to and understanding of Aged Care Quality Standards
- Knowledge of the new Aged Care Act 2024
- Compliant with Aged Care Code of Conduct
- Promotion of safety in all aspects of operation with a proactive approach
- Knowledge and understanding of the Serious Incident Response Scheme and reporting requirements
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#### Operational Efficiency

- Ensures that patient, consumers and staff needs are met to agreed standards and timelines
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**Patient Experience**

- Follows Northern Health’s Occupational Health and Safety Framework at all times
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- Recognises the importance of patient experience and is passionate about providing outstanding care
- Identifies and responds quickly to patient needs
- Response with empathy, honesty and professionalism to difficult or sensitive conversations
- Ability to build relationships with residents and their families to ensure the provision of quality care and outcomes

**Leadership, Culture & Team Work**

- Is able to articulate own contributions to the organisations policies and services
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**Clinical Excellence**

- Monitors own day to day performance against operational targets and strategic contributions
- Shows initiative and proactively steps in to do what is required to achieve goals
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<b>Classification:</b>	Level 2.6 to 2.7 – (IB71 to IB72) (Progression to 2.7 (IB71) dependant on being able to administer 5 routes of medication)
<b>Employment Type:</b>	As per contract
<b>Reports to:</b>	Nurse Unit Manager, Associate Nurse Unit Manager (ANUM) and Registered Nurse (RN)
<b>Date Prepared/Updated:</b>	

## ROLE STATEMENT

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### All employees:

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## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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- Communicates and uses documentation to inform and report care
- Provides nursing care that is informed by research evidence through consultation with the RN, using problem solving, incorporating logic, analysis and sound argument when planning and providing care
- Practices within safety and quality improvement guidelines and standards such as participating in quality improvement programs and accreditation standard activities
- Engages in ongoing development of self as a professional

### Consolidation of Practice

- Considered a practitioner with well consolidated core clinical EN competencies
- Actively demonstrating and applying specialist clinical knowledge and expertise relevant to the area of clinical work
- Actively participates in mentorship or preceptorship opportunities
- Participates in professional development, including mandatory training designed to further develop nursing knowledge, skills in the delivery of patient care
- Participates with informal and formal education sessions within the ward
- Practice development progressing from the level of Competent to Proficient
  - Perceives and understands situations as whole parts
  - More holistic understanding will demonstrate improvement in decision making
  - Through experience, is able to predict what to expect in certain situations and how to modify plans accordingly

### Leadership

- Leads by example as a resource person / mentor to all nursing staff rotating within the unit, including New Graduate RN's, EN's and student nurses, both RN and EN
- Participates and demonstrates to lesser experienced staff patient teaching on a planned and informal basis in consultation with the Registered Nurse
- Ensure efficient utilisation of available resources
- Contributes actively or leads in an assigned portfolio or quality work in consultation with the nursing team
- Compiling a portfolio of evidence and working towards attainment of Enrolled Nurse – Special Grade Status)

### Strategic and Project Management Leadership

- Is able to articulate own contributions to the organisations policies and services
- Actively seeks clarifications on role expectations if unclear
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- Promote a physical and psychosocial environment which promotes the safety and wellness of staff

### Innovation and Culture Change

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- Utilise patient and carer feedback to inform the delivery of patient-centred care. Promote a physical and psychosocial environment which promotes the safety and wellness of staff
- Promote a unit culture of optimism, innovation, encouragement, learning and creativity

## SELECTION CRITERIA

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### Qualifications, Registrations and Qualities

#### Essential

- Current Registration as an Enrolled Nurse, with AHPRA
- Must possess excellent communication skills, written and verbal
- Must be able to demonstrate sound clinical assessments and analysis, and implement indicated treatments
- Must be able to work a rotating roster, including day, evening and night duty shifts
- Must be computer literate, able to access and utilise all Northern Health IT systems which are relevant to completion of duties
- **All enrolled nurses undertaking a Bachelor of Nursing, or similar, with the aim of transitioning and registering with AHPRA to be a qualified Registered Nurse, must apply for a Graduate Nurse Program at Northern Health for their first year of practice as a Registered Nurse.**
- **Transition of registration from EN to RN will not be allowed within the same Northern Health ward/unit/department. Transfer out of the ward/unit/department is for a minimum of 12 months**

#### Experience

- Recent experience in Aged Care or a passion for Aged Care with a willingness to learn

**Knowledge, Skills and Behaviours****Safety**

- Follows legislation, policies, guidelines and codes of conduct applicable to the role
- Actively demonstrates and promotes the Northern Health Values of Kind and Together
- Is aware of own response to pressure, conflict or change, seeking support when needed
- Escalates all clinical, patients' staff and environmental concerns in a timely and safe manner
- Applies sector knowledge in the context risk mitigation within own position
- Commitment to and understanding of Aged Care Quality Standards
- Knowledge of the new Aged Care Act 2024
- Compliant with Aged Care Code of Conduct
- Promotion of safety in all aspects of operation with a proactive approach
- Knowledge and understanding of the Serious Incident Response Scheme and reporting requirements
- Knowledge of AN-ACC assessment requirements

**Operational Efficiency**

- Ensures that patient, consumers and staff needs are met to agreed standards and timelines
- Responds promptly to request, queries and complaints
- Ability to manage workload with competing priorities and efficient time management practices

**Patient Experience**

- Follows Northern Health's Occupational Health and Safety Framework at all times
- Acknowledges and respects diverse cultures, backgrounds, experiences, perspectives values and beliefs
- Recognises the importance of patient experience and is passionate about providing outstanding care
- Identifies and responds quickly to patient needs
- Response with empathy, honesty and professionalism to difficult or sensitive conversations
- Ability to build relationships with residents and their families to ensure the provision of quality care and outcomes

**Leadership, Culture & Team Work**

- Is able to articulate own contributions to the organisations policies and services
- Actively seeks clarifications on role expectations if unclear
- Proactively seeks feedback to identify areas for development, striving to contribute effectively
- Is an active member of the team speaking up at opportunities to engage
- Actively listens to ensure understanding, asking appropriate and respectful questions when required
- Adaptable to change

**Clinical Excellence**

- Monitors own day to day performance against operational targets and strategic contributions
- Shows initiative and proactively steps in to do what is required to achieve goal
- Developed clinical skills

**Employee Declaration**

I  have read, understood and accept the above Position Description.  
(Please print name)

Signature:

Date: