ORGANISATIONAL OVERVIEW

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 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 and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding 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.

THE AUSTRALIAN BUSINESS AWARDS ® ABA100 EMPLOYER OF CHOICE WINNER 2025

POSITION DESCRIPTION

Position Title:	Enrolled Nurse (Endorsed)
Business Unit/Division:	Subacute Division
Award Agreement:	Nurses and Midwives (Victorian Public Sector) Enterprise Agreement
Classification:	Level 2.4 to 2.7 – IB69 – IB72
Employment Type:	As per contract
Reports to:	Nurse Unit Manager (NUM), Associate Nurse Unit Manager (ANUM) and Registered Nurse (RN)
Date Prepared/Updated:	May 2026

ROLE STATEMENT

General Role Statement:

Ian Brand residential Care (IBRC) is a 30 bed Public Sector Residential Aged Care Facility that is under the governance of Northern Health and is situated at Bundoora Centre. IBRC comprises of 18 permanent residents and 12 Bed Based Transition Care program clients.

This position is responsible for:

- Delivering safe, timely and appropriate person-centred care as per plan of care
- Documentation of care provided in accordance with NH policies and procedures
- Ensuring safety is at the centre of care provision, accurate reporting and escalation of incidents occurring on shift
- Actively participate in quality improvement, audit in accordance with the ACQSC

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

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 VHIMS
- 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

Qualifications, Registrations and Qualities
Essential

- Current Registration as an Enrolled Nurse with AHPRA
- Excellent communication skills, written and verbal
- Demonstrate sound clinical assessment and analysis, and implement treatment as indicated
- Must be able to work permanent nights on set roster
- Current National Police and Working with Children History Check
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding 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.

Experience

- Completed minimum of 12 months post qualification
- Recent experience (last 12 months) working in aged care

Knowledge, Skills and Behaviours

- 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
- Advanced knowledge of Microsoft Word, Outlook & Excel
- Effective written & verbal communication skills
- Ability to build relationships with residents and their families to ensure the provision of quality care and outcomes
- Adaptable to change
- Knowledge and understanding of the Serious Incident Response Scheme and reporting
- requirements
- Ability to manage workload with competing priorities and efficient time management practices
- Developed clinical skills
- Knowledge of AN-ACC assessment requirements

Employee Declaration

I _____ have read, understood and accept the above Position Description.

(Please print name)

Signature: _____ Date: __ __ __ __ __ __ __ __