



GREAT OCEAN ROAD
HEALTH

Enrolled Nurse

Casual

February 2021

1. Information for Applicants
2. Position Description
3. Employment Application Form
4. Organisational Structure
5. Geographical Location



INFORMATION FOR APPLICANTS

Enrolled Nurse

1. Please provide a current **Resume** and prepare a **Cover Letter**. Applicants are also required to address each of the descriptors under the **“Required Education, Training, Knowledge and Experience”** section of the Position Description provided. Examples and descriptions of how you are able to meet these requirements must be provided.
2. Please complete the **Employment Application Form** and forward with your application.
3. Offers of employment will be conditional on relevant organisational pre-employment screening approvals including a **Nationally Co-ordinated Criminal History Report** and current **Victorian Employee Working with Children Check**. All associated costs of obtaining both screening requirements are borne by the prospective employee.
4. All prospective employees are required to complete a **Staff Immunisation Pre-employment Questionnaire** and provide documented evidence of current immunisation and must be willing to participate in Great Ocean Road Health’s annual immunisation program as per Great Ocean Road Health’s Workplace Immunisation Policy. All associated costs of obtaining immunisation screening requirements are borne by the prospective employee.
5. Salary and allowances will be paid in accordance with the *Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employer) Enterprise Agreement 2016 2020*.
6. Position is casual. Hours of work are on an ‘as needs basis’ as mutually agreed.
7. Great Ocean Road Health will pay superannuation in accordance with the *Superannuation Guarantee (Administration) Act 1992* to a nominated Superannuation fund.
8. Great Ocean Road Health provides equal opportunity and fair and equitable treatment in employment to all people without regard to race (including ethnic origin and nationality), colour, religion, gender, age, disability, political affiliation, marital status, actual or assumed physical, intellectual or psychological impairment, family or carer’s responsibilities, sex (including pregnancy and marital responsibilities) sexual orientation.
9. Great Ocean Road Health promotes a workplace that actively seeks to include, welcome and value the unique contributions of all people. GORH encourages applications from Aboriginal and Torres Strait Islander people, people of all religious, cultural and linguistic backgrounds and sexual orientations, those who are gender diverse and people with disabilities.
10. Attach copies of relevant qualifications and Registration Certificates (if applicable) to your application.
11. The names of three professional referees are required including, if possible, your supervisor if you are currently working or a previous supervisor if you are not currently working.
12. For further information please contact Director Clinical Services, Andrea Russell
andrea.russell@gorh.vic.gov.au Ph. (03) 5289 4307.
13. **Applications close 9.00am Tuesday 2nd March 2021.**
14. Address applications to

Human Resources
Great Ocean Road Health
PO Box 84
Apollo Bay VIC 3233
or
hr@gorh.vic.gov.au

Position Description

Enrolled Nurse

JOB TITLE

Position	Enrolled Nurse (Endorsed)
Classification	Enrolled Nurse Level 1.1 – 3.3
Award	NURSES AND MIDWIVES (VICTORIAN PUBLIC HEALTH SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2016 – 2020
Performance Appraisal	Initial review at three (3) months, then annually.

GREAT OCEAN ROAD HEALTH

Great Ocean Road Health is a rural public health service that has campuses at Lorne and Apollo Bay in South West Victoria. Our community members are offered acute hospital beds, residential aged care beds, a renal dialysis unit (Lorne), a 24 hour urgent care service, medical centres, community health care and in-home support services. Great Ocean Road Health was formed in 2019 with the amalgamation of Lorne Community Hospital and Otway Health.

VISION

Great care for our community.

VALUES and BEHAVIOURS

- ❖ **Professional:** We deliver excellent, confidential, reliable and safe service with integrity to the community. We are dynamic, innovative and adaptable in responding to changing health and social environments. We deliver person-centred care and are welcoming and equitable to all people engaging with the service.
- ❖ **Integrity:** We strongly adhere to moral and ethical principles. We act with sound moral character and honesty. We earn trust through professional behaviour. We are loyal to colleagues and the organisation.
- ❖ **Respect:** We value the qualities, beliefs and abilities of individuals. We have empathy and compassion. We encourage, support and nourish self-esteem. We positively assist learning and development. We are consultative; providing a non-judgmental, accepting environment where needs are acknowledged and considered.
- ❖ **Accountability:** We are responsible for the quality of care, services and teamwork. We transparently report and explain. We are responsible for the consequences resulting from our actions.

POSITION BACKGROUND

Great Ocean Road Health's priority is to work with its client base and community to strengthen the community and ensure that people are well supported and able to improve and enhance their wellbeing.

The Enrolled Nurse provides ongoing daily care for all residents and acute patients as designated by the Registered Nurse in charge of the shift. The Enrolled Nurse may attend patient care in the Urgent Care Unit within their scope of practice.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: Organisational Responsibilities

ROLE SPECIFIC TASKS	MEASURES
Organisation Culture	<ul style="list-style-type: none"> To understand and adopt GORH values in all areas of responsibility with attention to consumer focus, teamwork and community orientation. GORH strongly supports Equal Opportunity and Access to Services, and expects all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, sexual diversity and orientation.
Occupational Health and Safety	<ul style="list-style-type: none"> Proactively take responsibility for your own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions in the workplace. Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice. Minimise exposure to incidents of infection/cross-infection of patients, residents, staff, visitors and the general public by adhering to the organisation's Infection Control policies and procedures, including compliance with GORH vaccination program.
Risk Management	<ul style="list-style-type: none"> Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained.
Management and Control	<ul style="list-style-type: none"> Ensure all activities are within the approved policies, legal and ethical framework of the organisation. Understand and take responsibility to work within the delegations of authority.
Quality Management	<ul style="list-style-type: none"> Report incidents on the incident reporting system. Lead or participate in quality activities in ensuring that opportunities for improvement are actively explored and best practice is achieved. Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent. Partner with patients, carers and other consumers in activities to improve the safety and quality of care.
Professional Development	<ul style="list-style-type: none"> Ensure skills are up to date and in accordance with best practice guidelines. Keep up to date with changes in Policies and Procedures. Ensure all mandatory LMS training is undertaken within all required timeframes.
Child Safe	<ul style="list-style-type: none"> Demonstrate an understanding of Child Safe Standards and comply with the Great Ocean Road Health Child Safe – Code of Conduct. A current Working with Children Check may be required for Great Ocean Road Health Employees
National Criminal History Check	<ul style="list-style-type: none"> A current National Criminal History Check is required for Great Ocean Road Health Employees.
General Statement of Duties	<ul style="list-style-type: none"> Perform the inherent responsibilities of the position and other related duties as directed and assigned to you, having regard to your skills, qualifications, training and experience, to contribute to meeting client and community needs and program requirements.

RESPONSIBILITY AREA 2: Clinical Practice / Professional Practice

Great Ocean Road Health strives to deliver the highest level of care possible. To enable this to occur, all personnel need to develop and maintain appropriate professional behaviours in all areas of practice. This covers both clinical and non-clinical workplaces, and is the physical manifestation of the Great Ocean Road Health values.

ROLE SPECIFIC TASKS	MEASURES
Functions in accordance with the law, policies and procedures affecting EN practice	<p>For example:</p> <ul style="list-style-type: none"> • Provides nursing care according to the agreed plan of care, professional standards, workplace policies and procedural guidelines. • Identifies and clarifies EN responsibilities for aspects of delegated care working in collaboration with the RN. • Recognises own limitations in practice and competence and seeks guidance from the RN and help as necessary. • Refrains from undertaking activities where competence has not been demonstrated and appropriate education, training and experience has not been undertaken. • When incidents of unsafe practice occur, reports immediately to the RN and other persons in authority and, where appropriate, explores ways to prevent recurrence. Utilises RISKMAN. • Liaises and negotiates with the RN and other appropriate personnel to ensure that needs and rights of people in receipt of care are addressed and upheld (Charter of Health Care Rights and Aged Care Rights)
Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.	<p>For example:</p> <ul style="list-style-type: none"> • Places the people receiving care at the centre of care and supports them to make informed choices. • Demonstrates respect for others to whom care is provided regardless of ethnicity, culture, religion, age, gender, sexual preference, physical or mental state, differing values and beliefs. • Practises culturally safe care for (i) Aboriginal and Torres Strait Islander peoples; and (ii) people from all other cultures. • Forms therapeutic relationships with people receiving care and others recognising professional boundaries. • Ensures privacy, dignity and confidentiality when providing care. • Clarifies with the RN and relevant members of the multi-disciplinary healthcare team when interventions or treatments appear unclear or inappropriate.
Accepts accountability and responsibility for own actions.	<p>For example:</p> <ul style="list-style-type: none"> • Demonstrates responsibility and accountability for nursing care provided, • Consults with the RN and other members of the multidisciplinary healthcare team to facilitate the provision of accurate information, and enable informed decisions by others. • Provides support and supervision to RUSON and to others providing care, such as EN students, to ensure care is provided as outlined within the plan of care and according to institutional policies, protocols and guidelines. • Promotes the safety of self and others in all aspects of nursing practice.
Interprets information from a range of sources in order to contribute to planning appropriate care	<p>For example:</p> <ul style="list-style-type: none"> • Uses a range of skills and data gathering techniques including observation, interview, physical examination and measurement. • Uses health care technology appropriately according to Great Ocean Road Health guidelines.
Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care	<p>For example:</p> <ul style="list-style-type: none"> • Develops and promotes positive professional working relationships with members of the multi-disciplinary team. . • Manages and prioritises workload in accordance with people's care plans. • Contributes to and collaborates in decision-making through participation in multidisciplinary healthcare team meetings and case conferences.
Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making	<p>For example:</p> <ul style="list-style-type: none"> • Participates with the RN in evaluation of the person's progress toward expected outcomes and the reformulation of plans of care. • Promotes active engagement and the independence of people receiving care within the health care setting by involving them as active participants in care, where appropriate.

	<ul style="list-style-type: none"> Recognises when the physical or mental health of a person receiving care is deteriorating, reports, documents and seeks appropriate assistance.
Communicates and uses documentation to inform and report care	<p>For example:</p> <ul style="list-style-type: none"> Collects data, reviews and documents the health and functional status of the person receiving care accurately and clearly. Prepares and delivers written and verbal care reports such as clinical handover, as a part of the multidisciplinary healthcare team.
Provides nursing care that is informed by research evidence	<p>For example:</p> <ul style="list-style-type: none"> Refers to the RN to guide decision-making. Seeks additional knowledge/information when presented with unfamiliar situations. Incorporates evidence for best practice as guided by the RN or other appropriate health professionals. Uses problem-solving incorporating logic, analysis and a sound argument when planning and providing care.
Practises within safety and quality improvement guidelines and standards	<p>For example:</p> <ul style="list-style-type: none"> Participates in quality improvement programs and accreditation portfolio activities. Ensures care provided is compliant with the National Safety and Quality Standards and Aged Care standards.
Engages in ongoing development of self as a professional	<p>For example:</p> <ul style="list-style-type: none"> Identifies learning needs through critical reflection and consideration of evidence-based practice in consultation with the RNs and the multidisciplinary healthcare team. Contributes to and supports the professional development of others.
Medication Endorsed Enrolled Nurse: The Medication Enrolled Nurse completes medication administration rounds within their scope of practice when required and completes an annual medication LMS program and competency. Checks medication charts daily for correct documentation and signatures.	Great Ocean Road Health mandatory LMS programs and competencies are completed as per clinical care annual education calendar.

Great Ocean Road Health understands the need for effective communication and rigorous documentation in the delivery of health care. How we manage information within the organisation is crucial for our customers trust, our reputation in the wider community and how they perceive Great Ocean Road Health.

SCOPE OF PRACTICE

An Enrolled Nurse will be limited to:

- Activities described within the position description
- Other activities as agreed with Nurse Unit Manager / Director of Nursing
- The national *Enrolled nurse standards for practice* for all Registered Enrolled Nurses regulated by the Nursing and Midwifery Board of Australia (NMBA).

ORGANISATION CHART

Reports to: Director of Nursing

Supervises: NIL

External Liaisons: Represents Great Ocean Road Health to the community as required. Establishes and maintains relevant Networks and links with appropriate agencies.

Internal Liaisons: All Great Ocean Road Health staff

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

1. Essential Education:
 - Enrolled Nurse-registered by AHPRA.
 - Medication endorsement preferred.
2. Essential Requirements:
 - Experience in providing nursing care to acute and residential aged care clients.
 - Understands the purpose of, and is able to use, common software applications for word processing and email.
 - Working knowledge of Residential Aged Care Standards and National Standards.
 - Maintains their competencies for medication management.
 - Ability to involve clients in the decision making process about their personal care and nursing care management.
 - Ability to clearly explain information and listen to feedback.
 - Respects residents' rights to privacy and dignity when communicating both verbally and in report writing.
 - Respects residents' rights to choice and decision making.
 - Enjoys working with older clients.
 - Ensures written communications contain information necessary to achieve the purpose and meet audience needs.
 - Co-operates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration and concern; respect for others' feelings and ideas; accommodates and works well with different working styles of others; encourages resolution conflict within a group.
3. Desirable Skills: N/A

PERFORMANCE STANDARDS

Evidence of completion of competencies relating to your current role.

AGREEMENT

Pre-Employment Health Declaration

Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease suffered, or existing injuries or disease that a person continues to suffer of which they are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment.

Position Description Approved _____ Date _____
Manager/Director Signature

Position

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.

Employee Signature

Employee Name (please print)
Date _____

EMPLOYMENT APPLICATION FORM

Position Applied For

Title :

Personal Details

Name :

Postal Address :

Home Address :

Email Address :

Telephone No(s) Home

Mobile Phone

Do you wish to be contacted at work? Yes ☐ No ☐

If yes, Work No:

Residency Status

☐ Australian Citizen ☐ Permanent Resident ☐ Other: (specify, including status of work visa)

☐ Passport Number and Country of Issue

Do you identify as Aboriginal or Torres Strait Islander? Yes ☐ No ☐

Languages Spoken

Do you speak languages other than English? Yes ☐ No ☐ If yes, specify:

Police Check

Do you have a current police check dated within the last 6 months? Yes ☐ No ☐

Have you lived overseas for 12 months or more in the last ten years? Yes ☐ No ☐

If yes do you have an International Police Check? Yes ☐ No ☐

Current Employment☐ Tick if already provided on CV and go to next section

Employer:

Name and Address:

.....

Position:

Length of Service: From To

Classification/Grade

Period of notice:

Status: (X) Full Time ☐ Part Time ☐ Permanent ☐ Temporary ☐

Are any family members or friends currently, or have ever been employed by Great Ocean Road Health (including former Lorne Community Hospital and Otway Health)?

Yes ☐ No ☐ If yes, please state:

Position: Area of Service:

Dates employed:

Pre-Employment DeclarationHave you received an **Enhanced Resignation Package**? Yes ☐ No ☐

Have you received a **Voluntary Departure Package** from any Victorian Government public sector department of agency within the last three calendar years? Yes ☐ No ☐

Are you presently on **Long Service Leave** from another employer? Yes ☐ No ☐Previous Injuries? Yes ☐ No ☐WorkCover Claims? Yes ☐ No ☐**Educational Qualifications**☐ Tick if already provided on CV and go to next section

Qualification Awarded (1): Major Study?

Institution: Years of Study (eg 92-95)

Qualification Awarded (2): Major Study?

Institution: Years of Study (eg 92-95)

Other Completed Course or Subjects:

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NB. Attach additional educational details.

Occupational Health & Safety

- In the interests of providing a safe work environment for all staff, applicants shortlisted for interview with Great Ocean Road Health will be requested to disclose all pre-existing injuries or medical condition which could foreseeably be affected by the nature of employment for which they are applying (as per the Position Description).
- This disclosure will not influence the selection process unless it is clear the pre-existing condition would prevent the applicant from safely carrying out the requirements of the position.
- Applicants are advised to consult their Doctor if they have a pre-existing injury or medical condition and are unsure about its relevance to the position for which they are applying.
- Prior to an offer of employment successful applicants may be required to provide a letter of medical clearance from their Doctor to undertake the position.

Referees

☐ Tick if already provided on CV and go to next

(Please provide names of 3 referees who may be contacted in relation to your work history, experience and performance *Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.*)

Name: Position:
Employer Name: Telephone No:
Address: Mobile No:
.....

2

Name: Position:
Employer Name: Telephone No:
Address: Mobile No:
.....

3

Name: Position:
Employer Name: Telephone No:
Address: Mobile No:
.....

Declaration:

I certify that the statements made by me in this application form and any supporting documentation (eg. resume, academic results, qualifications) are true and complete. I understand that false, inaccurate, misleading or untrue statements or knowingly withheld information may disqualify me from employment, or result in termination of employment with this organisation. I give permission for my nominated referees to be contacted as part of the recruitment process. I understand that, a Nationally Co-ordinated Criminal History Check, and Working with Children Check may be required and I will be notified if this applies to this application.

Signature of Applicant :		Date :	
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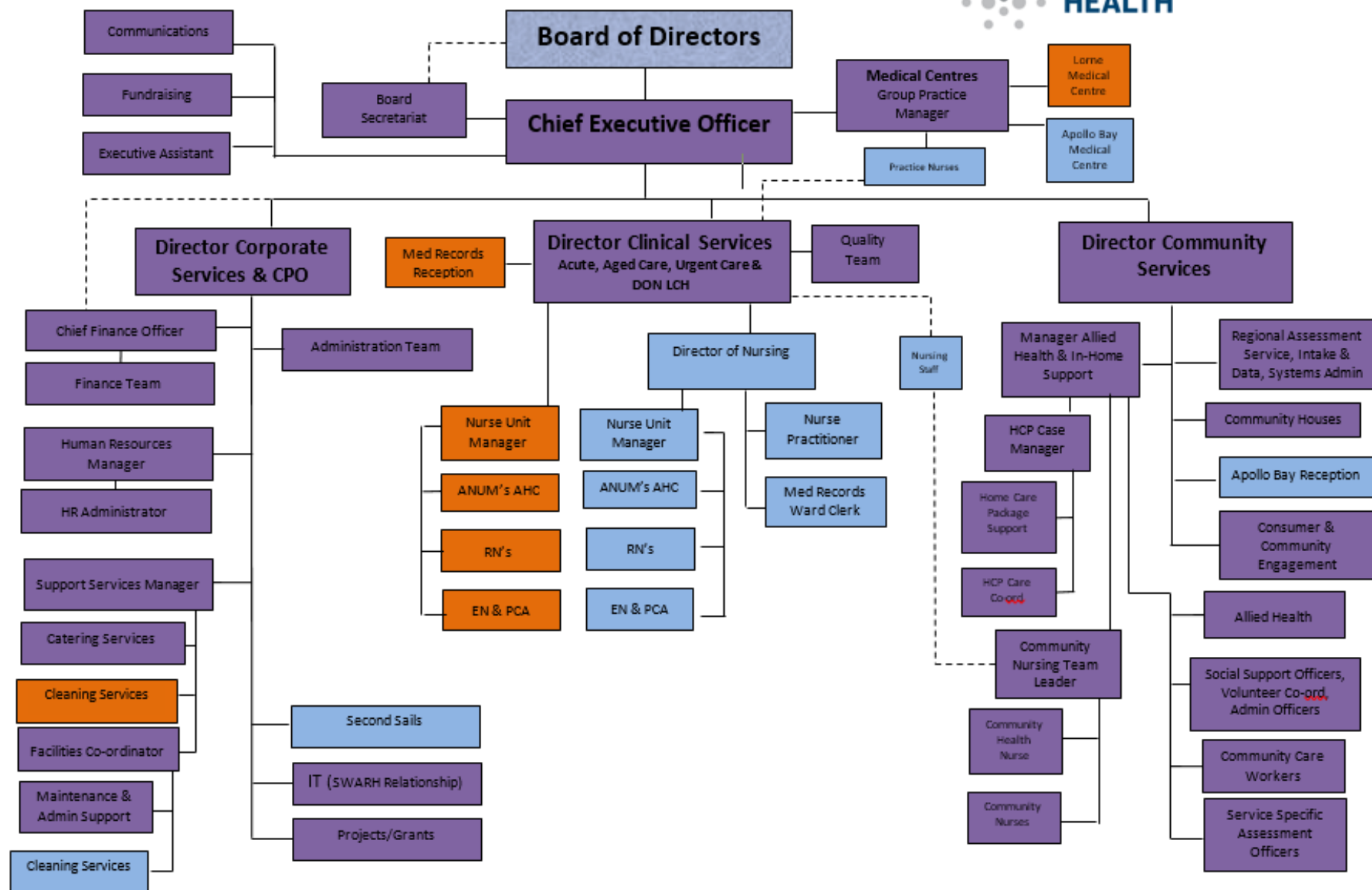
Privacy Statement

GORH respects the privacy rights of all applicants. Furthermore, the Board and Management are committed to ensuring that the organisation complies at all times with its obligations under the Information Privacy Act (2000), Health Records Act (2001), and the Commonwealth Privacy Act (1998).

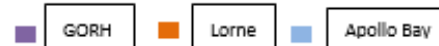
GORH currently holds some information in relation to job applicants. This information includes, but is not limited to: Information relating to the personal details and work history of applicants (such as their home address, date of birth, nationality, residency status, languages spoken, their employment history, their educational qualifications, any illnesses or incapacities relevant to the position) There are a variety of reasons why GORH is required to hold this information. The purpose of the collection of this information includes: Ensuring the recruitment process is fair and equitable; and minimising risk to health, safety and welfare of all employees.

Your application should be addressed to : Human Resources Great Ocean Road Health hr@gorh.vic.gov.au PO Box 84 Apollo Bay VIC 3233	Internal Use Only : Interview Yes <input type="checkbox"/> No <input type="checkbox"/> Advised by : Date : Time : Comments :
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PROPOSED ORGANISATIONAL STRUCTURE



Endorsed by CEO
August 2020



Geographical Location

Located along the Great Ocean Road

186km (2hrs 32 mins) from Melbourne

