

## POSITION DESCRIPTION

|                                  |                                                                                                |
|----------------------------------|------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>           | Enrolled Nurse                                                                                 |
| <b>Business Unit/Department:</b> | Grant Lodge - Residential Aged Care                                                            |
| <b>Division:</b>                 | Aged, General Medicine & Subacute Services (AGMS)                                              |
| <b>Award/Agreement:</b>          | Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| <b>Classification:</b>           | Enrolled Nurse - Level 2 (2.3 to 2.7)                                                          |
| <b>Reports To:</b>               | Unit Manager or Nurse in Charge                                                                |
| <b>Direct Reports:</b>           | N/A                                                                                            |
| <b>Date Prepared/Updated:</b>    | 06/01/2026                                                                                     |

### Position Purpose

The Enrolled Nurse (EN) provides care within the parameters specified by their professional qualification and the Nursing and Midwifery Board of Australia (NMBA). The EN works in collaboration with other health care providers under the indirect supervision of Registered Nurses or Midwives who delegate the care of clients within the individual EN's scope of practice.

As a professional, the EN is accountable for:

- The maintenance of their own clinical knowledge, further education and working within the confines of their specific scope of practice at all times, in accordance with the boundaries set by their experience and skill.
- Ensuring that they are registered to work as an Enrolled Nurse in Australia at all times whilst working as a nurse within Western Health and practice in alignment with NMBA Enrolled Nurse standards for practice

The role of the EN, working within a multidisciplinary team incorporates the following activities: supervised clinical practice, coordination of individual nursing care, counselling, health promotion and teaching, consumer advocacy, collaborative consumer management, research, mentorship/preceptorship, interaction/liaison with multidisciplinary team, accurate and timely documentation.

The EN will contribute to providing quality health and well-being services for our consumers demonstrating novice to proficient behaviours across the five domains of leadership, research, evidence-based practice, education & learning and clinical expertise as identified in the Western Health Nursing and Midwifery Professional Practice Framework.

### Business Unit Overview

The Division of Aged, General Medicine and Subacute provides quality health care for patients in Acute Aged Care, General Medicine, Geriatric Evaluation Medicine, Rehabilitation services, Transition Care Services and Residential Aged Care across six Western Health sites.

### Our Vision

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The division has an integral role within the health care continuum, providing care from the emergency department and acute wards, through to sub-acute care and into the community.

These services support patient-centred goals, such as maximising independence and functioning, managing chronic disease, or provision of end of life care. This diverse group of services are fundamental in promoting effective and seamless services across the care pathway. To ensure that patients have appropriate and timely access to these services, the Division also provides a Subacute and Non-acute Assessment and Pathways (SNAP) service to facilitate pathways to the right care setting.

With a diverse workforce of 541 EFT and an annual operating budget of \$89 million, this Division spans the acute and non-acute care settings aiming to ensure timely and seamless transition between services for the people in our care.

Grant Lodge (GL) is a 30 bed Residential Aged Care (RAC) facility on the Bacchus Marsh Hospital site. The care provided to our residents is collaborative and informed by our resident choices.

## Key Responsibilities



### Leadership

- Work collaboratively within the nursing team model of care
- Appropriately accept delegations within scope of practice
- Role model behaviours consistent with the professional Code of Conduct and organisational values and challenge others when their behaviour does not meet expectations
- Demonstrate initiative in supporting early career and less experienced staff
- Contribute to peer feedback
- Work within and towards the Nursing and Midwifery workforce plan



### Research

- Use evidence to support improvement to consumer care and practice
- Be curious about ways to improve practice and outcomes
- Promote evidence based practice and share findings at internal and external forums
- Participate in quality and research projects as appropriate



### Evidence Based Practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines
- Contribute to adverse event investigations, and undertake individual and team-based reflective practice
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities
- Contribute to the update of procedures and guidelines as applicable
- Participate in new initiatives to enhance patient and consumer outcomes and experience, or staff employment outcomes and experience



### Education & Learning

- Contribute to the updating of educational information provided to patients and consumers, and their families and carers
- Support new staff through the orientation buddy role
- Participate in ongoing learning opportunities
- Showcase work and improvement activities
- Provide timely informal feedback to students, early career and novice staff

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## Clinical Expertise

- Implement planned nursing care to achieve identified outcomes
- Demonstrate accountability and responsibility for the care delivered
- Recognise changes in consumers' condition and take necessary action including reporting and escalation seeking appropriate assistance
- Accurately reflect the consumers requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Communicate effectively with team members and supervising registered nurse or midwife
- Role model best practice and reference latest research
- Identify clinical practice improvement opportunities and discuss with your manager
- Perform other nursing duties as required

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## Key Working Relationships

### Internal:

- Unit Manager
- Associate Unit Manager
- Other nursing and midwifery staff
- Allied health
- General Practitioners and Medical Officers
- Divisional Director
- Operations Manager
- Director of Nursing & Midwifery

### External:

- Consumers, families and others as required

## Selection Criteria

### Essential:

- Current registration as an Enrolled Nurse with AHPRA
- Completed a Diploma in Nursing and / or IV medication endorsed in addition to base qualification
- Experience as an Enrolled Nurse in an residential aged care setting
- Demonstrate efficient organisational skills, particularly with respect to time management in the provision of care
- Have excellent written and verbal communication skills
- Have highly developed interpersonal skills
- Demonstrate an ability to practice collaboratively as part of a multidisciplinary health care team
- A commitment to high quality, safe and person-centred care
- Possess excellent clinical skills
- Ability to work a 24/7 rotating roster

### Desirable:

- Residential Aged Care experience
- A good understanding of the Aged Care Quality Standards

## Additional Requirements

All employees are required to:

- Obtain a NDIS Workers Screening Check (if requested)

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- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Be aware of and comply with the [Code of Conduct for Aged Care](#)
- Be aware of the [Aged Care Quality Standards](#)

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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