



West Wimmera Health Service

Position Description

Position:	Enrolled Nurse Trainee – Diploma of Nursing
Location:	Based at ... but may be required to work across all sites as mutually agreed upon
Reporting to:	Director of Nursing
Division:	Clinical Services
Award:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
Level:	Year 1: IB40 (Trainee Year 1) Year 2: IB41 (Trainee Year 2)

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care – Safe, effective, Innovative

To fully embrace new technologies and processes that enable world class rural healthcare.

Our Community – Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future – Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align with the Service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Employees • Manager • Executive Director • Visiting Medical Officer's • Specialists • Radiographers • Patients • Residents • Students • Volunteers 	<ul style="list-style-type: none"> • Community • Consultants • Customers • Visitors • Registered Training Organisation

Position Overview:

The traineeship is proposed to commence in early 2025 and end in late 2027. Successful trainees will qualify as Enrolled Nurses at this time. Trainees are paid per hour for their study and work time, with pay starting at \$27.56/hour.

Classes will be held at Horsham for three days during the week with days to be confirmed and for the first 6 months, trainees will work the other two days during the work week, shadowing qualified team members. After the initial six months, the two weekly working days will be rostered on any day that classes are not held (may include night shifts). Participants may rotate to a different facility for placement every six months.

As a student in our Enrolled Nurse (EN) Program, you will be required to undertake 400 hours of clinical placement, complete all theory components and submit assessments to complete the program.

Enrolled Nurse Trainees will be required to provide appropriate care to patients and residents at all times and achieve the standard of patient care required by AHPRA regulation, and must comply by West Wimmera Health Service policies and procedures of the clinical unit at all times for the duration of the traineeship and thereafter.

Key Responsibilities:

- To participate in providing a high standard of service in the delivery of care for the patients and residents within West Wimmera Health Service.
- To adhere to the requirements of the traineeship to meet clinical and academic targets.
- To strengthen relationships with customers to enhance the image of the Service.

Statement of duties:**Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Actively participate in the delivery of direct care to patients and residents.
- Assist with the patient/resident daily personal care such as showering, dressing, grooming and toileting.
- Be involved with the Registered Nurse concerning the care plan for the individual patient/resident needs.
- Assist with administration of medications to the patients/residents if medication endorsed.
- Attend to relevant charting and daily documentation.
- Involved with daily rounds to monitor progress of patients including identifying problems, re-allocating nursing resources and altering care as directed by the Director of Nursing/Nurse Unit Manager.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time

Quality, Safety and Risk Management:

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Ensure you are aware of West Wimmera Health Services emergency procedures.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other clinical and non-clinical staff, volunteers, customers, patients and WWHS management staff.

- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria:

Essential:

1. Demonstrated effective communication and organisational skills
2. Demonstrated excellent time and resource management skills.
3. Demonstrated ability to work cooperatively with others.
4. Set high standards of performance for themselves and others.
5. Basic computer knowledge and keyboard skills.

Desirable:

6. Australian Driver's License
7. Certificate in Health Care

Pre-Requisites for Employment:

8. NDIS Worker Screening Clearance
9. Working with Children Check
10. Vaccinated for COVID-19
11. Influenza vaccination

Direct Reports: N/A

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By Executive Director of Clinical Services	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: