

## Position Description

<b>Position Title:</b>	<b>Aboriginal or Torres Strait Islander Enrolled Nurse Cadet</b>		
<b>Reports to:</b>	<b>Nurse Unit Manager</b>		
<b>Award / Agreement / Contract:</b>	<b>IH6 Nursing Attendant, Victorian public health sector (health professionals, health and allied services, managers and administrative officers) enterprise agreement 2016-2020</b>		
<b>Position Type:</b>	<b>Aboriginal or Torres Strait Islander Enrolled Nurse Cadet</b>		
<b>Hours per week:</b>	<b>As per contract</b>		
<b>Employment Status:</b> <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	<b>Fixed Term Position – total of 40 shifts</b>		
<b>Reports:</b>	<b>EFT:</b>	<b>Nil</b>	<b>Direct Reports:</b> <b>nil</b>
<b>Financial Management:</b>	<b>Budget:</b>	<b>nil</b>	

### Position Purpose

The purpose of this position is to provide the cadet with pre-graduation professional experience. The cadet will work under the delegation of a registered nurse and supports the team in providing patient care. The cadet will provide basic direct care activities and assist the registered/enrolled nurse in accordance with the plan of care and under the supervision of a registered/enrolled nurse.

The cadet helps provide patient-centred, evidence-based care within a multidisciplinary team environment, working collegially with other health professionals and under the direct supervision of a registered nurse and/or enrolled nurse to achieve best possible outcomes for patients in their care.

### About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre, Austin Health is a major teaching and research centre with numerous university and research institute affiliations.

Austin Health employs in excess of 8,000 staff across its three sites; including over 1,000 Doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged care and rehabilitation beds. The current annual operating budget is \$800 million.

Austin Health delivers vital state-wide services to Victorians, including diverse multicultural and veteran communities. It provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's vision is to change healthcare for the better through world class research, education and exceptional patient care. As part of bringing our vision to life, the organisation has recently undertaken an extensive brand refresh and reviewed our organisational model to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

### Local Work Environment

The Enrolled Nurse Cadet will be allocated to a ward and will work under the supervision of a registered/enrolled nurse on the specified ward.

## Position Accountabilities

The role of the enrolled nurse cadet is to work under the direct delegation and supervision of the registered nurse and assist the registered/enrolled nurse to provide aspects of patient care. Patient care will be delegated in accordance with the professional judgement of the supervising registered nurse and in accordance with the level of achieved educational preparation and assessed competence of the individual cadet.

### Role Specific

Under the supervision of the registered/enrolled nurse delegates, the cadet is expected to:

- Work within their scope of practice and defined parameters as determined by this position description
- Attend orientation and debriefing with the cadetship coordinator or supervisor as required
- Assist the registered/enrolled nurse to support patients with activities of daily living, including but not limited to:
  - assistance with personal hygiene
  - assistance with nutritional needs
  - assistance with mobility, transfers and positioning within the ward
  - assistance with elimination needs
- Ensure patient privacy and dignity is maintained at all times
- Be respectful of the needs of patients, visitors and other staff, and maintain a professional approach to all interactions.
- Contribute to positive patient outcomes by ensuring all elements of delegated work is completed accurately and in accordance with Austin Health policies and procedures
- Observation and reporting of patients considered at risk of harm to self / others
- Maintain a safe patient environment and report incidents promptly to the supervising registered nurse and other relevant member/s of the nursing team
- Assist with making beds (not on discharge and admission) and keeping the unit environment tidy
- Communicate effectively with patients, families and the interdisciplinary team
- Help collect accurate healthcare information and maintain accurate healthcare documentation as required
- Ensure relevant infection control policies are adhered to at all times
- Re-stock or collect equipment or supplies as directed by the registered/enrolled nurse
- Perform other duties within the scope of practice of the cadet under direction and supervision of a registered/enrolled nurse

### Cadet responsibilities

Participate in professional development activities, including but not limited to:

- Attend continuing education provided to nurses throughout the hospital
- Attend debrief and reflective practice sessions with mentor or supervisor

Participate in performance evaluation as directed by the cadetship coordinator or nurse unit manager

- The cadet recognises that the hospital can formally evaluate their performance as an employee at any stage during the cadetship program
- The cadet also understands that performance management strategies may be initiated as required following relevant consultation at any stage of the contract period

Participate in evaluating the pilot cadetship program.

The cadet must be aware of and work in accordance with the following:

- *Austin Health Code of Conduct, policies and clinical standards*
- *Health Practitioner Regulation National Law Act 2009*
- *Australian Health Practitioner Regulation Agency (AHPRA)*
- *Drugs, Poisons and Controlled Substances Regulations 2006*
- *Occupational Health and Safety Act 2004*
- *Freedom of Information Act 1982*
- *Code of conduct for Victorian public sector employees*
- *Australia Commission on Safety and Quality in Healthcare (NSQHS Standards).*

## All Employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

## Key Selection Criteria

### Essential for Performance in the Position

- Currently completing Diploma of Nursing full time
- Evidence of successful completion of first clinical placement
- Evidence of a current National Police Check and a valid Working with Children Check
- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence
- Ability to work collaboratively as part of an interdisciplinary team
- A willingness to contribute to quality patient care
- Well-developed interpersonal skills, including an ability to communicate effectively with other staff, patients and families
- Commitment to a professional work ethic
- Commitment to ongoing career development
- Basic computer skills

## Other Relevant Information *(Other information to be made known to persons interested in appointment to this position)*

### Pre-Existing Injury

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 that might be affected by employment in this position.

### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

## Austin Health Values

The Austin Health values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

<b>Integrity</b>	We work in the spirit of collaboration and honesty to build effective working relationships across the whole organisation.
<b>Accountability</b>	We are transparent, responsible and build trust by fulfilling promises and communicating effectively.
<b>Respect</b>	We care about others and treat each other with consideration, equality and fairness.
<b>Excellence</b>	We continually strive to advance patient focused care through innovation, research and effective stakeholder management.

## Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

## Document Review Details

<b>Review date of Position Description:</b>	
<b>Manager Signature:</b>	
<i>I, _____ (employee name), have read, understood and accept the content in this position description.</i>	
<b>Employee Signature:</b>	