

Employee Position Description

Position Details			
Position Title: Enrolled Nurse		Department: Medical Services	Agreement: Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Reports To: Practice Manager Medical		Location: Richmond	
Direct Reports: NIL		Employment Status: Max term Part time 0.6 EFT	Classification: Enrolled Nurse – EN2 2.3-2.7 Depending on Experience
Position Primary Purpose			
The Enrolled Nurse (EN) works as a valued member of the general practice nursing team, providing delegated nursing care under the direct or indirect supervision of a Registered Nurse (RN). The EN contributes to the delivery of person-centred, evidence-informed care across a range of clinical and administrative functions. At all times, the EN practises within the limits of their education, competence, and the NMBA Enrolled Nurse Standards for Practice, and in accordance with Victorian Drugs, Poisons and Controlled Substances legislation.			
Decision Making Authority		Key Relationships	
- Receives delegation; does not delegate nursing tasks - Supports referrals as directed by the supervising RN not initiate independently - Contributes to care plan development under RN direction; does not lead independently - Provides support within a delegated plan; does not lead independently, can prepare care plans - Performs basic wound care in line with an agreed plan of care		Internal Supervising Registered Nurse, Practice Manager Medical, Medical Director, General Practitioners, Practice Nurses, Customer Service, Allied Health, Mental Health and AOD teams, Intake, Dental team, Team Leaders, Managers, Senior Managers, Senior staff members, volunteers and in-kind service providers. External Clients, families and carers, community agencies, GPs home visiting services, external general practices, hospitals, specialists, nurse practitioners, pathology providers, pharmacies, My Aged Care, NDIS providers, local council, schools and universities, Child Protection, emergency services and legal services as relevant to delegated nursing care.	
This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.			
Version No: 1	Last Updated: 2.7.26	Author: Judaline Salisbury	Approved By:
			Page 1 of 5

Schedule 2, 3 & 4 medicines

May administer only if holding an NMBA-approved qualification in medicine administration and with a written medical order

IV therapy

May administer and monitor (not commence) where competence and delegation allow

Key Accountabilities

Focus Areas	Responsibilities
General Nursing	• Provide clients with information about the service and activities offered at various sites • Maintain treatment rooms to ensure they are kept clean and tidy to RACGP standards • Prepare treatment rooms for the preceding day including stocking medical supplies as directed by the RN • Arrange and monitor compliance of vaccine fridge(s) audit rosters (under RN direction) • Knowledge of Medicare Benefits Schedule (MBS) relevant to EN clinical role • Follow processes and procedures as instructed by the supervising RN, Practice Manager Medical and Medical Director • Observe strict confidentiality in accordance with the policies and procedures of the organisation • ECG, spirometry and ear syringing (as delegated by supervising RN and within competence) • Assist in ordering of stock • Ensure compliance with policies, procedures and standards

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Client Service	• Ensure efficient, effective, consumer centric service is provided to the community including linkages to the Intake team to ensure consistent client services • Under the supervision and delegation of the RN, assist with triage and initial assessment, communicating findings to the supervising RN • Administer immunisations / injections at the discretion of a medical practitioner, with a medication order from a medical practitioner, under direct or indirect supervision by the RN. • Medication administration as delegated by the medical practitioner or supervising RN, • Basic wound care in line with an agreed plan of care developed by the supervising RN or GP • Assist GPs with medical / minor surgical procedures as directed • Collection of pathology specimens • Support the GP in preparing chronic condition management plans/reviews and health assessments for eligible clients using Cubico reports; place clients on recall lists with RN and GP consent • Answer nurse-directed telephone enquiries in a professional and timely manner; forward, redirect calls and/or take messages as required • Provide a courteous, friendly and efficient nursing service to all clients • Support referrals to internal/external organisations (e.g. My Aged Care) as directed by the supervising RN
Administration	• Maintain appropriate files, records and statistics to facilitate good clinical management and accountability • Assist and organise the culling and archiving of files as necessary • All case notes to be documented within 1 business days of contact (phone, fax, email, in person)
Other Duties	• Maintain a harmonious and courteous attitude towards all clients and staff across all AccessHC sites and external organisations • Undertake additional tasks as required by organisational change and/or growth (e.g. PHN Tenders/Pilot Programs and Client Clinics/Workshops) within EN scope of practice • Rotation of stock/medications (as delegated by supervising RN) • Ensure Doctors Bag is fully stocked and locked away at all times and that the contents are in date (as delegated by supervising RN) • Ensure medication samples and stock are within the use-by date (as delegated by the RN) • Ensure doctor's rooms are neat and tidy and stock replenished • Under RN supervision, troubleshoot equipment malfunction in the nurse's clinics • Notify RN of any telephone or other service difficulties and if delegated by the RN, raise a facilities ticket

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Training / Meetings	• Participate in team/staff meetings and contribute feedback to proposed policies and quality of service delivered in a respectful and professional manner • Identify individual learning needs and actively participate in educational activities/training to further workforce skill sets and knowledge where applicable to role • Undertake additional training as required by organisational change and/or growth
AccessHC Values	• Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.</i>
Governance and Compliance	• Act in accordance with AccessHC's policies, procedures and code of conduct • Maintain current NMBA enrolled nurse registration; ensure any notations or conditions on registration are disclosed to the supervising RN and Practice Manager • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements applicable to the EN position • Participate in essential training requirements to support the delivery of a safe and effective service • Under RN supervision follow infection control / sterilisation and cold chain management policies and procedures • Under the guidance and support of the Registered Nurse, participate in accreditation audits as it relates to an EN role, provide assistance to the RN in quality assurance projects and where required assist the RN in the development and implementation of procedures to enhance quality outcomes • Under the supervision of an RN assist in the completion of routine clinic audits • Follow and promote safe work practices, procedures and instructions

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 2.7.26	Author: Judaline Salisbury	Approved By:	Page 4 of 5
---------------	----------------------	----------------------------	--------------	-------------

Key Accountabilities	
Focus Areas	Responsibilities
Workplace Health and Safety	• Act in accordance with health and safety policies and procedures at all times • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct • Participate in Fire and Emergency evacuation procedures as required by AccessHC • Ensure a safe and clean work environment according to infection control and best practice standards • Participate in Health and Safety training as required • Record feedback and (potential) hazards/situations into VHIMS • Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct
Selection Criteria	
Mandatory selection criteria items • Police Check • International police check (if lived/worked overseas in the past 10 years) • Working With Children Check • Annual Professional Registration (AHPRA) • Driver's Licence preferred • Evidence of immunisation required for health care workers Key selection criteria items • NMBA approved Diploma of Nursing & approved qualification in medicine administration • Division 2 — registration with mandatory supervision requirement • Minimum of 3 years' experience in an enrolled nursing • Have in-depth knowledge of the funding streams and regulations and legislation applicable in a GP practice. • Proficiency in Microsoft Office, Best Practice, Medical Director Clinical and Pracsoft, Polar, PEN CAT and relevant software applications • Accredited Nurse immunisation certificate	Attributes we value • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • A willingness to learn new skills • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • Strong analytical and problem-solving skills • Demonstrated ability to work independently and in a multidisciplinary team environment • Demonstrated behaviours consistent with AccessHC values

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 2.7.26	Author: Judaline Salisbury	Approved By:	Page 5 of 5
---------------	----------------------	----------------------------	--------------	-------------

Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience.

We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, people of all genders and sexualities, and people with lived and living experience.

We recognise the strength, resilience and ongoing contributions of First Nations peoples and are committed to advancing reconciliation through our employment, service delivery and organisational practices.

All compliance requirements will be assessed on a case-by-case basis, and a criminal history does not automatically exclude an applicant from employment. All applications will be treated confidentially

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.