

POSITION DESCRIPTION	Melbourne Sexual Health Centre
Date revised:	August 2020
POSITION:	Enrolled Nurse (Level 2 to Level 3)
AWARD/AGREEMENT:	Nurses and Midwives (Victorian Public Health Sector) Enterprise Agreement 2016-2020
CLASSIFICATION TITLE:	EN2 – EN3 (1B 60 – 1B 75)
DEPARTMENT/UNIT:	Melbourne Sexual Health Centre
CLINICAL PROGRAM:	Operations
DIVISION:	Chief Executive Office
ACCOUNTABLE TO:	Nursing Services Manager

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates four outstanding facilities – The Alfred, Caulfield, Sandringham and Melbourne Sexual Health Centre.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR VALUES

Our staff are expected to demonstrate and uphold our values of:

Integrity, Accountability, Collaboration and Knowledge

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

DEPARTMENT BACKGROUND – MELBOURNE SEXUAL HEALTH CENTRE

Melbourne Health Centre (MSHC) has been in operation over 100 years having been established in 1917 as a specialised unit for the diagnosis and treatment of sexually transmitted infections (STIs). It is a stand-alone campus based in Carlton and provides a state wide service for sexual health, as the only publically funded sexual health service in Victoria. In 2017, the sexual health clinic provided 52,000 consultations through the walk in service. The HIV service also known as The Green Room provides care for around 1500 people living with HIV. The service has established a reputation for clinical excellence by providing high quality sexual health care. MSHC became a part of Alfred Health in 2003 having previously been managed by the Victorian Department of Human Services.

Services provided by MSHC include testing and clinical management of STIs including HIV, as well as information and referral, counselling and health education. The Centre is a leading facility in the area of sexual health and other main roles include post-graduate training and education, clinical consultancy and research. MSHC employs over 95 staff comprising of Administrative Staff, Counsellors, Medical Officers, Nurses, Pharmacists, Laboratory Scientists and Researchers.

POSITION SUMMARY

The Enrolled Nurse is an integral member of the nursing team at MSHC who provide high standard care to our clients. The Enrolled Nurse also works as the sexual health clinic support nurse supporting the multidisciplinary team of nursing and medical staff as well as pharmacy and laboratory staff. They are expected to interact sensitively and non-judgementally with our diverse client group and their fellow colleagues. The EN role works under the direction of the Clinical Coordinator and the Nursing Services Manager.

KEY CAPABILITIES

- Proven people and communication skills including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions
- Client-centred focus, adaptability, respecting diversity, innovative thinking, application of evidence into practice, and self-management
- Ability to work independently as well as collaborating with others to deliver outcomes
- An awareness of own values and beliefs surrounding healthcare with an ability to identify and respect an alternative view
- Be aware of limitations in own knowledge and seek appropriate education and training as required
- Present oneself in a professional and respectful manner
- Ability to communicate accurately and effectively in both written and verbal forms
- Excellent organisational and time management skills
- Understand that MSHC is a dynamic work place, and have the ability to adapt to changes in the role and the organisation.
- The expectation to work collaboratively and supportively with all other staff at MSHC

TASKS and RESPONSIBILITIES - Specific to this Role

- Venepuncture
- Administering intramuscular injections and vaccinations under the support of an RN and within the EN scope of practice.
- Providing short consultations for the express testing services including Nurse Express Testing Service (NETS) and the Test and Go Service (TAG) outlined in the educational packages for ENs.
- Stocking and setting up clinical rooms, ensuring clinical resource levels are maintained and identifying gaps in resources and clinical supplies.
- Maintaining and ordering clinical supplies and equipment
- Act as a chaperone for clinical consultations as requested

KEY RESPONSIBILITIES

Professional Practice

Practice in accordance with the Australian Nursing and Midwifery Accreditation Council (ANMAC) National Competency Standards for the Enrolled Nurse. For further details see under 'competency standards' via the following link <https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/enrolled-nurse-standards-for-practice.aspx>

- Accepts accountability and responsibility for own actions within enrolled nursing practice
- Demonstrate commitment to person-centred care, best practice standards and Alfred Health nursing standards of care. Ensure the delivery of a high standard of evidence-based nursing care to clients
- Demonstrate and maintain competency in the performance of clinical skills
- Maintain accurate and current medical records ensuring documentation meets professional and legal standards
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Ensure client complaints are escalated to the Nursing Services Manager according to the Alfred Health Complaints Management policies and procedures
- Provides nursing care of individuals and groups within the Enrolled Nurse scope of practice

Critical Thinking and Analysis

- Practice within an evidence-based framework
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
- Demonstrates critical thinking in the conduct of Enrolled Nursing practice

Human Resources

- Participate in team meetings and education sessions in alignment with the Nursing and Midwifery governance structure to promote and maintain communication and improved practice
- Participate in orientation, preceptorship and mentoring responsibilities

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for client safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- 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 Alfred Health.
- Comply with Alfred Health and MSHC medication management and medication safety policies and guidelines
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

QUALIFICATIONS/EXPERIENCE REQUIRED

- Enrolled Nursing qualification, including medication endorsement
- Registered with Nursing and Midwifery Board of Australia via AHPRA
- Demonstrates the appropriate competencies and skills as per the relevant Enrolled Nurse classification
- Demonstrates relevant clinical experience particularly venepuncture
- Current and satisfactory Police Check
- Current and satisfactory Working With Children Check (where relevant) as per Working With Children Act 2005

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