

# Role description

## Cairns and Hinterland Hospital and Health Service

### Role details

<b>Job ad reference</b>	CAH399480	<b>Classification</b>	Nurse Grade 3
<b>Role title</b>	Enrolled Nurses (Graduate Program)	<b>Contact name</b>	Amanda Marx
<b>Status (temp/perm)</b>	Several Fixed Term Temporary Part Time positions available for up to 12 months, 64 hrs p.f.	<b>Contact number</b>	07 4226 9212
<b>Unit/Branch</b>	Nursing and Midwifery Support Unit	<b>Closing date</b>	Friday, 28 January 2022
<b>Directorate/ Hospital and Health Service</b>	Nursing and Midwifery Services Cairns and Hinterland Hospital and Health Service	<b>Salary</b>	\$32.24 - \$34.22 per hour <i>(plus superannuation and leave loading benefits)</i>
<b>Location</b>	Cairns		

### Queensland Health's vision

*By 2026 Queenslanders will be among the healthiest people in the world.*

### Our vision

Excellence in healthcare, wellbeing, research and education in Far North Queensland.

### Our purpose

We work together, with our community, providing healthcare services to improve health and wellbeing in Far North Queensland.

More information on the strategic direction of Cairns and Hinterland Hospital and Health Service visit: <https://qheps.health.qld.gov.au/cairns/strategic-plan-2018-2022>

Please visit our website for additional information about Cairns and Hinterland Hospital and Health Service [www.health.qld.gov.au/cairns\\_hinterland](http://www.health.qld.gov.au/cairns_hinterland)



Queensland  
Government

## Our values

The staff and patients at Cairns and Hinterland Hospital and Health Service have helped develop a set of shared values that guide our behaviours and decision making in our workplaces. These values underpin our daily work, the strategies of our Health Service and help deliver Queensland Health's vision.



### COMPASSION

*At CHHHS, we demonstrate that we care about the challenges facing our patients and colleagues by taking time to walk in their shoes. Compassion is delivered with a warm hello, a smile, by genuinely listening and following through on concerns.*



### ACCOUNTABILITY

*At CHHHS, we value accountability at all levels as it builds trust in our organisation, our people and our services. When we live up to our responsibilities, we earn respect from the people and communities we have made a commitment to.*



### RESPECT

*At CHHHS, we value a respectful approach to our work and care as it builds strong relationships and trust. We encourage you to treat others as you'd like to be treated.*



### INTEGRITY

*At CHHHS, we rely on our integrity to guide us when the choice isn't an easy one to make. It ensures we are making decisions that are transparent, truthful and for the greater good of our patients, colleagues and communities.*

## Your employer— Cairns and Hinterland Hospital and Health Service

- The Cairns and Hinterland Hospital and Health Service strives to provide excellence in health care, wellbeing, research and education in Far North Queensland.
- The Health Service is the primary provider of health services to residents of the Cairns, Tablelands and Cassowary Coast regions with a population of over 250,000 people, as well as providing specialist services to the Torres Strait and Cape York region. Cairns Hospital is the primary referral hospital for Far North Queensland.
- We provide an extensive range of health services at more than 30 regional, rural and remote facilities across a geographical area of 142,900 square kilometres.
- The Health Service is 95 percent self-sufficient with only a small number of high-level acute services being provided in Townsville and Brisbane.
- Our staff are a part of the community we serve, and we strongly believe that health outcomes are enhanced by involving our community in the planning and evaluation of local health services.

## Your opportunity

The Enrolled Nurse assists in the delivery of competent and quality nursing/midwifery care under the direction of senior staff whilst assisting in the achievement of service goals. CHHHS are seeking graduate enrolled nurses to participate in a new graduate program.

## Your role

- Fulfil the responsibilities of this role in accordance with CHHHS values as outlined above.
- Follow defined service quality standards, occupational health and work policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- Implement and monitor the organisation's quality standards, work health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
- Provide effective and efficient clinical care under the direction of the Registered Nurse/Midwife/Unit Manager to ensure the provision of quality nursing care
- Contribute to the nursing/midwifery assessment and care of individuals and groups by practicing within the EN scope of practice, implementing aspects of the care plan including patient risk assessment as delegated by the registered nurse/midwife, and by assisting in providing information during clinical bedside handover that contributes to evaluation of progress towards expected patient outcomes.
- Collaborates with the person receiving care and the healthcare team, under supervision of the Registered Nurse/Registered Midwife, to plan and deliver appropriate, skilled and timely person centred care whilst promoting client independence and involvement in care decision making.
- Use effective communication skills to engage others in a mature, confident manner to achieve positive client outcomes, including providing information and/or advice on clinical issues within the EN scope of practice.
- Provide direct and indirect care, engage in reflective and analytical practice and demonstrate professional and collaborative practice.
- Contribute to the maintenance of an environment that promotes safety, security, the rights and personal integrity of individuals and groups modifying work practices to meet the needs of clients
- Continue own professional development, seek learning opportunities and maintains own professional development portfolio of learning and experience.
- Participate in all components of the Enrolled Nurse Graduate Program as set by CHHHS.

## Autonomy & Key Accountabilities

A Nurse Grade 3 (Enrolled Nurse) is an enrolled nurse/midwife who:

- Supports a registered nurse/registered midwife in the provision of patient centred care as specified by registration requirements, NMBA standards and codes, educational preparation, relevant legislation and context of care.
- Practises under the direct or indirect supervision of a registered nurse/registered midwife, assisting with the care of recipients of healthcare services, as delegated by the registered nurse/registered midwife.
- Seeks assistance and support in decision making from a registered nurse/registered midwife.

*Fulfil the responsibilities of this role in accordance with Schedule 2, Nurses and Midwives (Queensland Health Award) (2015) Generic Level Statements (GLS) Nurse Grade 3 and the Queensland Health and CHHHS commitments and values, in achievement of the organisational goals and Domains of Practice.*

[https://www.qirc.qld.gov.au/sites/default/files/nurses\\_midwives\\_010920.pdf?v=1598915719](https://www.qirc.qld.gov.au/sites/default/files/nurses_midwives_010920.pdf?v=1598915719)

## Mandatory qualifications/Professional registration/Other requirements

- Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/ manager, prior to the commencement of clinical duties. Current registration or eligibility to register as a nurse with the Nursing and Midwifery Board of Australia / Australian Health Practitioner Registration Authority (AHPRA) is mandatory.
- Have completed your 'Diploma in Nursing' course, within Australia no longer than 18 months period prior to your application.
- Have completed your Diploma in Nursing within Australia by the time of the EN Grad program commencement date by April 2022.
- Have not worked as an Enrolled nurse for more than six to eight months full-time equivalent (total 960 hour) or currently employed within an acute hospital service as an EN prior to applying for the Queensland Health CHHS EN Graduate Program.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against COVID-19 [Health Employment Directive No. 12/21](#) and [Queensland Health Human Resources Policy B70](#).
- **Vaccine Preventable Diseases (VPD)** evidence as required for your employment in accordance with legislation/government policy and Directives.
- It is a condition of employment for the employee in this role to be, and remain, vaccinated against or non-susceptible to the following Vaccine Preventable Diseases (VPDs) during their employment: **Measles, Mumps, Rubella (MMR), Varicella (chicken pox) and Pertussis (whooping cough)**. *Existing staff engaged prior to 1 July 2016 (and have not had a break in service) are not subject to this new condition of employment unless they are moving from one Hospital and Health Service to another Hospital and Health Service within Queensland. Existing staff that have previously submitted this evidence since 1 July 2016 will not be required to resubmit.*
- It is a condition of employment for the employee in this role to be vaccinated against or not susceptible to **Hepatitis B**. Proof of vaccination or non-susceptibility is a condition of employment for all staff (new and existing) who have direct contact with patients or who in the course of their work may be exposed to blood/body fluids or contaminated sharps.
  - It is strongly recommended that you complete the **VPD Evidence Form** and prepare your documents prior to meeting with the selection panel; however you will only be required to supply the evidence if you are the preferred applicant. If you are the preferred applicant, your application for employment will not be successful unless you comply with this Queensland Health policy. Further information and Evidence Forms can be found at <https://www.health.qld.gov.au/employment/work-for-us/dept-of-health/pre-employment/vaccinations/providing-evidence>
  - A [Tuberculosis risk assessment form](#) is to be completed prior to commencement.

## How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- Ability to provide a level of care based on demonstrated continuing education, experience and competence in the provision of direct and indirect care and within the defined scope of practice for an Enrolled Nurse.

- Commitment to the provision of high quality, safe patient centred care, practice and service as a member of the multidisciplinary team.
- Ability to resolve problems, and seek assistance when required.
- Sound evidence-based clinical skills for an Enrolled Nurse and knowledge in area of practice and setting.
- Ability to organise work tasks, maintain records and achieve required outcomes.
- Knowledge of and involvement in Quality Improvement activities.
- Well-developed interpersonal and communication skills, as well as the ability to work well in a team and adapt to change.
- Demonstrated commitment to continuing professional development program.

## Your application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including the names and contact details of two referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor.
- A short statement (maximum 1-2 pages) on how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes.

## How to apply

- Queensland Health encourages applicants to apply on-line for our vacancies through [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au)
- To do this, access the 'apply online' facility on the SmartJobs and careers website.
- Online applications have special requirements:
- You need to create a 'My SmartJob' account before submitting your online application. Details are available through the Queensland Government SmartJobs and Careers website at [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au);
- You can 'save and submit later', allowing you to organise your attachments for submission at a later time, but before the closing date of applications;
- By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
- Do not attach photographs, certificates, references or other large graphics to your application.
- Any documents attached to SmartJobs should be in Microsoft Word, or .jpg, .gif, .bmp, .png, .rtf, .txt, .doc or docx. Do not upload zipped files, pdf documents created through Microsoft Word 2007, tagged pdfs or protected documents.
- Late applications cannot be submitted via the SmartJobs website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Recruitment Services team to arrange this.
- If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68).
- Hand delivered applications will not be accepted.
- All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
- If you require any other assistance, please contact Recruitment Services on 07 4226 3700.

## Additional information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All Queensland Health staff, who in the course of their duties formulate a reasonable suspicion that a child has suffered, is suffering, or is at unacceptable risk of suffering significant harm in their home/community environment and may not have a parent able and willing to protect the child from harm. have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Some roles within Queensland Health are designated as 'Vaccination Preventable Disease (VPD) risk roles'. A VPD risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of a VPD. If you are applying for a role that has been designated as a VPD risk role you must be able to provide evidence that you either have been vaccinated against the VPD's listed in the role description; or you are not susceptible to the VPD's listed in the role description.

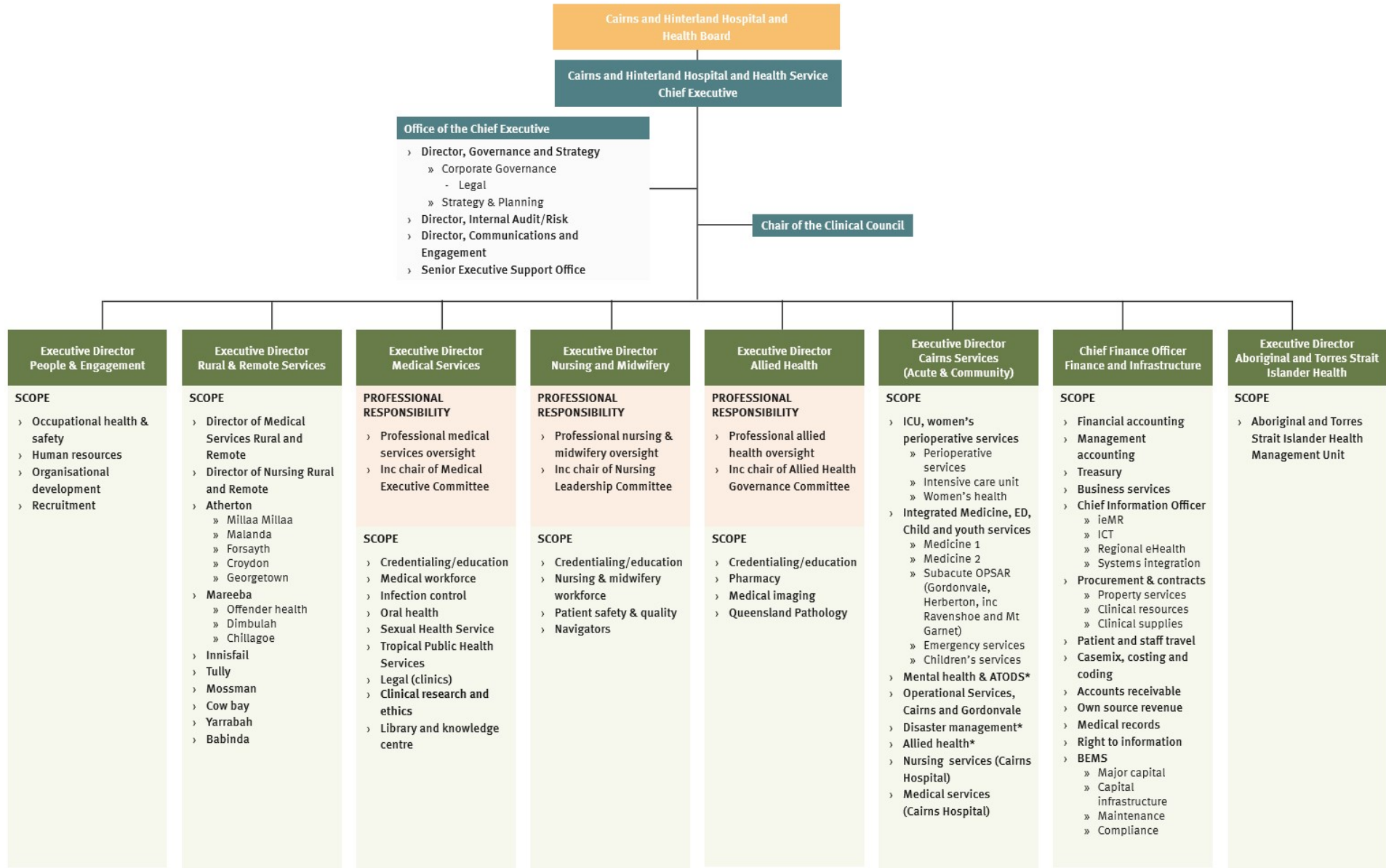
You will be asked by the recruiting manager to supply this evidence if you are the preferred candidate for the role. Any job offer would be subject to the supply of evidence related to VPD in addition to other required employment screening. The majority of our frontline clinical roles require at a minimum vaccination against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and Hepatitis B. The following tools will assist if you are required to provide evidence of VPD vaccination:

- VPD Evidence guide
- VPD evidence form – Doctor
- VPD evidence form – Self

Please head to our [Vaccinations Homepage](#) for more information on how to provide your evidence.

- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <https://www.qld.gov.au/gov/system/files/documents/lobbyist-disclosure-policy.pdf?v=1454302064>
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).

# Organisational Chart



\* HHS Wide