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| Title | Enrolled Nurse Transition to Practice Program | Position  Reports to | Clinical Nurse Educator – ENTPP Coordinator |
| Classification | EN Level 2 (IB68) | Employment Status | 0.8 EFT  Fixed Term (1 year) |
| Enterprise Agreement | *Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers Enterprise Agreement 2024 – 2028 Agreement and any relevant successor agreements.* | | |

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24-hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 Specialist Clinics, nearly 40,000 emergency patients and over 14,000 inpatients.

### Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Inclusive and Accessible Care, Collaboration** and **Excellence** are at the core of everything we do.

1. **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
2. **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
3. **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
4. **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation.

Please read our full Strategic Plan here: [https://www.eyeandear.org.au/page/*About*\_Us/Our\_Publications\_and\_DVDs/](https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/)

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

### Position Summary:

The Enrolled Nurse Transition to Practice Program is available to Enrolled Nurses. The program is designed to consolidate knowledge, skills and competence, and transition new graduates to practice as safe, confident and accountable clinicians.

Graduates will complete two rotations of six months in two of the following clinical areas: Specialist Clinics, Emergency Department, the Inpatient Ward, and Surgical Admissions & Recovery.

### Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services is in line with best evidence-based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. The Enrolled Nurse graduate will be supported to develop and consolidate their skills within the department to work towards:

* Utilising reflective and analytical practice to determine nursing problems in patient assessment and the development of nursing care plans
* Developing clinical skills in the day-to-day nursing practice
* Developing the ability to use decision making processes, setting of priorities, time management and resilience
* Collaborating with the Registered Nurse to further develop and refine communication skills to facilitate effective team nursing
* Functioning in accordance with the law, policies and procedures affecting Enrolled Nurse practice
* Developing strategies for management of stress and conflict encountered in the clinical areas
* Working under the direct and indirect supervision of a Registered Nurse
* Working as part of a multidisciplinary team to deliver streamlined patient focused care

### Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

* Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
* Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
* Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework
* deliver safe high quality and person-centred experience and care.
* Participating in reporting and analysis of safety and quality data including risks or hazards.
* Participating in improvement activities.
* Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
* Participating in appropriate professional development activities and other quality and safety training.
* Participating in health service activities required for accreditation.
* Ensuring appropriate use of hospital resources.
* Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost-effective practice.
* Actively participate in the annual performance development cycle.
* Is compliant with the Eye and Ear Data Accountability Framework.

### Occupational Health and Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

* Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
* Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
* Participate in wellness@work initiatives.
* Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
* Understand and adhere to emergency procedures.
* Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
* Participate actively in return-to-work programs if injured and supporting injured colleagues in their return to work.
* All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.

**Selection Criteria: Qualifications, Experience And Competencies**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Satisfactory completion of the Diploma of Nursing (HLT54115) * AHPRA registration as an Enrolled Nurse |  |
| **Experience** | * Satisfactory completion of the theory and clinical components of the Diploma of Nursing (HLT54115) * Enthusiasm and initiative to provide excellent clinical care * Strong communication skills * Ability to work effectively in a team environment |  |
| **Competencies** | * Aligned with those expected of a Graduate Enrolled Nurse |  |

### Reporting Lines

Position Reports to – local area Nurse Unit Manager with a dual reporting line to the Clinical Nurse Educator – ENTPP Coordinator

### Key Working Relationships

* Nursing and Allied Health Education Manager
* Clinical Nurse Educator – ENTPP Coordinator
* Nurse Education Team
* Nurse Unit Managers
* Associate Nurse Unit Managers
* Nursing Staff
* Medical Staff
* Allied Health Staff
* All other hospital staff

*All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.*

### Author of Position Description or Manager of Position:

Name: Sonja Lavery

Date: 15th September 2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

**Agreement**

I have read, understood and agree to comply with the position description.

Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_