POSITION DESCRIPTION

POSITION TITLE: EN – ENROLLED NURSE

| Name: |            |
| Classification: | EN (Certificate and Diploma) |
| Facility: | Port Pirie Regional Health Service |
| Award: | Nurses (South Australian Public Sector) Award 2002 |
| Agreement: | Nurses (SA Public Sector) Enterprise Agreement 2007 |
| Date Joined Company: | 16 February 2010 |
| Date Commenced Position: | 16 February 2010 |

Position Description Approval

____________________            24/12/09     _____ __________     ___/___/___
Acting Director of Nursing and Midwifery  Date          Employee               Date

PREAMBLE:
Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. (Please refer to the back of this document).

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.
**Reporting/Working Relationships:**
- Reports to the Director of Nursing/Midwifery through the Nurse/Midwife Clinical Service Coordinator (level 3 or 4)
- Works under the direct or indirect supervision of a Registered Nurse/Midwife
- Develops and maintains cooperative and productive working relationships within all members of the healthcare team
- Develops and maintains effective working relationships with other staff, and to liaise with a range of people within Port Pirie Regional Health Service and the community.
- Supports and works collaboratively with less experienced members of the nursing team

**Summary of broad purpose of position:**
- Provides nursing and/or midwifery services in primary health, secondary, tertiary or quaternary service settings.
- Consolidate knowledge and skills and develop in capability through continuous professional development and experience.
- Accepts accountability for own standards of nursing care
- Refer to Employment Contract for Status of Employment, rate of pay and hours of work.
- May be required to work anywhere within PPRHS
- Participation in a 7 day roster is required
- Certain terms, conditions and allowances may be negotiated in consultation with the employee.
- Overtime may be required
- Rostered on call may be required
- Salary sacrificing is available to employees
- May be required to enter into an annual performance agreement for the achievement of (specific/service/program) outcomes
- The ‘Code of Conduct for Public Employees’ and Confidentiality Agreement must be completed and signed.
- Must adhere to the policies and procedures relevant to Port Pirie Regional Health Service
- Incumbents will be required to be cleared through a Criminal History Check prior to confirmation of appointment, and at least every 3 years thereafter

**Salary / Special Conditions:**
- Refer to Employment Contract for Status of Employment, rate of pay and hours of work.
- May be required to work anywhere within PPRHS
- Participation in a 7 day roster is required
- Certain terms, conditions and allowances may be negotiated in consultation with the employee.
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PERFORMANCE DEVELOPMENT REVIEW:

An initial performance development review will be undertaken within three months and then formally reviewed every 12 months based upon this position description.

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<tr>
<th>LAST PERFORMANCE DEVELOPMENT REVIEW DATE:</th>
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<thead>
<tr>
<th>NEXT PERFORMANCE DEVELOPMENT REVIEW DATE:</th>
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REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed annually (by April 30 each year as part of the performance development review process), when the position becomes vacant or as deemed necessary.
**KEY RESPONSIBILITIES:**

**POSITION TITLE: EN – ENROLLED NURSE**

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<thead>
<tr>
<th>K.P.I. 1</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>PERSONAL &amp; PROFESSIONAL DEVELOPMENT</strong></td>
<td>Demonstrated experience and understanding of the need for continuation of both personal &amp; professional development.</td>
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- Attend all mandatory training sessions provided by the organisation and be actively involved in continuing professional training & development as required, to maintain currency of knowledge and skills relevant to the role.
- Participate in the Performance Development Review process as required and to develop in consultation with your manager/supervisor a personal/professional development plan.
- Actively seek and promote professional resources and knowledge which contribute to evidenced based practice.
- Actively seek opportunities for promoting the specific area of expertise and contemporary nursing in general.
- Continuing own professional development, seek learning opportunities and developing and maintaining own professional development portfolio of learning and experience.

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<tr>
<th>K.P.I. 2</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>CUSTOMER SERVICE</strong></td>
<td>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.</td>
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- Positively promote the organisation internally & externally.
- Be aware of and work according to the organisation’s Aims, Objectives & Values.
- Act in a professional manner and provide a prompt and courteous service at all times when dealing with internal & external clients.
- Treat all customers with respect & equality, whilst being responsive to their needs (including cultural and religious).
- Identify, participate and promote opportunities to improve the quality of customer service in your operational area.
- Ensure compliance with the requirements of the Code of Conduct for South Australian Public Sector Employees with regard to integrity, respect, accountability and confidentiality guidelines.
- Assist to resolve local and/or immediate nursing care or service delivery problems, including the initial investigation of clinical incidents as required.
- Working within and promoting a nursing model of safe patient/client centred care or midwifery model of partnership and support.
- Provision of advocacy and support to consumers, carers, community members and organisations to participate as partners and ensure the integration of consumer and carer partnership practices.
### K.P.I. 3

**DESCRIPTION**

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<tr>
<th>ADMINISTRATION &amp; DOCUMENTATION</th>
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<tbody>
<tr>
<td>Through the use of the organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</td>
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- Ensure that all relevant / necessary documentation is accurate and completed in a professional and timely manner and in accordance with prevailing legislative requirements and directives.
- Assist with the efficient and effective use of materials and resources in collaboration with the Nurse/Midwifery Clinical Service Coordinator.
- Contribute to the development and improvement of departmental strategic directions and plans.
- Able to identify and report defective equipment or facilities to ensure the continuation of a safe and effective service.
- Ensure that all hazards, accidents, incidents and injuries are reported in the appropriate manner (forms) within designated time frames.
- Knowledge of the requirements of the Freedom of Information legislation.
- Providing verbal and documented information within own scope of practice to clients/patients, other health care team members, and members of the public.

### K.P.I. 4

**DESCRIPTION**

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<tr>
<th>TECHNICAL SKILLS &amp; APPLICATION</th>
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<tr>
<td>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</td>
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- Implementing appropriate nursing care and undertaking or assisting with general and specialised procedures from Nursing/Midwifery care plans.
- Planning and prioritising own work program to achieve defined outcomes.
- Administer medications up to and including Schedule 4 (after required accreditation).
- Demonstrates ability and motivation to undertake assigned duties to achieve required goals / tasks relevant to the position, to work within agreed timetables and rosters and to accept responsibility for accurate and efficient completion of each task.
- Integrates theoretical knowledge, evidenced from a range of sources and own experiences to devise and achieve agreed patient care outcomes.
- Accepts responsibility and accountability for own nursing practice developed through completion of tertiary qualifications and / or relevant experiences in a broad range of nursing settings.
- Functioning in accordance with legislation affecting Nursing/Midwifery practice, professional code of conduct and in ways that can be ethically justified.
- Acting to identify and rectify unsafe Nursing/Midwifery practice or unprofessional conduct.
- Demonstrates effective time management practice and effective organisational skills.
- Able to identify and maintain standard operating procedures and work practices and ensure compliance with organisation policies and procedures and any relevant regulations or standards.
### K.P.I. 5

**DESCRIPTION**

**TEAMWORK & COMMUNICATION**

- Demonstrated ability to lead and develop a diverse team or participate as an active member of a team, consistent with the philosophy and policies of the Organisation.

- Assess patients/clients needs, planning, implement and coordinate appropriate service delivery options and communicating changes in condition and care

- Supporting nursing/midwifery practice learning experiences for students undertaking clinical placements and orientation for new staff to achieve safe and efficient work practices

- Work within a local nursing/midwifery leadership team to attain consistency of nursing/midwifery practice standards and local service outcomes

- Assist the Nursing/Midwifery Clinical Service Coordinator in ongoing communication and implementation of practice changes

- Ensure nursing issues are communicated to the Nursing/Midwifery Clinical Services Coordinator through regular reporting and provision of documentation.

- Demonstrated ability to communicate effectively both verbally and in writing with a diverse range of internal and external customers.

- Contributing to procedures for effectively dealing with people exhibiting challenging behaviours

- Contribute to teamwork and a positive work culture

- Exercising judgement when it is required to solve problems arising in own work program

**CONTINUOUS QUALITY IMPROVEMENT**

- Commitment to ensuring quality services is delivered to both internal & external clients through continuous improvement activities.

- Monitor client care plans and participate in clinical auditing and/or evaluate research to ensure appropriate patient care outcomes are achieved on a daily basis

- Taking initiative to recommend improved processes in immediate work area

- Participating in quality assurance and/or evaluative research activities within the practice setting

- Contribute to patient safety, risk minimisation and safe work activities within the practice setting

- Apply a continuous quality improvement framework to all aspects of work practice and contribute to quality improvement activities to meet Service/Accreditation Standards.

- Supporting and implementing change management processes
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<tr>
<th>K.P.I. 7</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>OCCUPATIONAL HEALTH SAFETY AND WELFARE</td>
<td>Commitment to ensuring compliance with Department of Health and CHSA and procedures as they relate to injury prevention and injury management</td>
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- Comply with any written policy, Management Standard, procedure and/or reasonable instruction pertaining to OHS&W and Injury Management (IM).
- Demonstrate appropriate behaviour to protect own health and safety at work and that of others, including patients, visitors, volunteers, sub contractors, labour hire staff and fellow employees or volunteers.
- Able to support and consult effectively with Health & Safety Representatives and to raise issues in the appropriate consultative manner.
- Attend and participate in mandatory training and relevant training that is provided.
- Active participation in OHS&W and IM initiatives and consultative processes.
- Any incidents and hazards are immediately reported to ensure risks to self or other persons can be minimised or eliminated.
- Do not attend work under the influence of alcohol or a drug and in such a state that compromises personal safety and the safety of others.
- Personal protective equipment and other equipment or aids provided by the organisation, are correctly used and maintained, and that any malfunctions or faults are reported.

Contribute to the understanding and application of Country Health SA policies and procedures including:

- supporting values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State;
- ensuring the needs of all cultures are met through the provision of appropriate services;
- ensuring the compliance of the cluster areas with relevant law and South Australian Government, DH and CHSA policies;
- contributing to counter disaster planning and preparedness as required;
- assisting with and supporting any internal or external audit processes; and
- ensuring the promotion and implementation of the General Public Sector Managements Aims, Personnel Management Standards and employee conduct standards – in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements, and demonstrating a commitment to the Premier’s Safety Commitment.
## QUALIFICATIONS:

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<tr>
<th><strong>Essential:</strong></th>
<th><strong>Desirable:</strong></th>
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<tr>
<td><strong>Education/Vocational Qualifications</strong></td>
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<tr>
<td>- Enrolled or eligible for enrolment as an Enrolled Nurse by the Nurses Board of South Australia and who holds or is eligible to hold a current practising certificate.</td>
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<td><strong>Personal Abilities/Aptitudes/Skills</strong></td>
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<td>- Effective verbal and written communication skills</td>
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<td>- Ability to work effectively within a multidisciplinary team</td>
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<td>- Ability to prioritise workload</td>
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<td>- Ability to maintain confidentiality</td>
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<td>- Ability to be creative, innovative and flexible when approaching issues within a healthcare setting</td>
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<td><strong>Experience</strong></td>
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<tr>
<td>- Experience within the boundaries of their education and skill preparation, in the provision of nursing and/or midwifery care in the healthcare setting in accordance with the appropriate standards of practice</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>- Knowledge and Understanding of the role of the Enrolled Nurse within a healthcare setting</td>
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<td>- Understanding of the requirement of the Nurses Act 1999</td>
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<tr>
<td>- Understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in recommended Domains</td>
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<tr>
<td>- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses in Australia (2003) and the Commissioners for Public Employment Code of Conduct for Public Employees</td>
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<td>- Knowledge and understanding of legislative responsibilities for OHS&amp;W, Workers Compensation and Rehabilitation and Equal Opportunity</td>
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<td><strong>Desirable:</strong></td>
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<tr>
<td><strong>Experience</strong></td>
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<tr>
<td>- Experience as an enrolled nurse within another health context</td>
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<td>- Experience with assisting with quality improvement activities within a healthcare setting</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>- Knowledge of Quality Improvement Systems as applied to a healthcare setting</td>
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<td>- Knowledge of contemporary nursing and health care issues</td>
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COMMUNITY TO WORKPLACE VALUES:

_The Department of Health values have an influence on the people we employ_

Every organisation has values that govern the way people are treated and the way decisions are made. The Department’s Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

**Department of Health Organisational Values are:**

**Honesty**

_We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes._

**Respect**

_We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback._

**Integrity**

_We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes._

_“The right people with the right skills in the right place at the right time”_