

## **POSITION DESCRIPTION**

Sept 2016

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury & West Coast District Health Boards are committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and wellbeing of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

**ENROLLED NURSE**

### **REPORTS TO (Title):**

**Charge Nurse Manager, Clinical Nurse Specialist,  
Duty Nurse Manager, Clinical Team Co-ordinator  
Registered Nurse**

### **ACCOUNTABLE TO:**

**Director of Nursing**

### **SCOPE OF PRACTICE**

The Enrolled Nurse (EN) will practice under the direction and delegation of a Registered Nurse (RN), and utilise nursing knowledge and clinical skills to provide nursing care across the lifespan to health consumers in community, residential or hospital settings. In some settings the EN will work under the direction and delegation of a registered health practitioner with registered nurse supervision.

The EN with restricted scope will practice under the direction and delegation of a RN, utilising nursing knowledge and clinical skills to deliver nursing care to health consumers with stable and predictable outcomes.

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

Director of Nursing (or division equivalent), Nursing Director (or division equivalent)  
Charge Nurse Manager, Service Manager  
Clinical Nurse Educator  
Clinical Nurse Specialist/ Registered Nurse/ Enrolled Nurses/Hospital Aids  
Duty Nurse Managers / Clinical team Co-ordinators  
Members of interdisciplinary team and other health professionals within ward/department.

#### **EXTERNALLY:**

Other Health Care Providers

**KEY PERFORMANCE OBJECTIVES:**

Task	<b>To demonstrate professional responsibility, complying with DHB policies and procedures and working within workplace vision and values</b>
Expected Result	<ul style="list-style-type: none"><li>• Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements</li><li>• Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice and demonstrates knowledge of how differing status of Maori and non Maori impacts on health outcomes</li><li>• Recognises own scope of practice and works within it, recognising the scope of others they work with and how it impacts on their practice</li><li>• Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of the registered nurse</li><li>• Promotes an environment that enables patient safety, independence, quality of life and health</li><li>• Participates in ongoing professional and educational development, updating clinical knowledge and skills through the ward preceptorship programme, self-learning, ward teachings, in-service education</li><li>• Enhances his/her knowledge of the speciality</li><li>• Practices nursing in a manner that the patient determines as being culturally safe</li><li>• Practices in a way that respects each patient's dignity and right to hold personal belief, values and goals</li><li>• Reads and adheres to DHB vision, values, policies and procedures</li><li>• Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing</li></ul>

Task	<b>To demonstrate professional accountability in the management of nursing care under the direction of the registered nurse embodying the Code of Health &amp; Disability Services Consumers' Rights.</b>
Expected Result	<ul style="list-style-type: none"> <li>• The Code of Health &amp; Disability Services Consumers' Rights is understood and applied to all levels of practice.</li> <li>• Provides planned nursing care to achieve identified outcomes under the direction of an RN</li> <li>• Is accountable for ensuring that nursing care provided to patients is within scope of practice and own level of competence</li> <li>• Demonstrates practice that supports best health outcomes for patients</li> <li>• Ensures documentation is accurate and maintains confidentiality of information</li> <li>• Contributes to the assessment, evaluation and education of health consumers' care</li> </ul>
Task	<b>To demonstrate effective interpersonal relationship skills</b>
Expected Result	<ul style="list-style-type: none"> <li>• Establishes, maintains and concludes therapeutic interpersonal relationships with patients</li> <li>• Communicates effectively as part of the health care team (new EN scope)</li> <li>• Uses partnership approach to enhance health outcomes for health consumers (new EN scope)</li> </ul>
Task	<b>To participate in inter-professional health care and quality improvement</b>
Expected Result	<ul style="list-style-type: none"> <li>• Collaborates and participates with colleagues and members of the health care team to deliver care</li> <li>• Recognises the difference in accountabilities and responsibilities of RN, EN and HCA (new EN scope)</li> <li>• Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not an RN (new EN scope)</li> </ul>

Task	<b>To contribute to the administration of the workplace and work effectively within the nursing team</b>
Expected Result	<ul style="list-style-type: none"> <li>• Contributes to the operation of the ward/department through participation in extra tasks, which support patient care activities.</li> <li>• Uses appropriate channels of communication.</li> <li>• Demonstrates awareness of factors which impact on patient care in her/his clinical setting, e.g. relationships with other providers.</li> <li>• Uses stock in a cost-effective manner within budget constraints.</li> <li>• Participates in ward meetings and ward decision-making.</li> <li>• Undertakes other duties as reasonably requested by the line manager from time to time.</li> <li>• Supports lean thinking principles</li> </ul>

Task	<b>To participate in the annual performance review process in conjunction with the Charge Nurse Manager (or nominated appraiser)</b>
Expected Result	<ul style="list-style-type: none"> <li>• Prepares for and participates in her/his annual performance review</li> <li>• Identifies and documents professional goals in conjunction with her/his line manager</li> <li>• Maintains a professional nursing portfolio</li> <li>• Presents annual practising certificate in a timely manner</li> </ul>

Task	<b>To implement emergency procedures and maintain a safe and secure work environment following the DHB's policies, protocols and standards.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Demonstrates competence in emergency procedures, e.g. fire, cardiac and respiratory arrest, airway protection.</li> <li>• Promptly initiates first aid/emergency actions and summons registered nursing staff and provides further emergency assistance.</li> <li>• Completes fire, CPR training and medication updates regularly as required by the DHB's policies and procedures.</li> <li>• Identifies, takes appropriate action and promptly reports clinical, Occupational Safety &amp; Health and security incidents.</li> <li>• Assists in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment.</li> <li>• Maintains standards for safety, hygiene and medico-legal requirements.</li> <li>• Completes education and competence assessment as required by scope of practice</li> </ul>

### **LIMITATIONS OF AUTHORITY:**

#### **Matters which must be referred to the Director of Nursing/Nursing Director/Charge Nurse Manager:**

- Security breaches and quality standard failures.
- Any matters which are not clearly identified or do not comply with the DHB's adopted policies or procedures.

### **PERSON SPECIFICATION GUIDE:**

#### **The person must:**

- Demonstrate professional accountability within scope of practice
- Have a commitment to ongoing development of nursing skills and in-service education
- Have appropriate communication skills
- Have the ability to work as part of a team
- Adhere to the DHB's policies and procedures

### **HEALTH & SAFETY:**

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies.

This will be achieved by ensuring:

- Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
- Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
- A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
- All employees are provided with information about the hazards and controls that they will encounter at work.
- Regular workplace audits are carried out.
- All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
- All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
- All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
- Support and participation occurs in employee's rehabilitation for an early and durable return to work following injury or illness.

**QUALITY:**

Every staff member within the DHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

**QUALIFICATIONS & EXPERIENCE:**

Essential

- Be registered with the Nursing Council of New Zealand as an Enrolled Nurse.
- Hold a current Nursing Council of New Zealand practising certificate in the relevant area of practice.

**PERSONAL ATTRIBUTES:**

**Mandatory**

**Key Behaviours:**

- Ability to “work together” in a collaborative manner
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job-related tasks other than those specified.