Health New Zealand
Te Whatu Ora

Position Description | Te whakaturanga ō mahi
Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Enrolled Nurse
Reports to	Charge Nurse Manager, Clinical Nurse Specialist, Duty Nurse Manager, Clinical Team Co-ordinator Registered Nurse
Location	Christchurch
Date	September 2016
Salary band (indicative)[i]	NZNO Nursing Salary Scale – Enrolled Nurse
Children's Worker role[ii]	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

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.

Key Result Area	Expected Outcomes / Performance Indicators
To demonstrate professional responsibility, complying with DHB policies and procedures and working within workplace vision and values	• Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements • 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 • Recognises own scope of practice and works within it, recognising the scope of others they work with and how it impacts on their practice

	• Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of the registered nurse • Promotes an environment that enables patient safety, independence, quality of life and health • Participates in ongoing professional and educational development, updating clinical knowledge and skills through the ward preceptorship programme, self-learning, ward teachings, in-service education • Enhances his/her knowledge of the speciality • Practices nursing in a manner that the patient determines as being culturally safe • Practices in a way that respects each patient's dignity and right to hold personal belief, values and goals • Reads and adheres to DHB vision, values, policies and procedures • Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing
To demonstrate professional accountability in the management of nursing care under the direction of the registered nurse embodying the Code of Health & Disability Services Consumers' Rights.	• The Code of Health & Disability Services Consumers' Rights is understood and applied to all levels of practice. • Provides planned nursing care to achieve identified outcomes under the direction of an RN • Is accountable for ensuring that nursing care provided to patients is within scope of practice and own level of competence • Demonstrates practice that supports best health outcomes for patients • Ensures documentation is accurate and maintains confidentiality of information • Contributes to the assessment, evaluation and education of health consumers' care
To demonstrate effective interpersonal relationship skills	• Establishes, maintains and concludes therapeutic interpersonal relationships with patients • Communicates effectively as part of the health care team (new EN scope) • Uses partnership approach to enhance health outcomes for health consumers (new EN scope)
To participate in inter-professional health care and quality improvement	• Collaborates and participates with colleagues and members of the health care team to deliver care • Recognises the difference in accountabilities and responsibilities of RN, EN and HCA (new EN scope) • 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)
To contribute to the administration of the workplace and work effectively	• Contributes to the operation of the ward/department through participation in extra tasks, which support patient care activities. • Uses appropriate channels of communication.

within the nursing team	• Demonstrates awareness of factors which impact on patient care in her/his clinical setting, e.g. relationships with other providers. • Uses stock in a cost-effective manner within budget constraints. • Participates in ward meetings and ward decision-making. • Undertakes other duties as reasonably requested by the line manager from time to time. • Supports lean thinking principles
To participate in the annual performance review process in conjunction with the Charge Nurse Manager (or nominated appraiser)	• Prepares for and participates in her/his annual performance review • Identifies and documents professional goals in conjunction with her/his line manager • Maintains a professional nursing portfolio • Presents annual practising certificate in a timely manner
To implement emergency procedures and maintain a safe and secure work environment following the DHB's policies, protocols and standards.	• Demonstrates competence in emergency procedures, e.g. fire, cardiac and respiratory arrest, airway protection. • Promptly initiates first aid/emergency actions and summons registered nursing staff and provides further emergency assistance. • Completes fire, CPR training and medication updates regularly as required by the DHB's policies and procedures. • Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents. • Assists in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment. • Maintains standards for safety, hygiene and medico-legal requirements. • Completes education and competence assessment as required by scope of practice

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.

Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- 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.

Relationships

External	Internal
• Other Health Care Providers	• 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.

About you – to succeed in this role

You will have	**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

Desired:

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

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

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[i] Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee’s current salary or remuneration.

[ii] The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children’s worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.