

## Position Description

Employment Agreement:	DHBs/NZNO Nursing and Midwifery MECA
Position Title:	<b>Enrolled Nurse (EN)</b>
Service & Directorate:	Various
Location:	Dunedin/Invercargill
Reports to:	Line Manager
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	August 2018

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>Enrolled nurses practice under the direction and delegation of a registered nurse or nurse practitioner to deliver nursing care and health education across the life span to health consumers in community, residential or hospital settings.</p>
<p>Enrolled nurses contribute to nursing assessments, care planning, implementation and evaluation of care for health consumers and/or families/whanau. The registered nurse maintains overall responsibility for the plan of care.</p>
<p>Enrolled nurses assist health consumers with the activities of daily living, observe changes in health consumers' conditions and report these to the registered nurse, administer medicines and undertake other nursing care responsibilities appropriate to their assessed competence.</p>
<p>In acute settings, enrolled nurses must work in a team with a registered nurse who is responsible for directing and delegating nursing interventions.</p>
<p>Enrolled nurses are accountable for their nursing actions and practice competently in accordance with legislation, to their level of knowledge and experience. They work in partnership with health consumers, families/whanau and multidisciplinary teams.</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
<b>Listening</b>	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
<b>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>Executive Director of Nursing and Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>Patients, Family/Whanau</li> </ul>
<ul style="list-style-type: none"> <li>Nursing Directors</li> </ul>	<ul style="list-style-type: none"> <li>Nursing Council of New Zealand (NCNZ)</li> </ul>
<ul style="list-style-type: none"> <li>Designated Senior Nurses</li> </ul>	<ul style="list-style-type: none"> <li>Unions and/or professional nursing groups</li> </ul>
<ul style="list-style-type: none"> <li>Nursing staff</li> </ul>	<ul style="list-style-type: none"> <li>Staff of other District Health Boards</li> </ul>
<ul style="list-style-type: none"> <li>Medical staff</li> </ul>	<ul style="list-style-type: none"> <li>Community members</li> </ul>
<ul style="list-style-type: none"> <li>Allied Health, Scientific and Technical staff</li> </ul>	<ul style="list-style-type: none"> <li>Education providers</li> </ul>
<ul style="list-style-type: none"> <li>Administration and support staff</li> </ul>	<ul style="list-style-type: none"> <li>Non-DHB health providers e.g. PHO, NGOs, GPs, Aged Care providers</li> </ul>
<ul style="list-style-type: none"> <li>Wider Southern DHB staff</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Be registered with NCNZ as an Enrolled Nurse (Enrolled Nurse Scope of Practice, NCNZ, 2010)</li> <li>Hold a current NCNZ annual practicing certificate</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Adhere to DHB policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Demonstrate skilled nursing care through application of clinical knowledge</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Have the ability to work alongside others in the healthcare team</li> <li>Accept responsibility for actions</li> <li>Accept responsibility for ongoing professional development</li> <li>Be prepared to undertake other duties as reasonably requested by Nursing Director</li> </ul>	

## KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Demonstrate professional responsibility; including but not limited to, complying with DHB vision, purpose, values, policies and procedures</b>	
<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 understanding of the Enrolled Nurse scope of practice and accountability for direction and delegation of nursing care</li> </ul>	<ul style="list-style-type: none"> <li>Meets and maintains area-specific, organisational and national mandatory requirements</li> <li>Refers to policies and/or procedures to guide practice</li> <li>Engages in performance appraisal processes with line manager</li> </ul>

<ul style="list-style-type: none"> <li>• Promotes an environment that enables patient safety, independence, quality of life and health</li> <li>• Participates in ongoing professional and educational development</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains portfolio of practice &amp; professional development, preferably through engagement with PDRP</li> <li>• Actively participates in direction and delegation process</li> <li>• Seeks clarification when directed/delegated tasks outside of scope of practice and offers alternatives solutions to ensure safety</li> <li>• Engages in organisational patient safety programs</li> <li>• Identifies the components of an ethical dilemma, and seeks guidance to achieve resolution</li> </ul>
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**Demonstrate skilled, safe nursing care through the application of clinical knowledge**

<ul style="list-style-type: none"> <li>• Provides planned nursing care to achieve identified outcomes</li> <li>• Contributes to nursing assessments by collecting and reporting information to the registered nurse</li> <li>• Recognises and reports changes in health and functional status to the registered nurse (or directing health professional)</li> <li>• Contributes to the evaluation of patient care</li> <li>• Ensures documentation is accurate and maintains confidentiality of information</li> <li>• Contributes to the health education of the patient to maintain and promote health</li> <li>• Has the functional knowledge and skills to do the job at a high level of accomplishment</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to the development of care plans in collaboration with the patient</li> <li>• Clarifies responsibilities for planned care with the registered nurse</li> <li>• Knowledge and skills are evident in care delivery</li> <li>• Monitors patient response to treatment and reports changes and/or progress appropriately</li> <li>• Adapts care in response to changes in patient status</li> <li>• Identifies assessment tool used for collecting and reporting information</li> <li>• Demonstrates appropriate education and skill development in relation to assessment skills and tools used</li> <li>• Documentation complies with expected organisational standards</li> <li>• Engages in health education programs related to organisational patient safety targets</li> </ul>
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**Demonstrate effective interpersonal relationships**

<ul style="list-style-type: none"> <li>• Establishes, maintains and concludes therapeutic relationships</li> <li>• Communicates effectively as part of the healthcare team</li> <li>• Uses a partnership approach to enhance health outcomes for patients</li> </ul>	<ul style="list-style-type: none"> <li>• Communication (written and verbal) is appropriate and meets organisational and legislated expectations</li> <li>• Actively participates in direction and delegation process</li> <li>• Patient and family/whanau receive and understand information in a timely professional manner</li> <li>• Consults with and uses appropriate resources to support recovery</li> <li>• NCNZ Code of Conduct is reflected in nursing practice</li> <li>• Patient and family/whanau are informed and understand all aspects of their care treatment</li> <li>• Seeks feedback from the patient and family/whanau to validate the nurse's understanding of needs</li> </ul>
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<b>Demonstrate inter-professional healthcare and quality improvement</b>	
<ul style="list-style-type: none"> <li>• Collaborates and participates with colleagues and members of the healthcare team to deliver care</li> <li>• Recognises the differences in accountability and responsibility of registered nurses, enrolled nurses and healthcare assistants</li> <li>• (Demonstrates accountability and responsibility within the healthcare team when assisting or working under the direction of a registered healthcare professional who is not nurse)</li> </ul>	<ul style="list-style-type: none"> <li>• Identifies links between nursing frameworks and practice in providing quality care</li> <li>• Participates in quality improvement activities</li> <li>• Identifies own skills, knowledge and contribution to team tasks and decisions</li> <li>• Offers a nursing perspective within the activities of the healthcare team</li> <li>• Actively participates in direction and delegation process</li> <li>• Acts as a resource and role model for nurse students and healthcare assistants</li> <li>• Demonstrate knowledge of hospital and community resources</li> <li>• Demonstrates ability to act as an advocate for patient and family/whanau</li> </ul>
<b>Cultural Safety</b>	
<ul style="list-style-type: none"> <li>• Practices in a manner that the patient determines as being culturally safe</li> </ul>	<ul style="list-style-type: none"> <li>• Practices in a negotiated partnership with the patient</li> <li>• Assessment and communication is appropriate to the individual patient</li> <li>• Practice reflects NCNZ Cultural Safety guidelines</li> <li>• Engages with appropriate cultural resources to meet needs of patient and staff</li> <li>• Engages in education related to Cultural Safety and healthcare</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with SDHB processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the DHB values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date