Title Position: **Enrolled Nurse**

Classification Code: **Enrolled Nurse (Certificate and Diploma)**

Organisation: Department of Health & Ageing

Division: Central Adelaide Local Health Network

Sector: Transition

Unit:

Discipline Code:

Type of Appointment:
- Ongoing
- Temporary
- Other Term

Position Number:

Organisation: Department of Health & Ageing

Job & Person Specification Approval

All excluding senior positions:

Approved by CE or delegate___________________________ 18/9/2014

**PREAMBLE**

Underpinning the Department of Health and Ageing 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.
JOB SPECIFICATION

Summary of the broad purpose of the position in relation to the organisation's goals

An Enrolled Nurse is an employee who is enrolled with the Nursing and Midwifery Board of Australia. The Enrolled Nurse supports the Registered Nurse/Midwife in the provision of patient/client centred care. Employees at this level work under the direction and supervision of a Registered Nurse/Midwife, however at all times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing nursing/midwifery care.

1. REPORTING/WORKING RELATIONSHIPS (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Enrolled Nurse:

- Reports to the Nurse/Midwife Clinical Services Coordinators (Level 3 or 4)
- Works under the direct or indirect supervision of a Registered Nurse and or Midwife
- Maintains cooperative and productive working relationships within all members of the health care team

2. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

- Required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
- Participation in continuous quality improvement.
- Support values consistent with the aims of SA Health, and the Central Adelaide Local Health Network.
- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.

3. Statement of Key Outcomes and Associated Activities (Group into major areas of responsibility/activity and list in descending order of importance)

3.1 Assists with the provision of professional high quality patient/client care within the ward/unit/service aimed at improving patient/client health outcomes through:

- Providing safe patient/client centred nursing care in a variety of settings;
- 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;
- Exercising judgment when it is required to solve problems arising in their own work program;
- Taking initiative to recommend improved processes in their immediate work area;
- Participating in patient/client safety and risk minimisation activities;
• Providing verbal and documented information within their scope of practice to patient/clients, other health care team members, and members of the public;
• Contributing to procedures for effectively dealing with people exhibiting challenging behaviours;
• Contributing to teamwork and a positive work culture;
• Administering medications up to and including Schedule 4 (after required accreditation).

3.2 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by:

• Commencing a portfolio of post enrolment learning.

3.3 Promotes and implements the development and maintenance of a safe environment by coordinating activities relating to:

• Accident prevention.
• Occupational health and safety.
• Infection control.
• Prevention of sexual harassment.
• Prevention of negatively discriminating behaviour.
• Cultural awareness.
• Supporting a pro-active approach to risk management.

3.4 Ensures that staff and other persons in their work areas are safe from risks to health and safety by:

• Carrying out responsibilities as detailed in organisational occupational health, safety and injury management (OHS&M&IM) policies and procedures;
• Implementing and monitoring relevant OHS&M policies and procedures within their work area;
• Identifying hazards, assessing risks and implementing, monitoring and maintaining hazard control measures in consultation with staff and relevant committees;
• Participating in OHS&M planning;
• Providing staff with the necessary information, instruction, training and supervision to effectively and safely carry out their work;
• Maintaining relevant OHS&M documentation; and
• Consulting with health and safety representative, committees and staff on changes to the workplace with have the potential to impact on health and safety.

3.5 Contributes toward the provision of a healthy, safe and equitable working environment by adhering to the principles and standards of Equal Employment Opportunity Legislation, which:

• Ensures employees are recruited, selected, trained, transferred and promoted solely on the basis of merit without regard to age, marital status, physical disability, intellectual impairment, pregnancy, race, sex or sexuality;
• Ensures all employees in the workplace are treated in a fair and equitable manner; and
• Identifies and eliminates discrimination, bullying and harassment in the workplace.
3.6 Freedom of Information

- Comply with the Principles of the Code of Fair Practice, adopted by the Department of Health and Ageing, which regulate the collection, use, disclosure, storage and transfer of all consumer, staff and/or health service operations information.

Central Adelaide LHN Nursing Division acknowledges and supports the “Commitment to Workplace Values” of the Department of Health and Ageing. Central Adelaide LHN nurses act to promote a culture consistent with the Central Adelaide LHN Nursing Vision Statement underpinned by a set of core values that are reflected in the everyday practice of all levels of nursing.

Acknowledged by Occupant ......................................... ....../..../.....
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS  (Those characteristics considered absolutely necessary.)

Educational/Vocational Qualifications  (include only those listed in the Health Services HR Manual, as an essential qualification for the specified classification group)

Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills  (Related to the job description, and expressed in a way which allows objective assessment.)

• Effective verbal and written communication skills.
• Ability to work in a multidisciplinary team environment.
• Ability to maintain confidentiality.
• Ability to prioritise workload

Experience  (Including community experience)

• Experience, within the boundaries of their education and skill preparation, in the provision of nursing/midwifery care in the healthcare setting in accordance with the appropriate standards of practice.

Knowledge

• Knowledge and understanding the role of the Enrolled Nurse within the health care setting.
• Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements).

Personal Abilities/Aptitude/Skills Experience

Experience

- Experience as an enrolled nurse within another health context.
- Experience in assisting with quality improvement activities within a healthcare setting.

Knowledge

- Knowledge of Quality Improvement Systems as applied to a hospital setting.
- Knowledge of contemporary nursing and health care issues.

Educational/Vocational Qualifications (Considered to be useful in carrying out the responsibilities of the position).

Other Details
Organisational Context

Organisational Overview:
Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:
SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women’s and Children’s Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:
The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian’s have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:
Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret’s Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.
## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patients needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

**Patient Centred:** Our patients are the reason we are here and we will provide the best service to our patients and customers

**Team Work:** We value each other and work as a team to provide the best care for our patients

**Respect:** We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services

**Professionalism:** We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

## Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

### Role Acceptance

#### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**