



## POSITION DESCRIPTION

### Enrolled Nurse [Full scope of Practice]

#### Mission

Motivated by our Christian heritage, and in partnership with others, we work across the generations for positive change, strong families and healthy communities.

#### Whakatakanga

Mai i aua whakapono a te karaitianatanga me aua rangapu o o ratou, kia mahi tahi ai i te tahataha o nga reanga katoa hei whakaumu pai, hei whakapakari ai te whanau nga hapori hoki.

#### Vision

Presbyterian Support Otago works for a fair, just and caring community.

#### MoeMoea

Kaihapai Perehipitiriana o Otakou i mahi ai mo te tika me te hapori e manaaki ana.

Location	Name and address of facility
Purpose of position	<p>Enrolled nurses practice under the direction and delegation of a registered nurse, assisting delivery of nursing care &amp; health education that supports the lives &amp; wellbeing of people living in a residential home.</p> <p>Enrolled Nurses assist residents with activities of daily living, observe changes in health conditions and report these to the registered nurse, administer medicines and undertake other nursing care responsibilities appropriate to their assessed competence and within their scope of practice. They are accountable for their nursing actions and must work within relevant legislation</p> <p>Enrolled nurses contribute to nursing assessments, care planning, and implementation and evaluation of care for residents. The registered nurse maintains overall responsibility for the plan of care.</p> <p>In aged residential care settings, enrolled nurses may coordinate a team of care workers under the direction and</p>

	delegation of a registered nurse, or work under the direction and delegation of a registered health practitioner. They must not assume overall responsibility for nursing assessment or care planning.
<b>Reports to</b>	Registered Nurse on duty
<b>Responsible for</b>	Careworkers for whom the Enrolled Nurse has delegated authority to lead on shift
<b>Key Relationships</b>	Residents and their family/whanau, friends Registered Nurses, other Enrolled Nurses, Care Workers Other health providers Other Presbyterian Support Otago staff
<b>Hours and days of work</b>	As per letter of offer of employment

Relevant competencies are found at the end of each section – as appropriate	
Leadership and Direction	
Key Accountabilities	Expected Outcomes
<b>Supporting the implementation of a service model based on the Enliven Philosophy, person-centred high quality care and continuous improvement.</b>	<ul style="list-style-type: none"> <li>• Role modelling interaction and support for older persons in a manner consistent with the service philosophy/model</li> <li>• Supporting older persons to live their lives in a manner that reflects their choices and goals</li> <li>• Promoting the acceptance of a culture of continuous review and improvement</li> </ul>
<b>Leading and supporting Care Working staff</b>	<ul style="list-style-type: none"> <li>• Supporting assessment &amp; evaluation of Care Workers performance and skills.</li> <li>• Following up with Care Workers on any identified performance issue as required, after notifying/discussing with Registered Nurse/UNM/Manager.</li> </ul>
<b>Supporting staff development</b>	<ul style="list-style-type: none"> <li>• Participating in the orientation of new staff members, as required.</li> <li>• Providing staff with regular, honest constructive feedback in a timely manner.</li> <li>• Participating in ongoing training and coaching of other staff, including contributing to Performance Appraisals as appropriate</li> </ul>
<b>Encouraging team development</b>	<ul style="list-style-type: none"> <li>• Supporting and demonstrating nursing actions that inspire a sense of team and a positive service environment</li> <li>• Fostering a team culture based on open communication, best practice based care and continuous quality improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>Contributing positively at all staff forums as required.</li> </ul>
<p align="center"><b>Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)</b></p> <p align="center">Competency 1.4</p> <p>Promotes an environment that enables health consumer safety, independence, quality of life, and health.</p> <p align="center">Competency 3.3</p> <p align="center">Communicates effectively with clients and members of the health care team.</p>	
<p align="center"><b>Nursing</b></p>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Contributing to lifestyle support planning, evaluation and ongoing reviews to ensure care delivered is person-centred to individual need</b>	<ul style="list-style-type: none"> <li>Contributing collaboratively with the RN in developing a person-centred lifestyle support plan for residents, ensuring input from resident, family/whanau and other care and health providers</li> <li>Ensuring self and others works within this plan.</li> <li>Working and communicating effectively with all members of the health team as required and contribute to all reviews as required</li> </ul>
<b>Providing nursing care that is safe, effective, timely and within the ENs scope of practice..</b>	<ul style="list-style-type: none"> <li>Contributing to assessment of residents on admission, risk assessments, when health status changes, after an incident or accident and as part of any clinical review by collecting and reporting information to the Registered Nurse.</li> <li>Administering interventions, treatments, and medications within scope of practice and according to prescription, policy and guidelines.</li> <li>Advising / informing RN who is directing &amp; delegating care of any changes in resident health status eg skin changes, vital signs, alterations in pain.</li> </ul>
<b>Managing documentation.</b>	<ul style="list-style-type: none"> <li>Providing information for the review and evaluation of lifestyle support plans within specified timeframes and as health status changes occur</li> <li>Ensuring all information relating to care and support of and communication with each resident is recorded comprehensively, accurately, clearly and concisely.</li> <li>Documents and records health status following observation, and/or reporting to the registered Nurse.</li> <li>Ensuring documentation in the lifestyle notes is clear and accurate, signed including designation, and dated and timed.</li> <li>Ensuring that you maintain privacy and confidentiality of information at all times and advise RN of any concerns you have.</li> </ul>
<b>Work with people in a culturally appropriate manner</b>	<ul style="list-style-type: none"> <li>Demonstrating application of PSO policies and procedures for supporting people of all cultural backgrounds</li> <li>Supporting PSO's obligations as a partner to the Treaty of Waitangi/Te Tiriti o Waitangi by working together with clients, iwi, hapu, whanau and health providers. Involving</li> </ul>

	clients in decision making, planning, development and delivery of services.
<b>Contributes to effective relationships, resident advocacy and professional boundaries</b>	<ul style="list-style-type: none"> <li>• Demonstrating respect, empathy and interest in each resident to establish therapeutic relationships.</li> <li>• Working in a collaborative and inclusive manner and effectively communicating with residents, family, whanau/friends, RN's, GPs, primary and secondary care services, needs assessment agencies and all others who make up the team of support</li> <li>• Promoting and role-modelling awareness and practice of advocacy at all times</li> <li>• Keeping current your awareness of legislation and the roles of external agencies e.g. Privacy Act (1993), Health and Disability Commissioner's Act (1994) relevant to care of older people.</li> <li>• Dealing with conflict confidentially and discreetly.</li> </ul>
<p style="text-align: center;"><b>Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)</b></p> <p style="text-align: center;">Competency 1.1</p> <p>Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislated requirements.</p> <p style="text-align: center;">Competency 1.2</p> <p>Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice</p> <p style="text-align: center;">Competency 1.3</p> <p>Demonstrates understanding of the enrolled nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care.</p> <p style="text-align: center;">Competency 1.4</p> <p>Promotes an environment that enables client safety, independence, quality of life, and health.</p> <p style="text-align: center;">Competency 1.6</p> <p>Practises nursing in a manner that the health consumer determines as being culturally safe.</p> <p style="text-align: center;">Competency 2.1</p> <p>Provides planned nursing care to achieve identified outcomes.</p> <p style="text-align: center;">Competency 2.2</p> <p>Contributes to nursing assessments by collecting and reporting information to the registered nurse..</p> <p style="text-align: center;">Competency 2.3</p> <p>Recognises and reports changes in health and functional status to the registered nurse or directing health professional.</p> <p style="text-align: center;">Competency 2.4</p> <p>Contributes to the evaluation of health consumer care.</p> <p style="text-align: center;">Competency 2.5</p> <p>Ensures documentation is accurate and maintains confidentiality of information.</p> <p style="text-align: center;">Competency 2.6</p>	

Contributes to the health education of health consumers to maintain and promote health.  
Competency 3.1

Establishes, maintains and concludes therapeutic interpersonal relationships.  
Competency 3.2

Communicates effectively as part of the health care team.  
Competency 3.3

Uses a partnership approach to enhance health outcomes for health consumers.  
Competency 4.1

Collaborates and participates with colleagues and members of the health care team to deliver care.  
Competency 4.2

Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.  
Competency 4.3

Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse

### Health and Safety

Key Accountabilities	Expected Outcomes
<p><b>Promote health and safety in the workplace and comply with all legislative, contractual, standards based and internal policy requirements relating to health and safety</b></p> <p><b>Work safely to eliminate or reduce the risk of injury to yourself and others</b></p>	<ul style="list-style-type: none"> <li>• Reporting and documenting accurately, as soon as possible and on the same day, all incidents and accidents according to the incident/accidents reporting policy, and encouraging other staff to do so</li> <li>• Promptly notifying the RN or manager of new hazards or changes to existing hazards in the workplace</li> <li>• Ensure you work to control hazards (as detailed in the Significant Hazard Register) and adhere at all times to specific instructions relating to the use of equipment and machinery.</li> <li>• Attending compulsory in-service training and being aware of emergency preparedness requirements</li> <li>• Attending other in-service training as agreed with your Manager</li> <li>• Ensuring care is taken to look after equipment cleaning, maintaining and storing it in a safe condition, and reporting any concerns</li> <li>• Ensuring any chemicals are used and stored correctly, and complying with instructions on Safety Data Sheets (SDS)</li> <li>• Following all transfer plans for residents</li> <li>• Monitoring Manual Handling techniques, and within your knowledge base, recommending and demonstrating correct techniques for individual staff/residents and referring residents to the</li> </ul>

	<p>physiotherapist if problems and/or injuries arise; and using equipment as per care plans and instructions</p> <ul style="list-style-type: none"> <li>• Carrying out building security procedures</li> <li>• Promptly advise Manager of any issue or event, both clinical and non-clinical, that may cause risk or adverse impact to resident, staff, volunteer, or other or the Organisation</li> <li>• Otherwise fulfilling all obligations related to your position as outlined in relevant policies</li> </ul>
<p align="center"><b>Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)</b></p> <p align="center"><b>Competency 1.1</b></p> <p>Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislative requirements.</p> <p align="center"><b>Competency 1.4</b></p> <p>Promotes an environment that enables health consumer safety, independence, quality of life, and health.</p>	
<p align="center"><b>Professional Development</b></p>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<p><b>Proactively identify and initiate training and career development opportunities, ensure your own continuous professional development.</b></p>	<ul style="list-style-type: none"> <li>• Maintaining a Professional Development Portfolio</li> <li>• Taking responsibility for maintaining sufficient hours of ongoing professional development to meet NZNC requirements.</li> <li>• Participating fully in your annual performance appraisal and working to achieve the goals set.</li> <li>• Arranging own attendance at ongoing professional development and education to meet identified goals.</li> <li>• Completing identified core compulsory training requirements within required timeframes.</li> <li>• Attending other education within this or other PSO facilities to meet requirements to improve knowledge. Seeking out and utilizing experience and knowledge base of senior and multi-disciplinary team members to support your learning and development.</li> <li>• Participating in staff and other meetings.</li> <li>• Show willingness to take on additional roles eg Infection Prevention &amp; Control, Restraint Minimisation Coordinator as required</li> </ul>
<p align="center"><b>Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)</b></p> <p align="center"><b>Competency 1.5</b></p> <p align="center">Participates in ongoing professional and educational development</p>	

<b>Quality</b>	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Continuously improve the quality of services provided.</b>	<ul style="list-style-type: none"> <li>• Demonstrating knowledge of and compliance with Presbyterian support policies</li> <li>• Encouraging all colleagues to understand and comply, and raising concerns with staff members and/or RNs when required.</li> <li>• Participating actively in quality improvement forums</li> <li>• Suggesting quality activities, e.g. audits, introduction of new products, forms or processes, and quality improvement projects</li> <li>• Helping to ensure the provision of a safe, secure and responsive home-like environment for residents</li> <li>• Participating in PSO wide quality related groups such as Continuous Quality Improvement groups as needed.</li> </ul>
<b>PSO Generic Competencies</b>	
<b>Key Competencies</b>	
The organisational competencies are behaviours and skills expected to be demonstrated by an ideal, professional job-holder and are linked to the Performance Management System.	
<b>Key Accountabilities</b>	<b>Expected Outcomes</b>
<b>Relationship building and personal integrity</b>	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
<b>Team work</b>	Demonstrates commitment to team-work, and our 'one team' philosophy, where individual teams work together but are also part of the collective team.
<b>Communication</b>	Practises relevant interpersonal and written communication so that others are informed, involved, respected and valued.
<b>Leadership and strategic thinking</b>	Provides strong, positive, proactive leadership with a long-term approach that is aligned with our mission and culture.
<b>People management</b>	Selects the right people, and manages them effectively so that they feel valued, make a positive contribution, and are committed to continuous improvement.
<b>Service focus</b>	Demonstrates commitment to being 'of service' to our people both inside and outside our organisation, supporting them and making a positive difference for them.
<b>Confidence, resilience and emotional intelligence</b>	Reflects on own behaviour and its impact on others, and demonstrates confidence in own ability and ideas, while being prepared to overcome challenges positively.
<b>Personal effectiveness</b>	Manages personal ability to meet job outcomes effectively, is accountable, punctual, and maintains an appropriate level of personal presentation.
<b>Learning and developing</b>	Learns from experience and shares knowledge, suggests or implements improvements appropriately and seeks opportunities for self-development and career enhancement.

<b>Problem-solving and responding to change</b>	Uses sound judgement and a systematic approach to problem-solving, and responds well to change.
<b>Technical/professional knowledge and skills (specific to each role)</b>	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on key accountabilities both professionally and effectively.
<b>Leadership and strategic thinking</b>	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
<b>Embracing diversity</b>	Interacts and deals effectively with all people regardless of race, nationality, culture, disability, age, gender, orientation or political views
<b>Ideal Applicant Specification, Education, Skills and Experience</b>	
<ul style="list-style-type: none"> <li>Enrolled Nurse with current annual practising certificate, who has completed transition to the full Enrolled Nurse Scope of Practice.</li> <li>A minimum of 3 years post graduate experience is preferred..</li> <li>Experience in care of older people, in either or all of residential, community or rehabilitation setting.</li> <li>Well-developed documentation and communication skills.</li> <li>A reasonable fitness level is required to meet the physical requirements of this job, which include but are not limited to walking, bending, lifting, carrying/pushing/pulling and manually handling people.</li> <li>Ability to demonstrate exceptional planning, organisational skills and the ability to manage complex and competing priorities effectively.</li> <li>Skills and experience in computer systems to maximise the use of technology for improved service provision.</li> <li>Possess highly developed interpersonal skills including relationship and advocacy skills.</li> </ul>	

*Following consultation, this position description may be reviewed and altered at any time*

<b>Expenditure</b> May authorise expenditure up to: <ul style="list-style-type: none"><li>Not applicable</li></ul>	<b>Delegated authorities</b> Has delegated authority to: <ul style="list-style-type: none"><li>Roster staff as directed</li></ul>	<b>Contractual</b> Has authority to: <ul style="list-style-type: none"><li>Not applicable</li></ul>
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Print name .....  
(Employee)

Signed: .....

Print name .....  
(Employer)

Signed .....

Date: .....