

# JOB DESCRIPTION

## Enrolled Nurse

### Tumanako Inpatient and He Manu Pae Sub-Acute Units

<b>Position Title:</b>	Enrolled Nurse
<b>Organisation Unit:</b>	Mental Health and Addictions Services
<b>Location:</b>	Tumanako Inpatient and He Manu Pae Subacute Units, Northland District Health Board
<b>Responsible to:</b>	Clinical Nurse Manager, Tumanako Inpatient and He Manu Pae Subacute Units, Northland District Health Board
<b>Primary Functions of the Position:</b>	<p>To work under the direction/delegation of Registered Nurse (RN) or Midwife (RM) to provide the best outcomes concerning the health status of clients.</p> <p>The Enrolled Nurse is employed to provide safe, effective client care using professional knowledge and skills, in accordance with:</p> <ul style="list-style-type: none"><li>• Northland District Health Board policies</li><li>• Enrolled Nurse Scope of Practice</li><li>• Nursing Practice Standards</li><li>• Nursing Council of NZ Enrolled Nurse competencies</li></ul> <p>To provide ongoing monitoring and support ensuring care is provided in a culturally appropriate and sensitive way, in accordance with the principles of the Treaty of Waitangi.</p> <p>To work collaboratively with the client/whanau and other health professionals in achieving outcomes that strengthens clients/whanau recovery.</p>

## Functional Relationships

The Enrolled Nurse will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"><li>• Clinical Nurse/Midwifery Managers</li><li>• Associate Clinical Nurse/Midwifery Managers</li><li>• Clinical Nurse/Midwifery Educators</li><li>• Clinical Nurse Specialists</li><li>• Registered Nurses</li><li>• Registered Midwives</li><li>• Duty Nurse Managers</li><li>• Multidisciplinary team members</li><li>• Support Services including Takawaenga</li></ul>	<ul style="list-style-type: none"><li>• Community Services</li><li>• Peripheral hospital staff</li><li>• Aged Residential Care Services</li><li>• Members of the Public</li></ul>



## Key Responsibilities and Expected Outcomes

Northland District Health Board has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with NDHB:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Enrolled Nurse encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Provide nursing care through application of clinical knowledge
- Practice in a clinically and professionally safe manner
- Provide health promotion as an integral part of practice
- Demonstrates appropriate and effective multi-disciplinary teamwork
- Demonstrates responsibility for ongoing professional development
- Communication and teamwork
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
<b>Te Tiriti o Waitangi</b>	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Northland District Health Board Te Tiriti o Waitangi Training</li> </ul>

Key Responsibility Area	Expected Outcomes
<p><i>Provide skilled nursing care through application of clinical knowledge</i></p>	<ul style="list-style-type: none"> <li>• Interacts with patient/client/family/ whanau in a way that is non-threatening and establishes a collaborative working relationship.</li> <li>• Demonstrates sensitivity and concern and an ability to work without imposing personal values and beliefs.</li> <li>• Demonstrates an ability to act as an advocate for patient/client/family/ whanau.</li> <li>• Assumes responsibility for implementing individualised nursing care based on appropriate knowledge, and in collaboration with the RN/RM.</li> <li>• Practices nursing in a negotiated partnership with the patient/client where and when possible.</li> <li>• Seeks feedback from patient/client to validate the nurse's understanding of their needs.</li> <li>• Participates in planning discharge/transfer utilising appropriate resources.</li> <li>• Recognises limitations of scope of position and experience, seeking assistance when necessary</li> <li>• Monitors patient/client response to treatment and reports progress/changes appropriately.</li> <li>• Competently performs clinical skills specific to area of practice, and within the scope of EN practice.</li> <li>• Priorities nursing actions to ensure effective and safe nursing care.</li> <li>• Includes relevant and accurate clinical information in verbal and written reports relating to patient/client status.</li> <li>• Demonstrates ability to identify links between nursing frameworks and practice in providing quality care.</li> </ul>



Key Responsibility Area	Expected Outcomes
<p><i>Practice in a clinically and professionally safe manner</i></p>	<ul style="list-style-type: none"> <li>• Accepts responsibility for ensuring own practice and conduct meet the standards of the professional, ethical and relevant legislated requirements including Nursing Council of New Zealand code of conduct, EN competencies and health and disability patient rights.</li> <li>• Recognises and works within EN scope of practice, demonstrating responsibility and accountability for client centred care while working under the direction and delegation of a RN/RM.</li> <li>• Demonstrates an understanding of, and works within Northland District Health Board service specific policies and procedures.</li> <li>• Participates in quality improvement activities.</li> <li>• Engages in reflection and ethical decision making using practice based experience.</li> <li>• Identifies the components of an ethical dilemma, and seeks guidance to achieve resolution.</li> <li>• Effectively accesses and uses relevant physical resources (eg. equipment) and identifies areas where they may be used more effectively or efficiently.</li> <li>• Documents practice in accordance with the NDHB clinical record documentation policy.</li> <li>• Promotes an environment that enables client safety, independence, quality of life and health.</li> <li>• Practices in a way that respects each client's dignity and right to hold personal beliefs, values and goals.</li> <li>• Demonstrates an awareness of cultural safety through effect relationships with client and their families and whanau.</li> <li>• Maintains infection control principles &amp; adheres to policy.</li> </ul>
<p><i>Provide health promotion as an integral part of practice</i></p>	<ul style="list-style-type: none"> <li>• Contributes observations to evaluate client learning and understanding about health practices.</li> <li>• Demonstrates an understanding of how the principles of the Treaty of Waitangi impact on health promotion/education activities.</li> <li>• Contributes to health promotion programmes to meet identified client/patient need.</li> <li>• Recognises own limitations and determines appropriate person to deliver health education sessions.</li> <li>• Demonstrates knowledge of hospital and community resources.</li> </ul>
<p><i>Demonstrates appropriate and effective multi-disciplinary teamwork</i></p>	<ul style="list-style-type: none"> <li>• Contributes to a nursing perspective within the inter-professional activities of the health team.</li> <li>• Provides constructive input to members of the multi-disciplinary team.</li> </ul>



Key Responsibility Area	Expected Outcomes
<p><b>Communication and Teamwork</b></p>	<ul style="list-style-type: none"> <li>• Communicates effectively with clients and family/whanau ensuring they are informed and understand all aspects of their care and treatment.</li> <li>• Recognises barriers that may inhibit communication.</li> <li>• Demonstrates effective verbal and non-verbal communication skills to communicate clearly and effectively with Multi-Disciplinary Team and all staff involved with the service ensuring the best outcomes for the consumers and family/whanau.</li> <li>• Communicates effectively with other agencies and community services enhancing the outcomes for the consumers.</li> <li>• Works effectively alongside the ward/unit staff.</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• To be responsible for all aspects of own professional development including participation in the following: <ul style="list-style-type: none"> <li>– Individual annual performance reviews.</li> <li>– Identifying own learning needs, and addressing ongoing personal development.</li> <li>– Complete area specific competencies in a timeframe negotiated with the clinical nurse educator/manager</li> <li>– Participation in in-service training/education.</li> <li>– Service developments and quality initiatives</li> <li>– Maintain up to date knowledge pertaining to applicable client pathway documents</li> <li>– Ongoing professional and educational development</li> <li>– Maintains a professional development portfolio</li> </ul> </li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>• Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>– Practicing and observing safe work methods;</li> <li>– The use of safety equipment;</li> <li>– Reporting unsafe conditions or equipment; and</li> <li>– Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
<p><b>Privacy and Confidentiality</b></p>	<ul style="list-style-type: none"> <li>• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Northland DHB's Privacy Policies and Procedures</li> <li>• Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.



## Person Specification

### Education and Qualifications

#### Essential

- Enrolled Nurse holds a current Nursing Council of NZ practicing certificate.

#### Desirable

- Current PDRP

### Experience

#### Essential

- Transitioned to current EN scope of practice or willingness to do so

#### Desirable

- Recent experience in a hospital setting

### Awareness and Understanding of

#### Essential

- The Treaty of Waitangi and its application to the health setting
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety at Work Act 2015
- Understands ones own Personal and Professional Boundaries
- Nursing Council of New Zealand Competencies for Enrolled Nurse Scope of Practice.
- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)

#### Desirable

### Skills & Personal Attributes

#### Skills

- Assessment Skills
- Computer Skills
- Engagement Skills
- Effective Communication Skills (verbal and written)

#### Personal Attributes

- A positive contributing team player/member
- Show cultural sensitivity and work in partnership with client/family/whanau.
- Dedicated team player.
- Show a caring but professional manner in all aspects of work.
- Flexible and adaptable.
- Able to prioritise work requirements.
- Reliability
- Ability to work independently and as part of the multi-disciplinary team
- Ability to develop innovative solutions to problems
- Sense of humour



## **Performance Development Review**

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

**Authorised by:**

**Signature:**

**Date:**

## **Acceptance**

Acceptance of the position implies acceptance of this position description.

**Position Title:**

**Signature of employee:**

**Date:**

