POSITION DESCRIPTION

Home Health Care - Enrolled Nurse

Date  Produced August 2011
      Review April 2013

Position Holder's Name :

Position Holder's Signature : ..................................................

Manager / Supervisor's Name :
Manager / Supervisor's Signature : ..................................................

Date : ..................................................
SCOPE OF THE PRACTICE

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. 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. 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.

In acute settings, enrolled nurses must work in a team with a registered nurse who is responsible for directing and delegating nursing interventions. In some settings, enrolled nurses may coordinate a team of health care assistants under the direction and delegation of a registered nurse. In some settings, enrolled nurses may work under the direction and delegation of a registered health practitioner*. In these situations, the enrolled nurse must have registered nurse supervision and must not assume overall responsibility for nursing assessment or care planning. 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.

Relevant Area of Practice:
As defined by Nursing Council of New Zealand as per the endorsements on the nurse’s practicing certificate.

Vision & Values

Organisational Shared Vision
Our DHB shared Vision is to work in partnership with our communities to improve the health status of all, with particular emphasis on Māori and Pacific peoples and other communities with health disparities.

We will do this by leading the development of an improved system of healthcare that is more accessible and better integrated.

We will dedicate ourselves to serving our patients and communities by ensuring the delivery of both quality focussed and cost effective healthcare, at the right place, right time and right setting.
Organisational Values

**Partnership**  Working alongside and encouraging others in health and related sectors to ensure a common focus on, and strategies for achieving health gain and independence for our population

**Care and Respect**  Treating people with respect and dignity, valuing individual and cultural differences and diversity

**Professionalism**  We will act with integrity and embrace the highest ethical standards

**Teamwork**  Achieving success by working together and valuing each other’s skills and contributions

**Innovation**  Constantly seeking and striving for new ideas and solutions

**Responsibility**  Using and developing our capabilities to achieve outstanding results and taking accountability for our individual and collective actions

PLACE IN THE ORGANISATION

![Organisational Structure Diagram]

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**Line Management**

**Professional Accountability**

**Direction & Delegation**

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<th>Key Accountability</th>
<th>Standards / Achievements</th>
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<tr>
<td><strong>Professional Responsibility</strong>&lt;br&gt;Able to demonstrate knowledge, judgement and accountability in relation to: professional, legal and ethical responsibilities and cultural safety. Promotes an environment that maximises patient’s safety, independence and quality of life and health.</td>
<td>• Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislative requirements.&lt;br&gt;• Demonstrates the ability to apply the principals of the Treaty of Waitangi to nursing practice.&lt;br&gt;• Recognises own scope of practice and the District Nurse responsibilities and accountability for delegation of nursing care.&lt;br&gt;• Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of the District Nurse.&lt;br&gt;• Promotes an environment that enables client safety, independence, quality of life and health.&lt;br&gt;• Participates in ongoing professional and educational development.&lt;br&gt;• Practices nursing in a manner that the client determines as being culturally safe.&lt;br&gt;• Practices in a way that respects each client’s dignity and right to hold personal beliefs, values and goals.&lt;br&gt;• Complies with CMDHB policies and procedures</td>
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<td><strong>Management of Nursing Care</strong>&lt;br&gt;Able to demonstrate knowledge and uses evidence based practice in the assessment of clients and the management of nursing care</td>
<td>• Contributes to the development of care plans in collaboration with the District Nurse and health consumers and clarifies responsibilities for planned care with the District Nurse.&lt;br&gt;• Contributes to nursing assessments by completing assessment tools as delegated by the District Nurse.&lt;br&gt;• Recognises and reports changes in health and functional status to the District Nurse or directing health professional.&lt;br&gt;• Is accountable for ensuring that nursing care provided to clients is within scope of practice and own level of competence.&lt;br&gt;• Demonstrated practice that supports best health outcomes for clients.&lt;br&gt;• Ensures that documentation is accurate and maintains confidentiality of information.&lt;br&gt;• Contributes to the health education of health consumers to maintain and promote health.</td>
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<td><strong>Interpersonal Relationships</strong></td>
<td>• Establishes, maintains and concludes therapeutic interpersonal relationships.&lt;br&gt;• Communicates effectively with clients and members of the health care team.</td>
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<td>Key Accountability</td>
<td>Standards / Achievements</td>
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| Interprofessional health care & quality improvements   | • Collaborates and participates with colleagues and members of the health care team to deliver care.  
  • Contributes to the evaluation of client care.  
  • Acts as a resource and role model for nurse students and health care assistants. |

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<th>HEALTH &amp; SAFETY</th>
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| Recognises individual responsibility for workplace Health & Safety under the Health and Safety Act 1992 | • Counties Manukau DHB Health and Safety policies are read and understood and relevant procedures applied to own work activities  
  • Workplace hazards are identified and reported including self-management of hazards where appropriate  
  • Can identify Health and Safety representative for area |

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<th>CULTURAL SAFETY</th>
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| Commitment to the principles of Treaty of Waitangi          | • Respect, sensitivity, cultural awareness is evident in interpersonal relationships.  
  • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices of women and their families. |

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<th>Honouring Cultural Diversity</th>
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| Utilise Information Technology                              | • Demonstrate ability to access and use available clinical information systems.  
  • Is conversant with applications required for specific discipline/role. For example, PIMS, Concerto, Outlook, Health ware etc.  
  • Maintains own professional development by attending relevant IT educational programmes. |

**Position Title**: Enrolled Nurse

**Approved by**: Director of Nursing
COMMUNICATION AND INTERPERSONAL SKILLS

Will be required to interact on a regular basis with a range of CMDHB staff, patients and clients including:

**Internal:**
- Patient/clients- whanau/ families
- Nursing and Nursing Support Staff (e.g. Charge Nurse Managers/ Nurse Educators/Clinical Nurse Specialists/Clinical Nurse Advisors/ PDRP Coordinator,
  District /Public Health Nurses
- Midwives and Women’s Health staff i.e. Charge Midwife Managers/ Midwife Educator
- Healthcare Assistants
- Clinical Nurse Directors
- Nurse leaders/Co-coordinators
- Director of Nursing / Director of Midwifery
- Medical Staff
- Allied Health Staff
- Clinical Support Services
- Cultural Resource Units, Interpreting Services
- Health and Safety/Infection Control/ IV Service
- Other support areas of the organisation e.g. Orderlies, Security, Cleaning, Laundry Services
- General Manager/ Service Managers/Operation Managers

**External**
- Bureau Nurses
- Primary Health Organisations/providers
- Aged care Facilities
- Hospice Staff
- Lead Maternity Care (LMC)

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.

In conflict situations will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.
**PROBLEM COMPLEXITY**

There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service.

There will be demands to meet deadlines, maintain accuracy and quality of information. Failure to do so could impact on the organisation in terms of organisational effectiveness and timeframes.

Will refer to Clinical Nurse Coordinator, Nurse Educator, Clinical Nurse Specialist, and District Nurses for direction or second opinion.

**SCOPE FOR ACTION**

The active process of directing, guiding, monitoring and influencing the outcome of an individual’s performance of an activity related to assigned aspects of nursing practice or a delegated activity, and providing support in ways which enhance performance. Direct supervision is provided when the registered nurse or midwife is actually present, observes, works with and directs the person who is being supervised. Indirect supervision is provided when the registered nurse or midwife works in the same facility or organisation as the supervised person but does not constantly observe her/his activities. The registered nurse or midwife must be available for reasonable access. The EN is encouraged to use initiative and problem solving skills to develop innovative approaches to issues under the direction of the registered nurse. (Nursing Council of New Zealand, 2007)

Discretion is required to be exercised in releasing confidential information to the appropriate parties.

**DIMENSION OF THE POSITION**

Will be responsible to the Operations Manager for the achievement of agreed objectives and operates within the confines of Counties Manukau District Health Board.

**POSITIONS REPORTING**

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<th>Directly</th>
<th>Indirectly</th>
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<tr>
<td>Nil</td>
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## PERSON SPECIFICATIONS

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<th>Minimum</th>
<th>Preferred</th>
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<tr>
<td><strong>Qualification</strong></td>
<td>• EN with current Annual Practising Certificate</td>
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<td><strong>Experience</strong></td>
<td>• Relevant endorsement for area of practice</td>
<td>• Experience in speciality area</td>
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<td><strong>Skills/Knowledge/Behaviour</strong></td>
<td>• good level of written and verbal communication</td>
<td>• Service specific skills</td>
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<td>• Good listening skills</td>
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<td>• Priority setting/time management</td>
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<td>• Knowledge of current issues in nursing</td>
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<td>• Knowledge and understanding of medico/legal and ethical responsibilities of scope of practice</td>
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<td>• Computer literacy-core skills</td>
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<td><strong>Personal Qualities</strong></td>
<td>• Personal sincerity, integrity honest and reliable</td>
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<td></td>
<td>• Initiative and motivation</td>
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<td>• Demonstrate commitment to quality improvement initiatives</td>
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<td>• Commitment to ongoing education &amp; professional development</td>
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<td>• Multidisciplinary team and Patient focus</td>
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<td>• Empathy and respect for individuals from diverse backgrounds</td>
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<td></td>
<td>• Sense of humour</td>
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