<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Enrolled Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB CATEGORY:</td>
<td>Staff Position</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Nursing Position</td>
</tr>
<tr>
<td></td>
<td>Across all Services</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>The appropriate Reporting Manager eg., Charge Nurse/Midwife/ Team Leader</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>All South Auckland Health Facilities</td>
</tr>
<tr>
<td>PROFESSIONALLY ACCOUNTABLE TO:</td>
<td>Director of Nursing Practice</td>
</tr>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td></td>
</tr>
</tbody>
</table>
1. PURPOSE OF POSITION

Delivers nursing care within the scope of practice for an Enrolled Nurse to patients/clients. Nursing practice is effective, professional, safe and holistic.

Contributes as an active staff member of the service and in broader terms to the organisation as a whole. Participates in clinical, ward/unit/pod, service and organisation wide policy development, implementation and review.

Enrolled Nurses work in under the direction of association with Registered Nurses in an assign role.

At times may work in other clinical areas within the organisation.

2. OUR VISION

South Auckland Health

South Auckland Health will be the leader in the delivery of successful healthcare by providing the right care, in the right amount, at the right time, and in the right setting.

We will dedicate ourselves to improving our service to our patients; our community and our staff by delivering both quality focused and cost effective health care.
3. **OUR VALUES**

*Care* – we will treat all people with respect and dignity, valuing individual and cultural differences and diversity.

*Professionalism* – we will always act with integrity and embrace the highest ethical standards.

*Teamwork* – we will only achieve success by working together and valuing each other’s skills and contributions.

*Innovation* – we will constantly seek and strive for new ideas and solutions.

*Responsibility* – we will use and develop our capabilities to achieve outstanding results, and take accountability for our individual and collective actions.

4. **POSITION IN ORGANISATION**

```
                     Director of Nursing Practice
                        /               \
                 Clinical Nurse Director
                                /               \
            Charge Nurse / Team Leader / Unit Manager / Service Manager
                                       /               \
                  Staff Nurse  Enrolled Nurse  Nursing Support Staff  Ward Clerk
```
RESPONSIBLE FOR

Own clinical nursing practice.

5. KEY ACCOUNTABILITIES

i. Clinical Nursing Practice

Delivers nursing care within a specific clinical setting in association with and supervised by a Registered Nurse to patient/clients being accountable for own practice as an Enrolled Nurse.

- Practices within:
- Practice parameters as defined in the position outline.
- Personal skill and competency level of practice
- Ethical guidelines, consumer Code of Rights, professional nursing standards, medical orders, unit/ward, service and organisation specific policies/protocols/guidelines and relevant legislation.

Uses and documents the nursing process within the bounds of the Privacy Act, South Auckland Health’s polices and medico-legal requirements. Delivers nursing care in association with and supervised by a Registered Nurse.

Assessment:

- Gathers relevant comprehensive information and documents specifically.
- Demonstrates ongoing assessment.

Planning Care:

- Follows the nursing care plan making adjustments as necessary under the supervision of a Registered Nurse.

Implementation of Care:

- Ensures patient/clients are involved, understand and consent to all nursing actions.
- Implements nursing actions as planned by a Registered Nurse.
- Ensures nursing practice is responsive to the needs of the individual patient/client and family.
- Facilitates patient/clients learning opportunities as appropriate.

Evaluation of Care:

- Evaluates the patient/clients response to care on an ongoing basis in consultation with Registered Nurses.

Provides collaborative patient/client care in conjunction with other members of the multidisciplinary team.

Interacts effectively with patient/client/family/whanau and team members to facilitate and enhance quality patient/client care delivery.
• Demonstrates an approachable and helpful attitude when interacting with patient/client, their family/whanau, multidisciplinary team members and the public.
• Acts as an advocate in conveying patient/client needs and responses to treatment to the Registered Nurse or other appropriate health care staff.

Demonstrates awareness of and sensitive response to spiritual beliefs, cultural practices/needs of the patient/client.

Nursing practice supports the patient/client and enhances their spiritual and emotional well-being.
• Identifies self and designation to the patient/client before providing care.
• Establishes a positive nurse/patient/client partnership and contributes to a meaningful outcome for the patient/client and nurse.
• Maintains patient/client privacy, confidentiality and dignity throughout their care continuum.
• Demonstrates a working knowledge of Treaty of Waitangi and its relevance to health service delivery.
• Demonstrates an understanding of the concepts of cultural safety and its application in patient/client care provision.

Promotes and ensures patient/client and staff safety.

Patient/client and staff safety needs are identified and provided for through appropriate control of the environment and ongoing staff education.
• Adheres to all South Auckland Health’s policies and procedures.
• Participates in relevant in-service programmes to maintain a current knowledge of:
  - Safety standards
  - Risk management practice
  - Potential ward/unit and service hazards and risks
  - Fire safety and major disaster protocols
  - Credentialling and Privileging requirements.
• Exercises environmental control by:
  - Removes all malfunctioning equipment from service and initiates its repair/replacement.
  - Ensures appropriate display of hazard signs.
  - Knows and understands the reasons for and the methods of documenting and actioning non-compliance to safety standards.
  - Recognition of potential hazards and intervenes appropriately.

ii Professionalism

Demonstrates professionalism in nursing practice.

Practice occurs within an ethical code and standards developed by the profession. Professional judgement is exercised and responsibility, accountability for outcomes of professional decision making is accepted.
• Accepts responsibility and accountability for practice.
• Practice is within Code of Conduct, Code of Ethics and relevant legislation.
• Complies with organisational and service policies/protocols/guidelines.
• Initiates corrective action where non-compliance issues are identified.
• Acts as a positive role model.
• Presents a professional image.

**Demonstrates a commitment to professional nursing development.**

• Seeks professional support and guidance where necessary including participation in clinical audit and peer review.
• Demonstrates an awareness of research as the basis for practice.
• Completes an annual performance appraisal and CCP updates.

**Demonstrates commitment to ongoing education.**

• Maintains a minimum of competent level and develops further clinical practice to proficient and expert level by actively pursuing ongoing post enrolment training and education.
• Participates in internal and/or external continuing education programmes.
• Participates in an annual Personal Performance Plan, this includes development and achievement of personal and professional objectives.
• Identifies issues of ethical concerns in nursing and communicates these to a more senior nurse.
• Takes part in learning opportunities for nursing colleagues and students.
• Demonstrates an interest and commitment to furthering knowledge through self directed learning opportunities.

**iii. Continuous Quality Improvement**

**Understands and practices the principles of continuous quality improvement.**

The expectation and the needs of the patient/client, the organisation and its personnel, form the basis of the continuous quality improvement philosophy.

• Participates in the implementation and ongoing maintenance and review of the service policies/procedures/protocols/guidelines.
• Actively contributes to the service quality improvement project and clinical audits.
• Actively contributes to the process of accreditation.
• Reads organisational policies within one month of distribution.
• Recognises the customer as the next person in the process.

**iv Management**

**Demonstrates effective management skills in nursing practice within the health team.**

• Demonstrates effective time management and priority setting skills in daily nursing practice.
• Understands the use of available material resources, their current usage, storage and maintenance.

5. RELATIONSHIPS

Internal:
Patient/clients
Charge Nurses/Clinical Nurse Educators/Clinical Nurse Specialists/Clinical Nurse Advisors/ CCP Coordinator
Nursing and Nursing Support Staff (e.g. HCAs
Clinical Nurse Directors
Director of Nursing Practice
Medical Staff
Allied Health Staff
Clinical Support Services
Cultural Resource Unit
Health and Safety/Infection Control/ IV Service
Other support areas of the organisation e.g. Orderlies, Security, Cleaning, Laundry Services
Group/General Manager

External:
Bureau Nurses
6. **PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Highly Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td></td>
</tr>
<tr>
<td>• Enrolled Nurse</td>
<td></td>
</tr>
<tr>
<td>• Current Practising Certificate</td>
<td></td>
</tr>
<tr>
<td><strong>General Competencies</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Generic:</strong></td>
<td></td>
</tr>
<tr>
<td>• Accurately perform recordings: Blood pressure, Temperature, Respiratory Rate, Pulse Rate, Blood Sugar, Peak Flows, Oxygen saturation level.</td>
<td></td>
</tr>
<tr>
<td>• Effective documentation skills as per SAH Documentation standards.</td>
<td></td>
</tr>
<tr>
<td>• Nursing care skills skin integrity, hydration/nutrition, hygiene, and activities of daily living.</td>
<td></td>
</tr>
<tr>
<td>• Infection Control – Universal Precautions, Isolation procedures.</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of basic Anatomy and Physiology.</td>
<td></td>
</tr>
<tr>
<td><strong>Speciality Specific:</strong></td>
<td></td>
</tr>
<tr>
<td>• Each area of speciality practice will develop the core competencies for the Registered Nurse.</td>
<td></td>
</tr>
<tr>
<td><strong>Specific skills and Personal Qualities</strong></td>
<td></td>
</tr>
<tr>
<td>• Effective communication both written and verbal skills.</td>
<td></td>
</tr>
<tr>
<td>• Team player with the ability to work under direction and supervision.</td>
<td></td>
</tr>
<tr>
<td>• Responsible and accountable for professional practice and as an employee.</td>
<td></td>
</tr>
<tr>
<td>• Priority setting and time management skills.</td>
<td></td>
</tr>
<tr>
<td>• Effectively resolve problems and conflict.</td>
<td></td>
</tr>
<tr>
<td>• Maintains confidentially.</td>
<td></td>
</tr>
<tr>
<td>• Committed to promoting professional nursing development and continuous quality improvement.</td>
<td></td>
</tr>
</tbody>
</table>
## Essential

### Specific skills and Personal Qualities
- Positive and friendly approach.
- Honesty, integrity, respectful and reliable.
- Able to function as an effective team member.
- Non judgemental and empathetic.
- Excellent standards of dress and grooming.

## Highly Desirable

---

Developed by:
Director of Nursing Practice

Authorised by: Date Review Date
Director of Nursing Practice June 2001 June 2002