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SA Health Job Pack

Job Title	Enrolled Nurse
Job Number	512285
Applications Closing Date	No end date
Region / Division	Central Adelaide Local Health Network
Health Service	The Queen Elizabeth Hospital
Location	Woodville
Classification	ENC/END
Job Status	Casual
Indicative Total Remuneration*	\$23.66/26.63 per hour + casual loading – ENC; \$24.56/\$27.66 per hour + casual loading – END

Contact Details

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Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicant

JOB AND PERSON SPECIFICATION

DIVISION: Medical, Surgical, Acute Care & Clinical Support and Imaging

DEPARTMENT: General Wards

TITLE OF POSITION: Enrolled Nurse

POSITION NUMBER: NW

CLASSIFICATION: EN

TYPE OF APPOINTMENT: Permanent ☐ Temporary ☐ Casual ☐

PERIOD OF APPOINTMENT: From / / To / /

Job and Person Specification Approval

All excluding senior positions

...../...../...../...../.....
GM or delegate	Date	Occupant	Date

PREAMBLE:

Underpinning the Department of Health 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

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1. Summary of the broad purpose of the position in relation to the organisation’s goals (its expected outcome and how it is achieved).
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The Enrolled General Nurse delivers effective nursing care to consumers and groups of consumers under the supervision of a Registered Nurse, which is consistent with the mission of the Hospital and the core values of the Nursing Department.

The Enrolled General Nurse participates in the processes of nursing care delivery, and participates in the maintenance of a physically safe and culturally sensitive environment for consumers and staff.

The Enrolled General Nurse demonstrates a level of competence that meets the professional, legal and ethical requirements of the nursing profession.

2. 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).

- Professionally responsible to the Director Nursing Patient Care and Support Services and the Divisional Nursing Co-Director, through the Clinical Service Coordinator, or other delegated Registered Nurse, for the standard of care and services provided.
 - Reports to the Clinical Service Coordinator, or other delegated Registered Nurse, in relation to clinical, professional and personnel matters.
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3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime etc.)

- Although initially based at The Queen Elizabeth Hospital, the incumbent may be required to work in any site of the Central Adelaide Local Health Network.
 - The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
 - Must be prepared to attend relevant meetings and staff development / education activities as required.
 - Progressive evaluation of performance by the Clinical Service Coordinator and self three, months following appointment followed by an annual formal review.
 - Some out of hours work may be required.
-

4. Statement of Key Responsibilities/Duties (group into major areas of responsibility/ activity and list in descending order of importance)

Functions in accordance with legislation, policies and procedures affecting enrolled nursing practice by:

- Demonstrating and applying knowledge of legislation and common law pertinent to nursing practice.
- Fulfilling the duty of care in the course of enrolled nurse practice.
- Demonstrating knowledge of organisational policies and procedures pertinent to enrolled nursing practice.
- Identifying unsafe practice and breaches of law relating to practice and reporting to the Clinical Nurse manager or senior Registered Nurse, to ensure a safe outcome.

Conducts nursing practice in a way that can be ethically justified by:

- Acting in accordance with the nursing professional code of practice.
- Demonstrating contemporary approaches to ethical issues impacting on nursing.

- Engaging in effective ethical decision-making.
- Ensuring confidentiality of information obtained in a professional capacity and maintaining systems to manage confidentiality appropriately.
- Refraining from engaging in exploitation, misinformation and misrepresentation in regard to health care products and nursing services, and establishing and maintaining systems to ensure that consumers are protected.
- Includes and understands the role of Advance Directives in routine patient assessment, care planning and team communication.
- Able to educate patients and colleagues about Advance Care Planning and assist with the process.

Conducts nursing practice in a way that respects the rights of consumers and groups by:

- Acknowledging and advocating the rights of others in the health care setting.
- Respecting and promoting the rights of others to make informed choices in relation to their care.
- Respecting and providing for the customs, spiritual, emotional and cultural beliefs and values of others.
- Promoting and preserving the trust inherent in the privileged relationship between nurse and consumer with respect to both their person and their property.
- Ensuring consumers retain their dignity at all times.

Accepts accountability and responsibility for own actions within enrolled nursing practice by:

- Upholding and promoting the agreed standards of the nursing profession.
- Demonstrating an understanding of the accountability inherent in the role.
- Demonstrating an understanding of own knowledge base/scope of competence.
- Consulting with the Clinical Service Coordinator and Registered Nurses appropriately when nursing care requires expertise beyond own scope of competence.
- Ensuring that nursing care delivery is consistent with the ward/unit/department and corporate objectives, philosophies, policies and procedures.

Demonstrates critical thinking in the conduct of enrolled nursing practice by:

- Exercising judgement appropriately and acting as a role model.
- Maintaining currency in nursing knowledge and applying current nursing techniques.
- Recognising the need for and participating in the professional and personal development of self and using professional standards of practice to assess the performance of self.
- Providing support and direction and contributing to the learning experiences and professional development of newer or less experienced, enrolled and student nurses.
- Recognising the need for care of self.
- Demonstrating understanding of the importance of research in improving nursing outcomes.
- Incorporating research findings into nursing practice as determined by the Clinical Service Coordinator.
- Contributing to nursing research by participating in research projects and policy and practice guideline development as determined by the Clinical Service Coordinator.

Contributes to the formulation of care plans in collaboration with the registered nurse, consumers and groups by:

- Collecting information for the Registered Nurse's assessment of the health needs of consumers and/or groups of consumers.

- Using a validated, structured approach in the process of assessment providing the Registered Nurse with accurate, timely information to develop a specific care plan for the individual.
- Documenting information regarding the health and functional status of consumers accurately and clearly according to organisational guidelines.
- Evaluating progress toward expected outcomes by continuous evaluation and reassessment of the outcomes of nursing care by reporting significant changes to the appropriate Registered Nurse.

Manages nursing care of consumers and groups within the scope of enrolled nursing practice by:

- Implementing planned nursing care to achieve identified outcomes.
- Recognising and reporting changes in the health and functional status of consumers/groups to the registered nurse.
- Ensuring communication, reporting and documentation are timely and accurate.
- Organising workload to facilitate planned nursing care for consumers and groups.
- Providing for the comfort needs of consumers and groups experiencing illness or dependence.
- Contributing to the health education of consumers or groups to maintain and promote health.
- Communicating with consumers and groups to enable therapeutic outcomes.
- Using health care technology appropriately.
- Reprioritising activities in response to sudden changes in the care delivery context.

Contributes to the promotion of safety, security and personal integrity of consumers and groups within the scope of enrolled nursing practice:

- Acting to enhance safety and ensuring that the comfort needs of others are provided for at all times.
- Establishing, maintaining and concluding, therapeutic and effective interpersonal relationships with others.
- Complying with relevant legislation, policies and guidelines.
- Ensuring own compliance with record and reporting systems.
- Taking a proactive approach to risk identification and minimisation by promoting preventative behaviours and processes.

Collaborates with other members of the health care team to achieve effective health care outcomes by:

- Demonstrating understanding of the roles of other members of the health care team and establishing and maintaining collaborative relationships with colleagues.
- Participating with consumers and other members of the health care team in decision making.
- Ensuring the maintenance of timely, accurate and appropriate verbal and written communication processes maintaining confidentiality at all times.
- Accurately and appropriately using health terminology
- Communicating effectively with medical, allied health and clerical staff.
- Demonstrating respectful behaviour towards members of the health care team.

Ensure that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:

- Assisting with the developing and establishing of key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining a knowledge of and adhering to the principles and standards of Equal Employment Opportunity Legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying, harassment and unacceptable behaviour.

- Delegations of Authority
- Disability Discrimination Act
- Privacy Act 1988
- Freedom of Information Act
- SA Information Privacy Principles
- Code of Ethics for Public Sector Employees
- Code of Fair Information Practice
- Work Health & Safety and Welfare Act
- Workers Rehabilitation and Compensation Act
- Equal Opportunity Act
- SA Health Care Act
- Nurses Act 1999
- ANMC National Competency Standards for Registered and Enrolled Nurses, Registered Midwife and Nurse Practitioner 2006.
- Controlled Substances Act 1984

Ensure a safe working environment at all times by:

- Maintaining effective work practices.
- Adopting procedures and practices which comply with the Work Health & Safety Act.
- Making proper use of all safeguards, safety devices and personal protective equipment (as required in undertaking the duties of the position).
- Taking reasonable care to protect the health and safety of self and others.
- Attending mandatory safety training programs.

Contribute to the well being of people in South Australia through participation in Counter Disaster activities, including attendance as required at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and / or major disaster.

The Queen Elizabeth Hospital nursing values that guide our behaviour towards each other, the decisions we make and how we provide our service are as follows:

- **Encouragement**
- **Support**
- **Learning**
- **Recognition**
- **Respect**
- **Collaboration**
- **Sharing and Caring.**

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

1. Education/Vocational Qualifications etc.

- Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.
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2. Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment)

- Evidence of effective interpersonal and communication skills.
 - Ability to provide consumer care and services within the specified limits of preparation, knowledge, skills and competence.
 - Demonstrated ability to self-motivate, maintain professional integrity and confidentiality.
 - Demonstrated ability to work effectively as a team member, in a team environment.
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3. Experience (including community experience)

- Experience in acute care nursing.
 - Evidence of having consolidated basic skills and knowledge in the acute care setting.
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4. Knowledge

- Demonstrated understanding of the competencies of the Enrolled General Nurse.
- Demonstrates maintenance of own professional education and appropriate skills relevant to own practice area.
- Demonstrated understanding of the Code of Ethics for Public Sector Employees.

DESIRABLE REQUIREMENTS

1. Education

- Working towards or the satisfactory completion of a course of training leading to a qualification relevant to the area of practice.
-

2. Personal Abilities / Aptitudes / Skills

3. Experience

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

4. Knowledge

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

5. Other details

COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Ethics, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health.

_____/ /
Signature

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"

ENROLLED NURSE POSITION STATEMENT

PREAMBLE

The Enrolled Nurse practices with and under the direction and supervision of the Registered Nurse, and assists in the provision of nursing care. At all times the Enrolled Nurse retains responsibility for his/her own actions and remains accountable to the Registered Nurse for all delegated functions. Enrolled Nurses will be required to function only within the limits of their education and competence.

Note: This position statement needs to be applied on a facility by facility basis as a guide and in reference to the Job and Person Specification.

Supervision means the direction and guidance given by a Registered Nurse to an Enrolled Nurse. The supervision may be direct or indirect according to the nature of the work delegated to the Enrolled Nurse. The Registered Nurse is accountable and responsible for the safe administration of all medications, performance and outcomes of procedures and for the maintenance of consumer's records. The Registered Nurse has the responsibility to understand the role and function of the Enrolled Nurse.

CONSUMER CARE MANAGEMENT

The Registered Nurse retains overall accountability and responsibility for the nursing care provided to his/her allocated consumers whether performed directly, in collaboration with, or delegated to an Enrolled Nurse.

The Enrolled Nurse working in conjunction with and under the supervision of the Registered Nurse will assist in the planning, the implementation and delivery of nursing care to consumers. The Enrolled Nurse will implement medical/treatment orders under the direction and as delegated by the Registered Nurse with reference to the Enrolled Nurses scope of education and practice. The Enrolled Nurse, following delegation by and under the supervision of a Registered Nurse may provide education to the consumer when a clinical plan clearly defines the education required and the Enrolled Nurse has the knowledge to provide this education.

The Registered Nurse is responsible and accountable for evaluating the degree of effectiveness of nursing interventions and for seeking information from the Enrolled Nurse who is assisting her/him in care provision for an allocated group of consumers. The Enrolled Nurse, in conjunction with the Registered Nurse assists in the evaluation of nursing care delivered by providing information and reporting changes in the consumer's clinical condition.

The Enrolled Nurse may in collaboration with the Registered Nurse provide information to other members of the health care team regarding the consumer's condition and progress, having regard to the Code of Fair Information Practice Act and confidentiality of information. The Enrolled Nurse may record relevant details of care provided and the determined effectiveness in the consumer's medical record.

MEDICATION MANAGEMENT/GENERAL PRINCIPLES

All Enrolled Nurses must satisfactorily complete an Enrolled Nurse Medication Competency prior to participating in medication management. On completion of this the Enrolled Nurse will practice in accordance with organisational policy within their level of training and where State Law allows.

The following points apply to all Enrolled Nurses:

- All medication must be legally prescribed by a medical officer.
- The Enrolled Nurse is accountable for medication administration for which they have been delegated by a Registered Nurse to perform.
- The Enrolled Nurse is responsible for evaluating the effectiveness of any medication they have administered to any consumer under his/her care and for reporting the effectiveness to the responsible Registered Nurse as part of the evaluation of care.
- Enrolled Nurses who have undertaken specific training may be permitted to check and/or administer medication as part of ward/unit specific policy.

ANNUAL COMPETENCIES

All Enrolled Nurses are required to demonstrate, on an annual basis, competence in medication management:

- To achieve this, the Enrolled Nurse will be required to demonstrate:
 - Competency in drug calculations.
 - *Through performance review* demonstrate a knowledge of safe practice principles, according to criteria incorporating legislation and health service guidelines pertaining to medication management.
 - *Through performance review demonstrate an* application of theory to safe practice by undertaking administration of medications to a group of clients according to specific criteria.

ENROLLED NURSE WITHOUT A DIPLOMA OF NURSING

Enrolled Nurses who have not attained a Diploma of Nursing are permitted to perform the following with regard to medication management. The second person checking drugs/solutions with an Enrolled Nurse **must** be a Registered Nurse.

Checking with a Registered Nurse

- All medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Intravenous infusions without additives.
- Blood and blood products.

Administering

- May administer the following medications:
 - evacuative suppositories and enema
 - non-medicated ear and eye drops
 - non-medicated topical applications
 - non-controlled oral analgesics
 - paracetamol suppositories
 - bronchodilators via a nebuliser when prescribed as a volume
 - intramuscular and subcutaneous injections under the supervision of a Registered Nurse.
- Naso-gastric feeds/PEG feeds (The second person checking naso-gastric feeds/PEG feeds must be a Registered Nurse.)

Administer/cease

Oxygen therapy as per medical orders

Intravenous/Subcutaneous route

- Change
 - Peripheral intravenous/subcutaneous fluid bags (without additives)
 - Refill peripheral intravenous/subcutaneous paediatric drips chambers and regulate flow, including transfusions
- Commence
 - Intravenous infusion (prime the line) without additives
- Cease
 - Intravenous infusions in consultation with the Registered Nurse as per medical orders
 - Remove intravenous/subcutaneous cannulae according to organisation protocols.

ENROLLED NURSE WITH A DIPLOMA OF NURSING

Enrolled Nurses who have attained a Diploma of Nursing and who have been assessed as competent are permitted to undertake the following with regard to medication management in *addition* to that permitted for the Enrolled Nurse without a Diploma of Nursing. The second person checking drugs/solutions with an Enrolled Nurse **must** be a Registered Nurse.

Checking with a Registered Nurse

All medications with a Registered Nurse, including Controlled Substances, syringe drivers, infusions and intravenous additives including those which require a drug calculation.

Administering

- Non-controlled medications (other than via the intravenous, epidural, intrathecal routes).
- Intramuscular and subcutaneous injections under the supervision of the Registered Nurse.

Intravenous/Subcutaneous Route

- Change
 - Peripheral intravenous/subcutaneous fluid bags with/without additives
 - Reset the intravenous drip rate on an infusion pump as delegated and supervised by the Registered Nurse
- Commence
 - Intravenous infusion (prime the line) with/without additives
- Check
 - Infusion pump settings (consumer controlled analgesia, epidural and graseby) under the supervision of a Registered Nurse assessed as competent in these modalities and report and document consumer outcomes

SPECIFIC PROCEDURES

Enrolled Nurses with or without a Diploma of Nursing

- Are permitted to undertake and are accountable for blood glucose level monitoring once they have undertaken training and education and for which they have been delegated by a Registered Nurse to perform.

Enrolled Nurses with a Diploma of Nursing

- Are permitted to undertake the following procedures following specific education and in accordance with unit policy:
 - Undertake ECG recordings
 - Perform female catheterisation

SITE SPECIFIC UNIT FUNCTIONS

Additional site specific service unit tasks are required to be approved by the Nursing Director and require an education and assessment program inclusive of regular clinical updates and an annual competency check.

The list of these additional skill sets is to be kept with the respective service area and is the responsibility of the Nursing Director to maintain.

It is the requirement of each Health Unit site to table these additional skill sets with its Nursing Executive and to obtain subsequent endorsement.