



## POSITION DESCRIPTION

### **POSITION: Endorsed Enrolled Nurse - Level 2**

**Unit/ Specialty Area:** Surgical Ward

**Classification:** EN1 – An EN that does not hold an approved Nursing and Midwifery Board of Australia (NMBA) qualification in medication administration.

EN2 – An EN that has completed an approved NMBA course in administration of medication and will be able to administer medications in accordance with NHW Policy and Procedure

**Direct position report:** Nurse Unit Manger

**Organisational position report:** Director of Clinical Services

**Employment type:** Full time, part time and causal

**Location:** Northeast Health Wangaratta

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## OUR VISION

**To be recognised leaders in rural healthcare**

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## OUR VALUES

▶ **CARING**    ▶ **EXCELLENCE**    ▶ **RESPECT**    ▶ **INTEGRITY**    ▶ **FAIRNESS**

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## ROLE DESCRIPTION

The Enrolled Nurse (EN) is part of the multidisciplinary health care team and utilises the practice of nursing to provide patient care under the direction and supervision of the RN.

You are responsible for ensuring you practice in accordance with the Nursing and Midwifery competency standards for Enrolled Nurses, the ANMC professional Code of Conduct, NMBA Code of Ethics, NHW Nursing & Midwifery Capability Framework domains of practice, NHW values and code of conduct. You will be responsible for providing patient centred, safe care across a range of contexts under the supervision of a Registered Nurse (RN). You will be responsible for performing self-assessment of scope of practice and competence related to your assigned responsibilities and retain responsibility for individual actions and accountability for the care you provide and be accountable to the supervising RN for the respective delegated activities and actions.

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## KEY ACCOUNTABILITIES



### Direct Comprehensive Care

- Contributes to the formulation of nursing care plans in collaboration with the supervising RN and patient/family
- Has a patient/family centred care approach to care throughout the patient stay, including but not isolated to admission, daily communication, education, response to treatment, interdisciplinary care planning and discharge.
- Manages nursing care of individuals within the scope of EN practice and under the supervision of an RN.
- Utilises HWE tactics to support standardisation of practices related to communication, behaviour and practices.
- Administers medication and intravenous (IV) therapy in accordance with AWH policy and licensure and EN qualification
- Accurately documents components of care



### Support of Systems

- Conducts nursing care and practice in a manner that respects the rights of individuals and groups.



### Education

- Contributes to the orientation/familiarisation of new staff, working within EN scope of practice
- Participates in ongoing professional development of self
- Utilises feedback to guide clinical care and professional development
- Actively participates in yearly Performance and Development review with manager



### Research

- Practices is informed by evidence based practice framework, standards and clinical guidelines
- Participates in unit based quality improvement initiatives within EN scope of practice
- Uses critical thinking in assessing and evaluating health information and research.



## Professional Leadership

- Practices in accordance with legislation, policies and procedures relevant to EN's
- Practices within an ethical framework
- Supports HWE initiatives
- Behaviours align with NHW values, kindness charter and standards of behaviour
- Meets NMBA continuing professional development practice standards
- Completes NHW expected competencies within designated timeframes
- Maintains an active professional development portfolio demonstrated by attending and participating in relevant courses, workshops, lectures, tele/video conferences.

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## QUALIFICATIONS & EXPERIENCE

### ESSENTIAL

- Medication and IV endorsed
- Well-developed oral and written interpersonal, communication skills including conflict resolution skills
- Demonstrated evidence of computer and digital competence
- Demonstrated ability to work within a multidisciplinary team
- Demonstrated excellent time management and organisational skills
- Demonstrated knowledge and commitment to evidence based practice and quality improvement
- Demonstrated evidence of meeting advancement criteria as stipulated in Nurses and Midwives enterprise Agreement 2016-2020, Classification and Staffing 82.6 & 82.7

### DESIRABLE

- Recent experience in acute, subacute, medical, surgical, aged care and/or specialty area inpatient and community nursing

### ADDITIONAL REQUIREMENTS

- Current registration with AHPRA as an Enrolled Nurse
- Provision of certification transcript
- Demonstrated evidence of ongoing personal and professional development
- Employees are required to provide and maintain required immunization and serology records
  - Vaccination category A

**All staff must have and remain current for continued employment the following:**

- National Police Check (renewed every 3 years)
- Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas

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## RELEVANT DOCUMENTS

*The following documents can be found on the Northeast Health Wangaratta website and on Prompt*

Nursing & Midwifery Capability Framework (NMCF) Domains of Practice

Northeast Health Wangaratta NMCF Unit Specific Skills List

Northeast Health Wangaratta Performance Development & Review Tool

Northeast Health Wangaratta Hardwiring Excellence resources

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## ADDITIONAL RESOURCES

NMBA Registered Nurse Standards for Practice 2016

NMBA Nursing and Midwifery Practice Decisions Summary Guides

NMBA Code of Professional Conduct for Nurses in Australia

NMBA Code of Ethics for Nurses in Australia

NMBA National Competency Standards for the Midwife

NMBA Code of Ethics for Midwives in Australia

Nurse & Midwives Enterprise agreement 2016-2020

ANMF Code of Professional Conduct for Midwives in Australia. Good Practice Guide to Performance Management for Nurses and Midwives - Victorian Public Health Service 2013

APHRA Guidelines for Mandatory Notification

NMBA A Nurses Guide to Professional Boundaries

NMBA Continuing Professional Development Standard

Delegation and Supervision Guidelines for Victorian Nurses and Midwives

National Safety & Quality Health Service Standards

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## PERFORMANCE DEVELOPMENT AND REVIEW (PDR)

1. PDRs will be conducted yearly or prior as deemed necessary by Nurse Unit Manager / Manager or delegate.
2. Prior to annual PDR feedback session employees are required to complete a self-evaluation utilising the PDR document and return it to their manager.
3. There is an expectation that individuals will assume responsibility for completion of all learning requirements advised by the organisation. This includes mandatory training and clinical competencies in accordance with the timelines specified in Northeast Health Wangaratta's policies and procedures.

# Standards of Behaviour

## Above the line

### Our staff will always:

## Below the line

### Our staff will not:

#### Caring

Show compassion to all people  
 Demonstrate empathy and understanding  
 Work as part of the team  
 Mentor others  
 Provide encouragement to others  
 Care for others the way they would like to be cared for themselves

Be disrespectful  
 Be self-centered  
 Have inappropriate conversations with others  
 Display rudeness

#### Excellence

Commit to the NHW Hardwiring Excellence expectations  
 Have the courage to question what we do  
 Persevere to do the best job they can  
 Strive continuously to improve  
 Be professional and enthusiastic  
 Maintain customer focus

Give up  
 Demonstrate a 'can't-do' attitude  
 Accept mediocrity  
 Be unreliable  
 Pass the buck  
 Ignore feedback given by patients or colleagues

#### Respect

Maintain confidentiality and privacy  
 Listen to others and accept differences  
 Be punctual  
 Respond courteously  
 Greet all people by saying hello, smiling and introducing themselves  
 Be culturally informed and sensitive  
 Respect diverse opinions

Be sarcastic  
 Bully, harass or display aggression  
 Be judgmental  
 Withhold information  
 Contribute to rumours  
 Leave an untidy workplace

#### Integrity

Be open and honest  
 Lead by example  
 Be responsible and accountable for their own actions  
 Stand up and take action  
 Escalate issues or behaviors of concern

Be arrogant  
 Be dishonest  
 Be hypocritical  
 Avoid responsibility  
 Allow unacceptable behavior

#### Fairness

Demonstrate consistency  
 Treat people equally  
 Be considerate and understanding  
 Be collaborative and collegial

Discriminate against others  
 Demonstrate favoritism and exclusion  
 Refuse to assist others with their workload



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## DECLARATION

As the incumbent of this position, I acknowledge that I have read the Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to Northeast Health Wangaratta. I also agree to strictly observe the Northeast Health Wangaratta's policy on confidentiality of commercial and patient / consumer information or such sensitive information that I may come across in the course of my employment.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_\_\_