Enrolled Nurse
POSITION DESCRIPTION

DIVISION / FACILITY
St Vincent’s Private Hospital Toowoomba

KEY RELATIONSHIPS (INTERNAL)
- Nursing Unit Manager
- Clinical Nurse Educators
- Clinical Nurse Consultants
- Nurse Education & Development Centre
- Learning and Development Unit
- Director Of Clinical Services

KEY RELATIONSHIPS (EXTERNAL)
- Nil

REPORTING RELATIONSHIPS
Reports to: Nurse Unit Manager
Direct Reports: Nil

LOCATION
Toowoomba

DATE LAST REVIEWED
February 2020

ROLE PURPOSE
The purpose of this position is to ensure the provision of quality care through clinical nursing practice under the supervision of a Registered Nurse, promoting collaborative relationships amongst the health and aged care team and maintaining a customer-focused approach to nursing across the continuum of care.

All positions contribute to the provision of quality and sustainable health services within the ethos of the philosophy, mission, values and ethics of the St Vincent’s Health & Aged Care.

ORGANISATIONAL CONTEXT
St Vincent’s Private Hospital, Toowoomba is an acute medical and surgical hospital that includes services such as general surgery, specialist surgery such as orthopaedic, vascular, ENT, urology, plastics, breast, gynaecology, obstetrics, oncology. The General medical service includes diabetes, wound, and cardiology and a private emergency medicine service.

ROLE RESPONSIBILITIES’

Key Result Areas

Patient/Resident Centered
- Actively participate in key initiatives that contribute to improvements in person centred care.
- Take a partnership approach to care provision by embedding person centred care principles in all aspects of work.
- Ensure consumers receive information in an appropriate and accessible format.
- Actively support consumers to make informed decisions about their treatment and ongoing care.
- Ensure consumers are aware of their rights responsibilities and how to provide feedback.
- Uphold the expected standards of service excellence.

Position Accountabilities
- Ability to provide clinical practice and care that is consistent with the mission and philosophy of the Facility.
- Ability to plan and coordinate patients/residents/clients care effectively, maintain patients/residents/clients advocacy and utilise patients/residents/clients management systems under the supervision of an RN.
- Ability to participate in and support education activities and to contribute to the development of self and other team members.
- Have a working knowledge and understanding of relevant regulations/legislation.
- Ability to make a contribution towards effective risk management within the Facility.
- Have a demonstrated application of contemporary infection control standards and practices.
• Ability to participate in quality improvement activities

Quality and Safety
• Maintain clinical registration and any required indemnity cover (if applicable).
• Always work within approved scope of practice under supervision by more senior staff as appropriate.
• Take personal responsibility for the quality and safety of work undertaken.
• Take all necessary care and precautions when undertaking clinical procedures.
• Complete annual competencies and required training
• Maintain skills and knowledge necessary to safely and skillfully undertake work.
• Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner.
• Participate in clinical risk management, patient safety and continuous quality improvement activities as part of day-to-day work.
• All practices are consistent with the National Safety and Quality Health Service (NSQHS) Standards, EQUIP National and relevant professional practice and ethical standards and guidelines.
• Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions.

Human Resources
• Acts as a preceptor for new staff, students and trainees.
• Participates in annual performance appraisal and regular goal setting.
• Welcomes, assists and embraces new and junior staff to the unit.
• Demonstrates ongoing commitment to an Equal Opportunity Workplace.

Professional Development
• Accountable for personal achievement of 100% competencies as per unit and organisational needs.
• Liaise closely with the allocated Education Consultant or Clinical Coach to implement and progress own training and development.

General
• Perform duties of the position to best of their ability and to a standard acceptable to SVHA.
• Comply with all SVHA policies, procedures, by laws and directions.
• Treat others with respect and always behave professionally and in accordance with the SVHA Code of Conduct.
• Only access confidential information held by SVHA when this is necessary for business purposes, maintaining the confidentiality of that information once accessed.
• Participate in the annual SVHA performance review process.
• Display adaptability and flexibility to meet the changing operational needs of the business.
• Display a willingness to develop self and seek to improve performance.
• Complete other duties as requested

ST VINCENT’S HEALTH AUSTRALIA: IDENTITY
Our organizational values are relevant to all positions. All employees are required to consistently demonstrate behaviours that support the Mission, Vision and Values of St Vincent’s Health Australia and promote an ethical environment in accordance with the St Vincent’s Health Australia Code of Conduct.

<table>
<thead>
<tr>
<th>Our Mission</th>
<th>As a Catholic Healthcare service we bring God’s love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor or vulnerable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our Creed</td>
<td>We believe in the dignity of all people because each one is created in God’s image. We are committed to justice and compassionate care for all.</td>
</tr>
<tr>
<td>Our Vision</td>
<td>To lead transformation in health care inspired by the healing ministry of Jesus.</td>
</tr>
</tbody>
</table>
| Our Care    | • Provided in an environment underpinned by our mission and values  
• Holistic and centred on the needs of each patient and resident  
• High quality, safe, and continuously improved to ensure best practice  
• Innovative and informed by current research using contemporary techniques and technology  
• Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge  
• Committed to a respect for life in accordance with the Gospels |

Position Description – Enrolled Nurse – February 2020 – CFL1
### Our Values

**Compassion:** Our care is an act of love. We are present and accompany people when they are most in need.

**Justice:** To act with courage and speak in pursuit of what is right and just.

**Integrity:** Ensuring our actions and decisions are transparent and aligned with our values.

**Excellence:** Our care is safe evidence based and continually seeking to improve

### INCUMBENT CAPABILITY REQUIREMENTS

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated Behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal</strong></td>
<td></td>
</tr>
<tr>
<td>Personal Effectiveness</td>
<td>Manages Own Performance – Operates within policies and regulations in line with the mission and values</td>
</tr>
<tr>
<td>Learning Agility</td>
<td>Continuous Learning – Is open to learning new skills and ideas and applies these in the workplace</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Patient/Resident/Client Centred</td>
<td>Patient Conscious – Responds to patients as individuals while delivering care according to prescribed guidelines</td>
</tr>
<tr>
<td>Innovation &amp; Improvement</td>
<td>Responds To Problems – Solves immediate problems on own tasks and is open to change</td>
</tr>
<tr>
<td><strong>Strategy</strong></td>
<td></td>
</tr>
<tr>
<td>Driving Results</td>
<td>Achieves Goals – Completes allocated tasks to prescribed standards and timeframes</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Understands Work Area – Understands role of own department and related departments</td>
</tr>
<tr>
<td><strong>People</strong></td>
<td></td>
</tr>
<tr>
<td>Working With &amp; Managing Others</td>
<td>Monitors Self – Modifies own behaviour and work style to be most effective</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Team player – Cooperates with team members to deliver team goals</td>
</tr>
</tbody>
</table>

### SELECTION CRITERIA

#### Qualifications

- Registered with AHPRA (Australian Health Practitioner Regulation Agency) as a Enrolled Nurse
- Formal recognised qualifications in medication administration HLTEN507B, HLTEN507C (medication administration), HLTEN519C (IV medication administration) or equivalent
- Diploma in Nursing qualification or equivalent
- National Criminal History Check

#### Essential Skills and Experience

- Ability to maintain collaborative and effective relationships with all multidisciplinary team members
- Ability to work flexibly within the Facility service
- Ability to provide clinical practice and care consistent with the mission and philosophy of the facility
- Ability to participate in and support education activities and to contribute to the development of self and other team members
- Have a working knowledge and understanding of relevant regulations and legislation
- Ability to contribute towards effective risk management within the facility particularly in compliance with Work Health & Safety legislation
- Demonstrated application of contemporary infection control standards and practices
- Ability to participate in quality improvement activities
- Strong knowledge of scope of practice and awareness of RN supervision
- Strong verbal and written communication skills

#### Desirable Skills and Experience

<table>
<thead>
<tr>
<th>Personal Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A collaborative and inclusive working style</td>
</tr>
<tr>
<td>A positive work ethic</td>
</tr>
<tr>
<td>Strong relationship and interpersonal skills</td>
</tr>
<tr>
<td>Excellent planning and time management skills</td>
</tr>
<tr>
<td>Able to work autonomously and as part of a team</td>
</tr>
<tr>
<td>Willing to uphold the core values of St Vincent’s Health Australia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience within a hospital setting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
CANDIDATE ACKNOWLEDGEMENT – POSITION DESCRIPTION

I have read and understand the details and requirements of the position as contained in the Position Description and discussed any questions with the manager. I agree that (please tick):

Please read carefully and refer any question to the manager:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

I understand and agree to comply with the responsibility and accountabilities of this position description, and other tasks as reasonably requested/required

Candidate Full Name: 

Candidate Signature: 

Date: 
ENROLLED NURSE

INHERENT PHYSICAL REQUIREMENTS OF THE ROLE

<table>
<thead>
<tr>
<th>Critical Job Demand descriptor</th>
<th>% of time performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant</td>
<td>&gt; 66% of the time.</td>
</tr>
<tr>
<td>Frequent</td>
<td>34% – 66%</td>
</tr>
<tr>
<td>Occasional</td>
<td>5% - 33%</td>
</tr>
<tr>
<td>Rare</td>
<td>&lt; 5%</td>
</tr>
</tbody>
</table>

Critical physical job demands;
- Frequent walking on the ward
- Frequent standing on the ward
- Frequent bilateral upper limb use for handling equipment and patients
- Frequent lifting between ground and head height – up to 5kg (eg. linen, medical supplies, mobility aids)
- Frequent trunk rotation (eg. transferring patients, bed making)
- Frequent forward reaching (eg. transferring patients, bed making, accessing linen, accessing medication and dressings)
- Frequent gripping of objects (manual dexterity, pincer grip) when completing medications, dressing, personal care, patient notes and manoeuvring equipment
- Occasional carrying of items (eg. passive knee mobilisers, crutches and walking frames) from storage area to the ward
- Occasional trunk flexion greater than 15 degrees (eg. when changing dressings, administering medication at the bed side, making beds and completing personal care)
- Occasional pushing / pulling (eg. hoist, beds, observation machines, linen skip, dressing trolley and mobile shower chair)
- Occasional sitting when completing patient documentation and computer based tasks
- Rare crouching / squatting (eg. when assisting with lower limb cleaning or accessing items stored at ground level)

PRE-EXISTING INJURY
Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
If you are unable to perform any of the tasks or postures listed above and in the position description, please provide further detailed information which will assist with considering your safety in the workplace:

CANDIDATE ACKNOWLEDGEMENT – INHERENT REQUIREMENTS OF THE ROLE
I have read and understand the inherent physical requirements of the role, and discussed any concerns with the manager. I agree that (please tick):

Please read carefully and refer any question to the manager:  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can fulfill the requirements of the position without modification i.e. I am not aware of any health condition or disability which might interfere with my ability to undertake the inherent critical job demands and requirements’ of the position.</td>
<td>☐</td>
</tr>
<tr>
<td>I have a health condition/disability/special needs that may require the employer to provide me with adjustments so that I can successfully carry out the inherent requirements and job demands of the position.</td>
<td>☐</td>
</tr>
<tr>
<td>I understand that adjustments to the workplace can be made to assist employees with disabilities/special needs in carrying out the inherent requirements and job demands of the position. Any adjustments I need have been discussed with the organization prior to completing this health declaration.</td>
<td>☐</td>
</tr>
<tr>
<td>I am not aware of any psychological or behavioral issues, which might interfere with my ability to behave in accordance with the organizations' behavioral statements.</td>
<td>☐</td>
</tr>
<tr>
<td>I am aware that any false or misleading statements may lead to my employment being terminated with any SVHA entity.</td>
<td>☐</td>
</tr>
</tbody>
</table>

Candidate Full Name: ____________________________
Candidate Signature: ____________________________
Date: ____________________________