



*Presbyterian Support
Otago*

**POSITION DESCRIPTION
Enrolled Nurse [Full scope of Practice]**

Our Mission

Motivated by our Christian heritage, and in partnership with others, we work across the generations for positive change, strong families and healthy communities.

Our Vision

Presbyterian Support Otago works for a fair, just, and caring community.

Position's location	(Name and address of residence)
Responsible to	Manager/Unit Nurse Manager/Team Leader
Key relationships	Residents and their family/whanau, friends Registered Nurses, other Enrolled Nurses, Care Workers Other site staff Other health providers Other Presbyterian Support Otago staff
Position's purpose	<p>Enrolled nurses practise under the direction and delegation of a registered nurse to deliver nursing care & health education that supports the lives & wellbeing of people living in a residential home.</p> <p>They assist residents with activities of daily living, observe changes in health conditions and report these to the registered nurse, administer medicines and undertake other nursing care responsibilities appropriate to their assessed competence.</p> <p>Enrolled nurses contribute to nursing assessments, care planning, and implementation and evaluation of care for residents. The registered nurse maintains overall responsibility for the plan of care.</p> <p>In aged residential care settings, enrolled nurses may coordinate a team of care workers under the direction and delegation of a registered nurse, or work under the direction and delegation of a registered health practitioner. They must not assume overall responsibility for nursing assessment or care planning.</p> <p>Enrolled nurses are accountable for their nursing actions and are expected to practise competently in accordance with legislation, to their level of knowledge and experience</p>

Section 1 – Key Accountabilities

Key accountabilities	Successfully demonstrated by
Leadership and direction	
Support the implementation of a service model based on Enliven Philosophy, underpinned by Valuing Lives, person-centered high quality care and continuous improvement.	<ul style="list-style-type: none"> • Role modeling interaction and support for older persons in a manner consistent with the service philosophy/model • Supporting older persons to live their lives in a manner that reflects their choices • Promoting the acceptance of a culture of continuous review and improvement • Helping to ensure all activities reflect the goals that residents have identified based on what is important to them
Leading and supporting Care staff	<ul style="list-style-type: none"> • Ongoing assessment & evaluation of Care Workers performance and skills. • Following up with Care Workers on any identified performance issue as needed after notifying/discussing with UNM/Manager. • Providing advice to Care Workers in a timely and constructive manner..
Encourage staff development	<ul style="list-style-type: none"> • Participating in the orientation of new staff members. • Providing staff with regular, honest constructive feedback. • Participating in ongoing training and coaching of other staff, . • Providing input as requested for performance Appraisals for Care Workers.
Encourage team development	<ul style="list-style-type: none"> • Supporting & demonstrating nursing actions that inspire a sense of team and a positive service environment • Fostering a team culture based on open communication, quality and best practice based care and continuous improvement. • Contributing positively at all staff forums. • Assisting Manager/Unit Nurse Manager/Team Leader with learning development plans for care workers.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)

Competency 1.4

Promotes an environment that enables health consumer safety, independence, quality of life, and health.

Competency 3.3

Communicates effectively with clients and members of the health care team.

Key accountabilities	Successfully demonstrated by
Nursing	
<p>Contributes to lifestyle support planning, evaluation and ongoing clinical review to ensure care delivered is responsive to each resident's needs</p>	<ul style="list-style-type: none"> • Contributing collaboratively with the RN in developing a person-centered lifestyle support plan for residents, ensuring input from resident, family/whanau and other care and health providers • Ensuring self and others works within this plan. • Working and communicating effectively with Doctors as required to facilitate residents' 3 monthly reviews. • Contributing to 3/12 clinical reviews to maximise positive outcomes for residents..
<p>Provide nursing care that is safe, effective, timely and within the ENs scope of practice..</p>	<ul style="list-style-type: none"> • Contributes to assessment of residents on admission, risk assessments, when health status changes, after an incident or accident and as part of any clinical review by collecting and reporting information to the Registered Nurse. • Contributing to the evaluation of care for residents by monitoring and recording progress towards their expected outcomes. • Supporting and helping to implement plan of care for residents with any change to health status / after an incident or accident. • Collecting and documenting information about residents progress to facilitate consistent care. • Administering interventions, treatments, and medications within scope of practice and according to prescription, policy and guidelines. • Advising / informing RN who is directing & delegating care of <u>any</u> changes in resident health status eg skin changes, vital signs, alterations in pain. • Demonstrating and role modeling best practice in all aspects of Infection Prevention and Control.
<p>Manages documentation.</p>	<ul style="list-style-type: none"> • Participating in the evaluation and review of lifestyle support plans at least 3-monthly and as health status changes occur • Ensuring all information relating to care and support of and communication with each resident is recorded comprehensively, accurately, clearly and concisely. • Documents and records health status following observation, and/or reporting to the registered Nurse. • Ensuring documentation in the lifestyle notes is clear and accurate, signed including designation, and dated and timed. • Ensuring that you maintain privacy and confidentiality of information at all times and advise RN of any concerns you have.
<p>Work with people in a culturally appropriate manner</p>	<ul style="list-style-type: none"> • Demonstrating application of PSO policies and procedures for supporting people of all cultural backgrounds • Supporting PSO's obligations as a partner to the Treaty of Waitangi/Te Tiriti o Waitangi by working together with clients, iwi, hapu, whanau and health providers, by involving clients in decision making, planning, development and delivery of services, and by protection and improvement of clients' health status while safeguarding cultural concepts, values and practice
<p>Contributes to effective relationships and resident advocacy</p>	<ul style="list-style-type: none"> • Demonstrating respect, empathy and interest in each resident to establish therapeutic relationships. • Working in a collaborative and inclusive manner with residents, family, whanau/friends, RN's, GPs, primary and

	<p>secondary care services, and needs assessment agencies</p> <ul style="list-style-type: none"> • Promoting and role-modelling awareness and practice of advocacy at all times • Keeping current your awareness of legislation and the roles of external agencies e.g. Privacy Act (1993), Health and Disability Commissioner's Act (1994) relevant to care of older people. • Communicating constructively and openly with management, RN's, doctors, physiotherapist, occupational therapist, dietician, pharmacist, podiatrist, chaplain, kitchen staff, household and administration.. • Dealing with conflict confidentially and discreetly.
--	--

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)

Competency 1.1

Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislated requirements.

Competency 1.2

Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice

Competency 1.3

Demonstrates understanding of the enrolled nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care.

Competency 1.4

Promotes an environment that enables client safety, independence, quality of life, and health..

Competency 1.6

Practises nursing in a manner that the health consumer determines as being culturally safe.

Competency 2.1

Provides planned nursing care to achieve identified outcomes.

Competency 2.2

Contributes to nursing assessments by collecting and reporting information to the registered nurse..

Competency 2.3

Recognises and reports changes in health and functional status to the registered nurse or directing health professional.

Competency 2.4

Contributes to the evaluation of health consumer care.

Competency 2.5

Ensures documentation is accurate and maintains confidentiality of information.

Competency 2.6

Contributes to the health education of health consumers to maintain and promote health.

Competency 3.1

Establishes, maintains and concludes therapeutic interpersonal relationships.

Competency 3.2

Communicates effectively as part of the health care team.

Competency 3.3

Uses a partnership approach to enhance health outcomes for health consumers.

Competency 4.1

Collaborates and participates with colleagues and members of the health care team to deliver care.

Competency 4.2

Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.

Competency 4.3

Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse

Key accountabilities	Successfully demonstrated by
Health and safety	
<p>Promote health and safety in the workplace and comply with all legislative, contractual, standards based and internal policy requirements relating to health and safety</p>	<ul style="list-style-type: none"> • Working in a way that eliminates or reduces the risk of injury to yourself and others • Reporting and documenting accurately, as soon as possible and on the same day, all incidents and accidents according to the incident/accidents reporting policy, and encouraging other staff to do so • Promptly notifying the RN or manager of new hazards or changes to existing hazards in the workplace • Attending compulsory in-service training (fire safety, back care, moving and handling, and cardiopulmonary resuscitation) and being aware of emergency preparedness requirements • Attending other in-service training as agreed with your manager • Helping to ensure that all equipment used is safely maintained and stored correctly • Helping to ensure any chemicals are used and stored correctly • Helping to ensure all residents have a plan of care relating to moving and handling developed in conjunction with a physiotherapist where appropriate • Helping to ensure moving and handling / transfer plan is in resident file and displayed in resident room and adhered to by self and other staff at all times. • Monitoring moving and handling techniques, and within your knowledge base, recommending and demonstrating correct techniques for individual staff/residents and referring residents to the physiotherapist if problems and/or injuries arise; and using equipment as per care plans and instructions • Carrying out security procedures • Otherwise fulfilling all obligations related to your position as outlined in relevant policies

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)

Competency 1.1

Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislative requirements.

Competency 1.4

Promotes an environment that enables health consumer safety, independence, quality of life, and health.

Key accountabilities	Successfully demonstrated by
Professional development	
Proactively identify and initiate training and career development opportunities, ensure your own continuous professional development.	<ul style="list-style-type: none"> • Maintaining a Professional Development Portfolio • Taking responsibility for maintaining sufficient hours of ongoing professional development to meet NZNC requirements for audit. • Participating fully in your annual performance appraisal. • Identifying your professional development goals [ongoing and at annual performance appraisal] • Arranging own attendance at ongoing professional development and education to meet identified goals. • Attending identified core compulsory training requirements • Attending other in service education within this or other PSO facilities to meet requirements of Health Sector Standards for certification and ensure safe and knowledgeable practice • Seeking out and utilizing experience and knowledge base of senior and multi disciplinary team members to support your learning and development. • Participating in staff and other meetings. • Show willingness to take on additional roles eg Infection Prevention & Control, Restraint Minimisation Coordinator.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)

Competency 1.5
Participates in ongoing professional and educational development

Key accountabilities	Successfully demonstrated by
Quality	
Continuously improve the quality of services provided.	<ul style="list-style-type: none"> • Demonstrating knowledge of and compliance with Presbyterian support policies • Encouraging all colleagues to understand and comply, and raising concerns with staff members and/or RNs when required. • Participating actively in quality improvement forums • Participating in quality activities, e.g. audits, introduction of new products, forms or processes, and quality improvement projects • Helping to ensure the provision of a safe, secure and responsive home-like environment for residents • Participating in PSO wide quality related groups such as Continuous Quality Improvement work streams as needed.

Relevant NCNZ Competency
(Enrolled Nurse Scope of Practice)

Section 2 PSO Competencies

Competency Descriptors		Behaviour / Outcome Descriptors
1	Relationship building and personal integrity	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion
2	Team work	Demonstrates commitment to team work and our 'one team' philosophy, where individual teams work together but also part of a collective team.
3	Communication	Practises relevant interpersonal and written communication so that others are informed, involved, respected and valued.
4	Leadership and strategic thinking (for those who lead and manage others)	Provides strong, positive, proactive leadership with a long-term approach that is aligned with our mission and culture
5	People management (for those who lead and manage others)	Selects the right people, and manages them effectively so that they feel valued, make a positive contribution, and are committed to continuous improvement
6	Service focus	Demonstrates commitment to being 'of service' to our people both inside and outside our organisation, supporting them and making a positive difference for them
7	Confidence, resilience and emotional intelligence	Reflects on own behaviour and its impact on others, and demonstrates confidence in own ability and ideas, while being prepared to overcome challenges positively
8	Personal effectiveness	Manages personal ability to meet job outcomes effectively, is accountable, punctual, and maintains an appropriate level of personal presentation
9	Learning and developing	Learns from experience and shares knowledge, suggests or implements improvements appropriately, and seeks opportunities for self-development and career enhancement
10	Problem solving and responding to change	Uses sound judgement and a systematic approach to problem-solving, and responds well to positive change
11	Technical/professional knowledge and skills (specific to each role)	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on the key accountabilities both professionally and effectively
12	Embracing diversity	Interacts and deals effectively with all people regardless of race, nationality, culture, disability, age, gender, orientation or political views

Section 3

Ideal Person Specification

<p>Education</p> <ul style="list-style-type: none"> Enrolled Nurse with current annual practising certificate, who has completed transition to the full Enrolled Nurse Scope of Practice. 	<p>Specific Skills</p> <ul style="list-style-type: none"> Excellent Communication skills Demonstrated time management skills Demonstrated ability to work well within a team Competence with computers 	
<p>Experience</p> <ul style="list-style-type: none"> A minimum of 3 years post graduate experience is preferred.. Experience in care of older people, in either or all of residential, community or rehabilitation setting. Well developed documentation and communication skills. <p>A reasonable fitness level is required to meet the physical requirements of this job, which include but are not limited to walking, bending, lifting, carrying/pushing/pulling and moving and handling of people.</p>		
<p>Authorities</p>		
<p>Expenditure</p> <ul style="list-style-type: none"> May authorise expenditure up to: Not Applicable 	<p>Delegated Authority</p> <ul style="list-style-type: none"> Has delegated authority to: Not Applicable 	<p>Contractual</p> <ul style="list-style-type: none"> Has authority to: Not Applicable

This position description may be reviewed and altered at any time following consultation.

Print Name Signed

Employee

Print Name Signed :.....

Employer

Date: