



Position Description	
Employment Agreement:	NZNO/WDHSL Collective Agreement
Position Title:	Enrolled Nurse – Ward and E.D
Department:	Organisation Wide
Location:	Oamaru
Reports to:	Service Leader
Date:	17/02/2021

Core Purpose				
To champion, provide and enable sustainable, trusted, quality health services within our community.				
Values				
<b>Brave</b> <i>We aim high and strive to improve what we do.</i>	<b>Respect</b> <i>Our actions &amp; decisions are based on a foundation of respect.</i>	<b>Excellence</b> <i>Leading healthcare quality every day, that makes a difference in the life of the community.</i>	<b>Growth</b> <i>Growth of our business allows us to increase the good we do – for our community and our people</i>	<b>One Team</b> <i>Work together as one diverse and inclusive team for the good of the community.</i>

## PURPOSE OF ROLE

The Enrolled Nurse is employed to:

Assist with the provision of safe, effective client and family centred care using professional knowledge and skills under the direction and delegation of a Registered Nurse in accordance with:

- Policies and Procedures
- Enrolled Nurse Scope of Practice
- Nursing Practice Standards

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Diversity</b>	Works with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; promotes variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
ROLE SPECIFIC COMPETENCIES	
Listening	<ul style="list-style-type: none"> <li>Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at first answers</li> </ul>
Interpersonal Savvy	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – inside and outside the organisation. Builds appropriate rapport. Builds constructive and effective relationships. Uses diplomacy and tact. Can defuse even high-tension situations comfortably</li> </ul>
Personal Learning	<ul style="list-style-type: none"> <li>Picks up the need to change personal, interpersonal behaviour quickly; watches others for their reactions to his/her attempts to influence and perform; and adjusts; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly</li> </ul>

KEY RELATIONSHIPS	
Within Waitaki District Health Services Ltd	External to Waitaki District Health Services Ltd
<ul style="list-style-type: none"> <li>Registered Nurses</li> </ul>	<ul style="list-style-type: none"> <li>Patients and Families/Whanau</li> </ul>
<ul style="list-style-type: none"> <li>Health Care Assistants</li> </ul>	<ul style="list-style-type: none"> <li>Visitors</li> </ul>
<ul style="list-style-type: none"> <li>Clinical Education Trainer</li> </ul>	
<ul style="list-style-type: none"> <li>All staff of WDHSL</li> </ul>	

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies include:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>New Zealand Diploma in Enrolled Nursing (or equivalent)</li> <li>Current New Zealand Nursing Council approved practicing certificate</li> </ul>	<ul style="list-style-type: none"> <li>Post graduate qualifications or studying towards</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant clinical experience and competency</li> </ul>	<ul style="list-style-type: none"> <li>Experience in shift work</li> <li>Computer literate</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Demonstrate effective planning and prioritisation skills</li> <li>Maintains a personal professional portfolio to meet the requirements of WDHSL</li> <li>The ability to use appropriate communication when interacting with colleagues, patients and their families/whanau</li> <li>Initiative and ability to be flexible</li> <li>Have commitment to quality and the provision of quality care</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment and personal accountability</li> <li>Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation</li> <li>Caring but professional manner</li> <li>Acts with discretion, sensitivity and integrity at all times</li> <li>Is adaptable and flexible – open to change (positive or negative)</li> <li>Maintains an exceptionally high level of confidentiality, discretion and diplomacy</li> <li>Has initiative and self-motivation with excellent organisational and time management skills</li> <li>Has motivation and willingness to improve knowledge and skills</li> <li>Good health, physically strong and tidy presentation</li> </ul>	

## KEY RESULT AREAS:

### Key Accountabilities:

#### Heading: Professional Responsibility

- Accepts the standards of the professional, ethical and relevant legislated requirements
- Practices nursing in a manner that is culturally safe
- Recognises own scope of practice and the Registered Nurse responsibility and accountability for direction and delegation of nursing care
- Promotes an environment that enables clients safety, independence, quality of life and health
- Maintains infection control principles
- Participates in ongoing professional development
- Practises in a way that respects each patient's dignity and right to hold personal beliefs, values and goals

#### Heading: Management of Nursing Care

- Provides planned nursing care to achieve identified outcomes under the direction and delegation of a Registered Nurse
- Is accountable for ensuring that the nursing care provided to patients is within scope of practice and own level of competence
- Ensures documentation is current, accurate, timely and maintains confidentiality within a legal and ethical framework
- Contributes to nursing assessments by collecting and reporting information to the Registered Nurse
- Practices in a manner which supports best health outcomes for patients by recognising and reporting changes in health to the Registered Nurse
- Contributes to health education of clients to maintain and promote health
- Consult with patient and significant others to plan and implement effective, professional, safe and holistic nursing care

#### Heading: Inter-professional Health Care

- Prioritise own workload to enable support, assistance and supervision for other nurses when necessary
- Supervise and delegate care given by designated clinical associates
- Apply the principles of collaborative interdisciplinary team work necessary to facilitate the delivery of a safe and effective patient focused service
- Practices in a manner which recognizes the difference in accountability and responsibility of Registered Nurses, Enrolled Nurses and Health Care Assistants
- Utilise available resources efficient to meet patients health care needs
- Uses stock in a cost effective manner within budget constraints

#### Heading: Interpersonal Relationships

- Demonstrates a professional, positive attitude towards colleagues, patients and family/whanau at all times
- Develop effective and supportive interpersonal relationships with peers and other Waitaki District Health Services Ltd employees

#### Other Duties

Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.

- You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness
- You produce work that complies with processes and reflects best practice
- Research undertaken is robust and well considered

Professional Development – self	
Identifying areas for personal and professional development	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager</li> <li>• Performance objectives reviewed annual with your manager</li> <li>• You actively seek feedback and accept constructive criticism</li> </ul>
Quality Improvement	
Promoting and maintaining a quality improvement approach into all work	<ul style="list-style-type: none"> <li>• Demonstrate a positive personal commitment to the culture of continuous quality improvement by ensuring quality values are integrated into personal daily practice</li> <li>• Actively contribute to the implementation and ongoing maintenance of continuous quality improvement processes in their area according to a planned annual programme</li> <li>• Lead and support quality improvement activities in all departments/areas of WDHSL</li> </ul>
Legislation and Organisational Knowledge	
Ensure knowledge and compliance of legislation and organisation rules	<ul style="list-style-type: none"> <li>• Ensure compliance with New Zealand statutory laws</li> <li>• Comply with organisation wide and service specific rules, code of conduct, policies and procedures</li> <li>• Understand and demonstrate the ability to apply the legislation related to the Privacy Act, Health and Disability Commissioners Act, Health &amp; Safety at Work Act, Health Practitioners Competency Assurance Act and MOH regulations</li> </ul>
Health, Safety and Wellbeing	
Taking all reasonably practicable steps to ensure personal safety and the safety of others while at work, in accordance with the WDHSL's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under WDHSL's Health and Safety policy/procedures <ul style="list-style-type: none"> <li>▪ You actively encourage and challenge your peers to work in a safe manner</li> <li>▪ Work towards creating an atmosphere where staff support each other and workplace violence and bullying is not tolerated</li> </ul> </li> <li>• Effort is made to strive for best practice in Health and Safety at all times</li> </ul>
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li>• <b>Tino rangatiratanga:</b> The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.</li> <li>• <b>Equity:</b> The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Active protection:</b> The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li><li>• <b>Options:</b> The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</li><li>• <b>Partnership:</b> The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.</li></ul>
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CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Employer

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Date