|  |  |
| --- | --- |
| A close-up of a logo  Description automatically generated | Position Description  Calvary Health Care Kogarah |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | | Enrolled Nurse | | | | | | | | |
| **Department:** | | Palliative Care | | | | | | | | |
| **Enterprise Agreement** | | Named NSW (non-declared) Affiliated Health Organisations’ Nurses Agreement 2017 | | | | | | | | |
| **Employment Screening** | | **WWC**  **CRC** | No  3 yearly | **Vaccination Category** | | A | **Shift Worker**  **Pre Employ check** | | | Yes  Yes |
| **Primary Location:** | | Calvary Kogarah | | | | | | | | |
| **Reports To:** | | Nursing Unit Manager | | | | | | | | |
| **Date of Preparation:** | | July 2018 | | | **Date Revised:** | | | | October 2023 | |
| **Primary Purpose** | | | | | | | | | | |
| The Enrolled Nurse practice works under the direction and supervision of the registered nurse, and practice in accordance with NSW Health guidelines and local policy and protocol. At all times, the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing delegated nursing care. Enrolled Nurse responsibilities in the provision of patient-centred nursing care include recognition of normal and abnormal assessments, interventions and evaluations of individual health and functional status. The Enrolled Nurse monitors the impact of nursing care and maintains ongoing communication with the Registered Nurse regarding the health and functional status of individuals. The Enrolled Nurse may administer prescribed medicines or maintain intravenous fluids, in accordance with their educational preparation. Enrolled Nurses demonstrate critical and reflective thinking skills in contributing to decision making which includes reporting changes in health and functional status and individual responses to health care interventions. Enrolled Nurses work as a part of the health care team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward health outcomes. | | | | | | | | | | |
| Organisational Environment | | | | | | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic healthcare organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres.  Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “ being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.  At Calvary our vision as a Catholic Health, Community and Aged Care provider is to excel, and be recognised as a continuing source of healing, hope and nurturing to the people and communities we serve. Our Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas. Calvary Health Care Kogarah (CHCK) provides inpatient and community based Palliative Care and Rehabilitation and Aged Care services in the public health arena. CHCK operates within South Eastern Sydney Local Health District (SESLHD). | | | | | | | | | | |
| Accountabilities and Key Result Areas | | | | | | | | | | |
| ***Key Professional Responsibilities***  The Nursing and Midwifery Board of Australia publish a number of policies, guidelines, professional standards and frameworks that are to be read and placed into practice in conjunction with the Calvary Health Care Code Conduct and the Catholic Health Australia Code of Ethical Standards for Catholic Health and Aged Care Services in Australia. The Catholic Health Care Code of Ethical Standards takes precedence over the Code of ethics for Nurses where there is a discrepancy.  ***People and Culture***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Is open to change and actively and positively participates in new models of care, changes in service model and redesign initiatives. * Is compliant across all relevant standards of accreditation and legislative requirements within areas of responsibility / scope or as delegated by the General Manager, Calvary Health Care Kogarah. * Establishes and maintains collaborative relationships with members of the health care team   ***Excellence in Care***  **Functions in accordance with the law, policies and procedures affecting EN practice**   * The Enrolled Nurse is a key participant and driver of quality and safety within their departments and across the organisation. The Enrolled Nurse will actively assist the organisation in maintaining its accreditation * Demonstrates knowledge and understanding of commonwealth, state and /or territory legislation and common law pertinent to nursing practice and fulfils the duty of care in the undertaking of EN practice * Demonstrates knowledge of and implications for the NMBA standards, codes and guidelines, workplace policies and procedural guidelines applicable to enrolled nursing practice * Provides nursing care according to the agreed plan of care, professional standards, workplace policies and procedural guidelines * Identifies and clarifies EN responsibilities for aspects of delegated care working in collaboration with the RN and multidisciplinary health care team * Recognises own limitations in practice and competence and seeks guidance from the RN and help as necessary * Refrains from undertaking activities where competence has not been demonstrated and appropriate education, training and experience has not been undertaken * Acts to ensure safe outcomes for others by recognising the need to protect people and reporting the risk of potential for harm * When incidents of unsafe practice occur, reports immediately to the RN and other persons in authority and, where appropriate, explores ways to prevent recurrence * Liaises and negotiates with the RN and other appropriate personnel to ensure that needs and rights of people in receipt of care are addressed and upheld   **Practices nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.**   * Places the people receiving care at the centre of care and supports them to make informed choices * Practices in accordance with the NMBA standards codes and guidelines * Demonstrates respect for others to whom care is provided regardless of ethnicity, culture, religion, age, gender, sexual preference, physical or mental state, differing values and beliefs * Practices culturally safe care for (i) Aboriginal and Torres Strait Islander peoples; and (ii) people from all other cultures * Forms therapeutic relationships with people receiving care and others recognising professional boundaries. * Maintains equitable care when addressing people’s differing values and beliefs * Ensures privacy, dignity and confidentiality when providing care * Clarifies with the RN and relevant members of the multi-disciplinary healthcare team when interventions or treatments appear unclear or inappropriate * Reports incidents of unethical behaviour immediately to the person in authority and, where appropriate, explores ways to prevent recurrence * Acknowledges and accommodates, wherever possible, preferences of people receiving nursing care   **Interprets information from a range of sources to contribute to planning appropriate care**   * Uses a range of skills and data gathering techniques including observation, interview, physical examination and measurement * Accurately collects, interprets, utilises, monitors and reports information regarding the health and functional status of people receiving care to achieve identified health and care outcomes * Develops, monitors and maintains a plan of care in collaboration with the RN, multidisciplinary team and others * Uses health care technology appropriately according to workplace guidelines   **Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care**   * Develops and promotes positive professional working relationships with members of the multi-disciplinary team * Collaborates with members of the multi-disciplinary healthcare team in the provision of nursing care * Contributes to the development of care plans in conjunction with the multidisciplinary healthcare team, the person receiving care and appropriate others * Manages and prioritises workload in accordance with people’s care plans * Clarifies orders for nursing care with the RN when unclear * Contributes to and collaborates in decision-making through participation in multidisciplinary healthcare team meetings and case conferences   **Provides skilled and timely care to people whilst promoting their independence and involvement in care decision making**   * Provides care to people who are unable to meet their own physical and/or mental health needs * Participates with the RN in evaluation of the person’s progress toward expected outcomes and the reformulation of plans of care * Promotes active engagement and the independence of people receiving care within the health care setting by involving them as active participants in care, where appropriate * Demonstrates currency and competency in the safe use of healthcare technology * Exercises time management and workload prioritisation * Recognises when the physical or mental health of a person receiving care is deteriorating, reports, documents and seeks appropriate assistance * Set up and assistance with patient meals and fluids as per plan of care * Utilises own knowledge and or seeks guidance from the registered nurse / multi-disciplinary team around roles and responsibility in caring for those with a cognitive impairment   **Communicates and uses documentation to inform and report care**   * Collects data, reviews and documents the health and functional status of the person receiving care accurately and clearly * Interprets and reports the health and functional status of people receiving care to the RN and appropriate members of the multidisciplinary healthcare team as soon as practicable * Uses a variety of communication methods to engage appropriately with others and documents accordingly * Prepares and delivers written and verbal care reports such as clinical handover, as a part of the multidisciplinary healthcare team * Provides accurate and appropriate information to enable informed decision making by others * Assist in managing the efficient and effective flow of patient through the organization and system   **Practices within safety and quality guidelines and standards**   * Participates in quality improvement programs and accreditation standards activities as relevant to the context of practice * Within the multi-disciplinary team, contributes and consults in analysing risk and implementing strategies to minimise risk * Reports and documents safety breaches and hazards according to legislative requirements and institutional policies and procedures * Practices safely within legislative requirements, safety policies, protocols and guidelines   ***Service Development & Innovation***  **Provides nursing care that is informed by research evidence**   * Refers to the RN to guide decision-making * Seeks additional knowledge/information when presented with unfamiliar situations * Incorporates evidence for best practice as guided by the RN or other appropriate health professionals * Uses problem-solving incorporating logic, analysis and a sound argument when planning and providing care * Demonstrates analytical skills through accessing and evaluating healthcare information and quality improvement activities * Consults with the RN and other relevant health professionals and resources to improve current practice   **Engages in ongoing development of self as a professional**   * Uses EN standards for practice to assess own performance * Recognises the need for, and participates in, continuing professional and skills development in accordance with the NMBA’s Continuous professional development registration standard * Identifies learning needs through critical reflection and consideration of evidence-based practice in consultation with the RNs and the multidisciplinary healthcare team * Contributes to and supports the professional development of others * Uses professional supports and resources such as clinical supervision that facilitate professional development and personal wellbeing * Promotes a positive professional image   ***Wise Stewardship***   * Maintains confidentiality of all medical records * Ensures communication, reporting and documentation are timely and accurate   **Accepts accountability and responsibility for own actions**   * Practices within the EN scope of practice relevant to the context of practice, legislation, own educational preparation and experience * Demonstrates responsibility and accountability for nursing care provided. * Recognises the RN as the person responsible to assist EN decision-making and provision of nursing care * Collaborates with the RN to ensure delegated responsibilities are commensurate with own scope of practice * Clarifies own role and responsibilities with supervising RN in the context of the healthcare setting within which they practice * Consults with the RN and other members of the multidisciplinary healthcare team to facilitate the provision of accurate information, and enable informed decisions by others * Provides care within scope of practice as part of multidisciplinary healthcare team, and with supervision of an RN * Provides support and supervision to assistants in nursing (however titled) and to others providing care, such as EN students, to ensure care is provided as outlined within the plan of care and according to institutional policies, protocols and guidelines   ***Community Engagement***   * Demonstrates respect for the values, customs, spiritual beliefs and practices of individuals and groups * Works collaboratively with consumers and partners in in patient care with carers and other members of the patients/client’s family /network   ***WH&S Responsibilities***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace * Comply with relevant Calvary WHS policies, procedures, work instructions and requests * Report to your supervisor any incident or unsafe conditions which come to your attention * Observe any additional requirements as outlined in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) * Participates in health and safety initiatives and consultation processes within the department and organisation * Uses equipment provided in a safe manner as per hospital policy, Safe Operating procedures and Material Safety data Sheets * Mandatory Vaccination for all CHCK employees, compliant with NSW Health Policy PD2023\_022   ***Key Performance Indicators***   * 100% compliance for documentation and management of health care record * Participates in the Hospital's Patient Safety Program by ensuring timely and accurate reporting of near or actual incidents via organisational incident monitoring program * Complies with organisation mandatory training requirements * Undertakes other duties/tasks as requested from time to time (within scope of practice) | | | | | | | | | | |
| **Key Relationships** | | | | | | | | | | |
| Internal: | Registered Nurses  Nursing Unit Manager  Clinical Nurse Educators and Consultants  Learning and Development Unit  After Hours Nurse Managers  Deputy Director and Director of Nursing | | | | | | | | | |
| External: | Nil | | | | | | | | | |
| Selection Criteria | | | | | | | | | | |
| * Ability to work within the Mission and Values of Calvary Health Care Kogarah. * Currently registered as an Enrolled Nurse (Division 2) with the Australian Health Professionals Regulation Agency * Demonstrated ability to work within the interdisciplinary team * Demonstrated commitment to ongoing professional development * Demonstrated computer literacy and experience in using an electronic patient record system * Demonstrated effective communication and interpersonal skills * Demonstrated effective time management skills and ability to prioritise competing workloads within a complex environment * Demonstrated customer service and patient centered approach to care | | | | | | | | | | |
| Approvals | | | | | | | | | | |
| I have read this position description, I understand the position requirements and position demands checklist and agree that I can fulfil these requirements to the standards outlined. I am not aware of any reason which might interfere with my ability to perform the inherent position requirements and position demands of this position | | | | | | | | | | |
| Job Holder’s signature: | | | | | | | | Date: | | |
| Manager’s signature: | | | | | | | | Date: | | |