



ROLE DESCRIPTION

Role Title:	Enrolled Nurse
Classification Code:	Advanced Skills Enrolled Nurse (ASEN)
LHN/ HN/ SAAS/ DHW:	Central Adelaide Local Health Network (CALHN)
Hospital/ Service/ Cluster	The Queen Elizabeth Hospital
Division:	Surgery 3
Department/Section / Unit/ Ward:	TQEH - South Two UGI, Gastro and Colorectal
Role reports to:	Nurse Manager
Role Created/ Reviewed Date:	December 2023
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

Employees classified at this level work more autonomously with a lesser requirement for supervision from a Registered Nurse.

The ASEN retains responsibility for their actions whilst remaining accountable to the Registered Nurse/Midwife for all delegated functions. The ASEN is able to perform within their full scope of practice in a spectrum of roles, functions, responsibilities, activities and decision-making capacities within which the Enrolled Nurse is educated, competent and authorised to perform.

Staff working at this level are proficient to expert Enrolled Nurses within their specialist field.

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal

- > Accountable to the Registered Nurse /Midwife for all delegated functions
- > Maintains cooperative and productive working relationships within all members of the health care team.

External

- > Maintains relationships with non-government organisations or other government organisations.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working with youth, women and their families where there are multiple complexities and diverse cultural backgrounds.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies

Delegations:

- > HR Delegations and Finance Delegations in accordance with CALHN's Delegation of Authority Document

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Children and Young People (Safety) Act 2017 (SA) 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act (SA) 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.

- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA) and Regulations*
- > *Controlled Substances Act 1984 (SA) and Regulations*
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health/LHN/SAAS policies, procedures and standards.

Handling of Official Information:

- > By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
- > SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
- > SA Health employees will not misuse information gained in their official capacity.
- > SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Special Conditions:

*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > **Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.**
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the Aged care Act 1997 (Cth).
- > For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons Act (2016))*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.

- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Formulate (in collaboration with the Registered Nurse/ Midwife and patient/client) appropriate care plans within their scope of practice, discussing assessment data with the Registered Nurse/Midwife and health care team; > Contributes to nursing/midwifery care delivery, using their advanced knowledge and skills and understanding of evidenced based practice and best practice; > Recognise alterations in psychological and physiological status, respond appropriately and promptly, and report to a Registered Nurse/Midwife and the health care team as appropriate.
Support of health setting services	<ul style="list-style-type: none"> > Contributes to accreditation standards and quality improvement actions; > Contribute to the performance review and development of others.
Education	<ul style="list-style-type: none"> > Delivering education for the patient/client and their significant others; > Be active in career development with a commitment to lifelong learning and inquiry; > Undertake self-reflection and utilise regular practice/performance assessment to identify areas for self-development and professional growth.
Research	<ul style="list-style-type: none"> > Has an increased level of knowledge and understanding of how research can be applied to nursing practice within the scope of the Enrolled Nurse; > Demonstrates a greater depth of knowledge and skills in a speciality area with more effective integration of theory and practice.
Professional leadership	<ul style="list-style-type: none"> > The ASEN is able to undertake additional leadership responsibilities using their advanced skills and knowledge e.g. Contribute to and support team leadership roles, provide mentorship and preceptorship for others, thereby acting as a resource to others in clinical practice; > May be involved in professional committees and working parties.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENT

Educational/Vocational Qualifications

- > Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills:

- > High level of specialisation in an area or field of practice
- > Effective verbal and written communication skills.
- > Ability to work in a multidisciplinary team environment.
- > Demonstrated commitment to providing consumer/client and family centred care.
- > Ability to prioritise workload.

Experience

- > Hold an Advanced Diploma of Enrolled Nursing and have three years fulltime equivalent experience in the relevant clinical area; OR
- > Have five years full time equivalent experience in the relevant clinical area and have demonstrated advanced skills and knowledge in patient/client assessment, care management and leadership responsibilities equivalent to those set out in the advanced diploma competencies.

Knowledge

- > Knowledge and understanding the role of the Advanced Enrolled Nurse within the health care setting.
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Additional qualifications related to area of practice.

Personal Abilities/Aptitudes/Skills:

- > Ability to provide education and support role to less experienced staff.
- > Ability to use technology and computer skills.

Experience

- > Experience in quality improvement activities.
- > Experience with any of the clinical specialities on South 2 being UGI, Gastro and Colorectal.

Knowledge

- > Knowledge of contemporary professional nursing issues

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

TQEH South 2 sits within Surgical Directorate 3, of Central Adelaide Local Health Network.

TQEH South 2 surgery unit provides specialised surgical care of patients with problems of the upper gastrointestinal tract, colorectal and gastrointestinal system in addition to meeting the community needs for patients with general surgical problems in acute inpatient setting.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: