

Position Description

Department	Clinical Services
Title:	Enrolled Nurse
Classification:	Enrolled Nurse
Reporting to:	Nurse Unit Manager
Employment Conditions:	MUH & NSWNMA Enterprise Agreement
Position Purpose:	<p>The Enrolled Nurse is to deliver direct patient care within the boundaries of education, competencies and skills under the supervision of a Registered Nurse. The Enrolled Nurse is guided in nursing activities by agreed principles of delegation and supervision, as set out by the National Nursing and Midwifery Board's professional practice framework. An Enrolled Nurse must only administer medicines if they have completed the relevant medicine administration education units.</p>
Scope of Practice	<p>The Enrolled Nurse is guided in nursing activities by agreed principles of delegation and supervision, as set out by the National Nursing and Midwifery Board's professional practice framework. An Enrolled Nurse must only administer medicines if they have completed the relevant medicine administration education units.</p>
About the Hospital:	<p>Macquarie University Hospital is Australia's first and only private not-for-profit teaching hospital located on a University campus. The Hospital's commitment to patient care is captured by our values based culture and our purpose: <i>heal, learn, discover</i>. As part of MQ health, incorporating MUH, the Clinic and the Macquarie University Faculty of Medicine and Health Sciences our vision is to be a world-class university health sciences centre, integrating clinical care, learning and research to improve lives. Built to exacting standards, equipped with the best available tools and technology and staffed by a superior team of caring professionals the Hospital is well positioned to become Australia's leading private health care provider.</p>
Last reviewed:	October 2019

Key responsibilities

- Reports to: Nurse Unit Manager
- Together with:
- Clinical Nurse Educator
 - Clinical Nurse Specialist
 - Registered Nurse
 - Assistant in Nursing
- Positions Reporting to:
- None
- Key Clients
- Patients and their carer's
 - Clinicians
 - Independent and Government accreditation and professional health agencies
 - MQ Health Employees
- Key Stakeholders:
- MQ Health Employees
 - Clinicians and Allied Health Professionals
 - MQ Health Executive
 - Imaging, Pathology, Pharmacy, and other bodies servicing the patients and community
 - Australian and NSW Health services

Key Accountabilities

- Maintains good customer relations in a way that acknowledges dignity, culture, values, beliefs and the rights of individuals and groups.
- Informs the Registered Nurse of any change in the patient's condition in carrying out duties
- Implements those aspects of the nursing care plan as delegated by the Registered Nurse
- Records and communicates essential information to nursing colleagues, doctors and other health professionals
- Adopts a consultative approach within a multi-disciplinary work environment whilst ensuring the patient's duty of care is fulfilled.
- Clarifies unclear instructions and takes responsibility for own actions
- Ensures timely, open and honest communication with all clients and stakeholders
- Participates in audit preparation and auditing processes
- Adheres to MQ Health policies and procedures as well as legislation affecting nursing practice at all times
- Ensures all mandatory education and competencies are completed in a timely manner
- Provides care in accordance with documented care or treatment plans while prioritizing workload based on patient needs, acuity and optimal time for intervention.
- Ensure usage of the MQ Health IT systems is in line with the authorization granted to this position
- Works within their scope of practice and practices professionally and ethically according to the aims, objectives and core values of MQ Health and as outlined by the National Practice Standards and Professional Code of Conduct by the Nursing and Midwifery Board of Australia.
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors
- Complies with obligations under Work Health and Safety Act 2011, NSW

- Ensures that all documentation is accurate and completed in a professional and timely manner and in accordance with MQ Health Policy
- Participate in the identification, design and implementation of quality improvement activities, including policy review and development, self-initiated and directed by other members of MQ Health.
- Ensures incidences are reported accurately and in a timely manner
- Reviews and evaluates reported incidents and manages risk as per policy
- Evaluates performance in a planned and systematic way and seeks feedback from customers in relation to the service delivered by the unit.
- Seeks out guidance and support from appropriate clinicians as required

Skills and Competencies

- Successful completion of Certificate IV or Diploma in Enrolled Nursing Medication Endorsed
- Demonstrated capability to critically think and respond to clinical changes, escalating concerns and/or problems when needed
- Demonstrated ability to multitask in a complex environment
- Effective team member
- Demonstrated professional/positive behaviour as well as cultural sensitivity and respect
- Demonstrated willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- Well-developed computer skills including the use of electronic medical records systems, MS Word, Excel and web-based research
- Experience within the private health sector

Role Specific Conditions

- Enrolled Nurse with current registration (Australian Health Practitioners Regulation Agency)
- Able to work 7 day rotating roster
- Updated Immunisation status as per Ministry of Health
- Valid Working with Children Clearance for NSW

Values

The six values described below capture the essence of the Hospital's culture and play an important role in the way we assess the performance of our teams, staff and managers.

Caring

We act with deep respect and compassion for the dignity and diversity of our patients, staff, students and community.

Integrity

We are committed to being consistent, principled, honest and accurate in our actions, decisions, and communication.

Teamwork

We recognise that all individuals bring qualities and talents to their roles. Through collaboration, we enhance our work environment and the outcomes for our patients.

Ambition

We are ambitious in our efforts to achieve excellence in everything we do, exceeding expectations and setting new standards in our field.

Innovation

We have a special charge to bring new ideas and new evidence based knowledge into practice at every opportunity to advance health, clinical care and wellbeing, to improve lives.

Engagement

We willingly engage and collaborate with those beyond the perimeter of our campus and our country to multiply the impact and effectiveness of our work.