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SA Health Job Pack

Job Title	Enrolled Nurse - Brain Injury Rehabilitation Unit
Job Number	630035
Applications Closing Date	22/12/17
Region / Division	Central Adelaide Local Health Network
Health Service	Hampstead Rehabilitation
Location	Northfield
Classification	ENC/END
Job Status	Permanent full-time and part-time positions
Indicative Total Remuneration*	ENC \$58,837/\$66,231 END \$63,217/\$71,157

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Cheryll Holland
Phone number	8222 1699
Email address	Cheryll.Holland@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Enrolled Nurse		
Classification Code:	ENC/END/ENAD	Position Number	Various
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (CALHN)		
Site/Directorate	Medical Directorate		
Division:	Central Adelaide Rehabilitation Services (CARS)		
Department/Section / Unit/ Ward:	Various across CARS		
Role reports to:	Registered Nurse / Associate Clinical Services Coordinator / Clinical Services Coordinator		
Role Created/ Reviewed Date:	Reviewed November 2016		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>This role assists with the access and delivery of a high quality rehabilitation service for CALHN which may be an inpatient, outpatient, home, day or consultancy based service consistent with the State-wide Rehabilitation Service Plan 2009-2017.</p> <p>The Enrolled Nurse:</p> <ul style="list-style-type: none">• Facilitates staff development/education by providing support and direction for Junior Enrolled nurses and students of nursing.• Practising in accordance with the legal and ethical requirements of the nursing profession as outlined in the SA Public sector code of ethics.• The Enrolled Nurse delivers effective nursing care to consumers and groups of consumers under the supervision of a Registered Nurse, which is consistent with the core values of the Nursing Department.• The Enrolled Nurse participates in the processes of nursing care delivery, and participates in the maintenance of a physically safe and culturally sensitive environment for consumers and staff.• Demonstrates a level of competence that meets the professional, legal and ethical requirements of the nursing profession.

Key Relationships/ Interactions:
<p>The Enrolled Nurse:</p> <ul style="list-style-type: none"> • Reports to the Registered Nurse, Associate Clinical Services Coordinator, Clinical Service Coordinator and Nurse Management Facilitators in relation to clinical, human resource, material resource and quality activity matters. • Maintains a collaborative working relationship with other Enrolled Nurses & Registered Nurses • Maintains cooperative and productive working relationships within all members of the health care team. • Works with and supports less experienced members of the nursing team.

Challenges associated with Role:
<ul style="list-style-type: none"> • Management of clients with complex health and psychosocial presentations. • Discharge planning in complex clinical situations • Working within a fast paced service and dynamic health environment. • Ability to adapt to change

Resilience:
<p>SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.</p>

Performance Development
<p>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.</p>

General Requirements:

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)* 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.
- Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 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.

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:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- 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
The rehabilitative approach	<ul style="list-style-type: none"> • Promotes the development of therapeutic relationships with the aim of facilitating rehabilitation. • Actively seeks to understand each individual in his/her context and possess a sense of that person. • Adopts a wellness model. • Focuses on each person's abilities. • Encourages the person and his/her significant others to see possibilities and explore opportunities. • Possesses a repertoire of interpersonal skills and techniques to facilitate rehabilitation. • Uses appropriate interpersonal skills and techniques based upon an assessment on the person in his/her context at that point in time, being mindful of their long term and short term goals. • Contributes to the creation of a physical, social and attitudinal environment that is rehabilitative <ul style="list-style-type: none"> ○ Acting as a role model of expected behaviours, ○ Enables and empowers staff, ○ Celebrates success and recognises staff for their achievements, ○ Fair and equitable in support of staff, ○ Provides challenges to the work, ○ Builds collaborative relationships with all members of the Health Care Team. • Maintains an effective communication system which fosters a patient centred, outcome focused approach. • Acts in accordance with the profession's Code of Conduct and Ethics.
The teaching and coaching role	<ul style="list-style-type: none"> • Bases all teaching and coaching upon an assessment of the person in his/her context at that point in time, being mindful of their long term and short term goals. • Engages in teaching and coaching towards the promotion of self-determination by the person. • Facilitates the development of self-care and independence of the person through teaching and coaching. • Supports the development of knowledge and skills in significant others and carers through teaching and coaching. • Uses a diverse range of teaching and coaching skills, and possesses knowledge of relevant and appropriate resources. • Adapts to meet the learning needs, readiness and style of the person, significant other or carer. • Evaluates learning and incorporates this evaluation into a teaching/learning plan.
Observation, assessment and interpretation	<ul style="list-style-type: none"> • Facilitates and documents the setting of goals, the development of a rehabilitation plan and discharge planning with the person through observation, assessment and interpretation. • Bases the choice of intervention, timing, duration, frequency and approach for the nursing response upon the assessment of the person in his/her context at that point in time, being mindful of the long term and short term goals. • Continually gathers and interprets information to inform every stage of all planned and unplanned interactions.

Administering and monitoring therapeutic interventions	<ul style="list-style-type: none"> • Contributes to the person's rehabilitation through a variety of independent therapeutic nursing activities aimed at maintaining the person's current body functions, activities and participation. • Contributes to the person's rehabilitation through a variety of independent therapeutic nursing activities aimed at promoting health and wellness. • Contributes to the person's rehabilitation through a variety of independent therapeutic nursing activities aimed at preventing health breakdown, activity limitations and participation restrictions. • Contributes to the person's rehabilitation through a variety of independent therapeutic nursing activities aimed at restoring function, activities and participation. • Promotes the person's self-determination, the attainment of goals and maximisation of safety. • Contributes to the person's rehabilitation through active participation in allied health and medical interventions, including collaborative assessment, planning, implementation and evaluation of interventions with the person, significant others and/or carers and the rehabilitation team. • Contributes to the person's rehabilitation by monitoring the person's response to allied health and/or medical interventions.
Management of rapidly changing situations	<ul style="list-style-type: none"> • Possesses knowledge of situations that have the potential to change rapidly. • Conducts comprehensive and ongoing assessment to identify the early warning signs of change. • Accurately interprets the significance of change for the individual person. • Uses ongoing assessment to determine early intervention to prevent the occurrence of adverse situations. • Uses a repertoire of skills to effectively manage a variety of rapidly changing situations that may be related to physiological, psychological, social or spiritual dimensions of the person, significant others, carers and/or the rehabilitation team.
Management, advocacy and co-ordination role	<ul style="list-style-type: none"> • Maximises the person's safety and well-being. • Co-ordinates rehabilitation of the person/s to maximise outcomes. • Facilitates effective communication across the organisation, as well as health and community services. • Liaises with significant others and/or carers to support the achievement of the person's goals. <p>Advocates on behalf of the person, significant others and/or carers</p>
Monitoring and ensuring the quality of health care practices	<ul style="list-style-type: none"> • Takes responsibility for own professional development. • Contributes to the professional development of other nurses and health professionals within rehabilitation, and other health and community services. • Acts to enhance staff safety and well-being. • Incorporates knowledge of relevant legislation into practice. • Identifies constraints to best practice and addresses these in a professional manner.
Contribute to the health and safety of themselves, fellow employees and clients	<ul style="list-style-type: none"> • Ensuring all staff have an understanding of their responsibilities under Work Health & Safety legislation. • Ensuring staff are wearing personal protective equipment and clothing if required by the nature of the work. • Reporting incidents, work injuries and potential work hazards.

	<ul style="list-style-type: none"> • Developing safe working procedures. • Responding to employees concerns and enquiries on health and safety, whether they be made directly or through Health and safety representatives. • Understanding and adhering to operating policies, procedures and safety rules. • Ensuring that a safe and healthy work environment, free from discrimination is provided for employees by: <ul style="list-style-type: none"> ○ Implementing departmental human resource policies ○ Ensuring that the principles of Equal Employment Opportunity and Ethical Conduct are a normal part of doing business
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ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Registered or eligible for registration as an Enrolled 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:

- Effective communication and interpersonal skills.
- Ability to work effectively within a multidisciplinary team.
- Ability to prioritise workload and manage time.
- Understanding of the role of the Enrolled Nurse
- Demonstrated competence in general nursing care
- Demonstrated patient centred care focus

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Post graduate qualifications relevant to practice setting.

Personal Abilities/Aptitudes/Skills:

- Ability to work within a multi-disciplinary team framework

Experience

- Experience with quality improvement activities
- Experience in the rehabilitation setting

Knowledge

- Knowledge of the South Australian Public Health System.

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

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.

Central Adelaide Local Health Network:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services.

Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

Health Network/ Division/ Department:

Central Adelaide Rehabilitation Services (CARS) is dedicated to maximising patient independence and optimising lifestyle through rehabilitation. CARS provide rehabilitation services for people suffering from traumatic brain injury, stroke, other neurological and medical disorders, spinal cord injury, orthopaedic conditions, amputations and burns.

Values

Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

Patient Centred:	Our patients are the reason we are here and we will provide the best service to our patients and customers
Team Work:	We value each other and work as a team to provide the best care for our patients
Respect:	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
Professionalism:	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

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:

ENROLLED NURSE POSITION STATEMENT

PREAMBLE

The Enrolled Nurse practices with and under the direction and supervision of the Registered Nurse, and assists in the provision of nursing care. At all times the Enrolled Nurse retains responsibility for his/her own actions and remains accountable to the Registered Nurse for all delegated functions. Enrolled Nurses will be required to function only within the limits of their education and competence.

Supervision means the direction and guidance given by a Registered Nurse to an Enrolled Nurse. The supervision may be direct or indirect according to the nature of the work delegated to the Enrolled Nurse. The Registered Nurse is accountable and responsible for the safe administration of all medications, performance and outcomes of procedures and for the maintenance of consumer's records. The Registered Nurse has the responsibility to understand the role and function of the Enrolled Nurse.

CONSUMER CARE MANAGEMENT

The Registered Nurse retains overall accountability and responsibility for the nursing care provided to his/her allocated consumers whether performed directly, in collaboration with, or delegated to an Enrolled Nurse.

The Enrolled Nurse working in conjunction with and under the supervision of the Registered Nurse will assist in the planning, the implementation and delivery of nursing care to consumers. The Enrolled Nurse will implement medical/treatment orders under the direction and as delegated by the Registered Nurse with reference to the Enrolled Nurses scope of education and practice. The Enrolled Nurse, following delegation by and under the supervision of a Registered Nurse may provide education to the consumer when a clinical plan clearly defines the education required and the Enrolled Nurse has the knowledge to provide this education.

The Registered Nurse is responsible and accountable for evaluating the degree of effectiveness of nursing interventions and for seeking information from the Enrolled Nurse who is assisting her/him in care provision for an allocated group of consumers. The Enrolled Nurse, in conjunction with the Registered Nurse assists in the evaluation of nursing care delivered by providing information and reporting changes in the consumer's clinical condition.

The Enrolled Nurse may in collaboration with the Registered Nurse provide information to other members of the health care team regarding the consumer's condition and progress, having regard to the Code of Fair Information Practice Act and confidentiality of information. The Enrolled Nurse may record relevant details of care provided and the determined effectiveness in the consumer's medical record.

ANNUAL COMPETENCIES

All Enrolled Nurses are required to demonstrate, on an annual basis, competence in medication management:

- To achieve this, the Enrolled Nurse will be required to demonstrate.
 - Competency in drug calculations via the online Central Learning System assessment.
 - **Through performance review** demonstrate knowledge of safe practice principles, according to criteria incorporating legislation and health service guidelines pertaining to medication management.
 - **Through performance review demonstrate an** application of theory to safe practice by undertaking administration of medications to a group of clients according to specific criteria.

ENROLLED NURSE QUALIFICATIONS

All Enrolled Nurses must hold appropriate qualifications for medication administration as outlined by Australian Health Practitioner Regulation Agency (AHPRA), have recent evidence of drug calculations competencies (an annual mandatory competency) and satisfactorily complete an initial Central Adelaide Rehabilitation Service (CARS) Medication Competency prior to participating in medication management within CARS. On completion of this the Enrolled Nurse will practice in accordance with organisational policy within their level of training and where State Law allows.

NB AHPRA guidelines on requirement for completion of Nursing and Midwifery Board of Australia (NMBA) endorsed units , medication administration for Certificate ENs and Diploma ENs pre 2008 will be implemented at CARS from July 2016. Until such time END pre 2008 fits under criteria of END eligible to administer. ENC without RAH medication modules cannot check or administer medications. ENC with RAH medication modules can check medication only

The following points apply to all Enrolled Nurses:

- All medication must be legally prescribed by a medical officer.
- The Enrolled Nurse is accountable for medication administration for which they have been delegated by a Registered Nurse to perform.
- The Enrolled Nurse is responsible for evaluating the effectiveness of any medication they have administered to any consumer under his/her care and for reporting the effectiveness to the responsible Registered Nurse as part of the evaluation of care.
- Enrolled Nurses who possess the appropriate qualifications and have completed an Enrolled Nurse Medication Competency is permitted to check and/or administer medication as part of ward/unit policy.
- The second person checking drugs/solutions with an Enrolled Nurse **must** be a Registered Nurse.
- The person checking or supervising administration of medication by an Enrolled Nurse where required **must** be an RN (for example injections).

ENROLLED NURSE WITH CERTIFICATE

- ENC with no additional qualifications cannot check or administer medications:

Checking with a Registered Nurse

- Cannot check any medications;
- Cannot check Intravenous infusions;
- Cannot check Blood and blood products.

Administering

- May not check or administer medications within CARS.

Parenteral Nutrition

- Cannot administer Naso-gastric feeds/PEG feeds .

Administer/cease

- May not administer/cease Oxygen therapy.

Intravenous/Subcutaneous medication

- Are not permitted to check medications for Intravenous/Subcutaneous route.

ENROLLED NURSE WITH CERTIFICATE WITH RAH MEDICATION MODULES TILL JULY 2016

- ENC with additional qualifications: (****NB** Until July 2016**)
ENC with the following RAH medication modules
 - HLTEN509B - *Apply legal and ethical parameters to nursing practice & HLTEN507A Administer and Monitor Medication in the Nursing Environment.*
 - After completing CARS Enrolled Nurse Medication Competency.
 - And maintaining their annual updates on Central Learning System
 - Can check medication only with a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Cannot administer medications within CARS.

Parenteral Nutrition

- Cannot administer Naso-gastric feeds/PEG feeds.

Administer/cease

- May not administer/cease Oxygen therapy.

Intravenous/Subcutaneous medication

- Are not permitted to check medications for Intravenous/Subcutaneous route.

ENROLLED NURSE WITH CERTIFICATE WITH NMBA APPROVED QUALIFICATIONS

- ENC with additional qualifications:

ENC with the following NMBA approved medication modules.

- HLTEN 507C (507B or 507A) *Administer and monitor medications in the work environment* & HLTAP 501C(501B or 501A) *Analyse health information*;
- After completing CARS Enrolled Nurse Medication Competency;
- And maintaining their annual updates on Central Learning System.
- Can administer medications.
- Second person checking medication must be a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Can check or administer medications within CARS.

Parenteral Nutrition

- Can administer Naso-gastric feeds/PEG feeds.

Administer/cease

- Can administer/cease Oxygen therapy as ordered by Medical Practitioner.

Intravenous/Subcutaneous medication

- Are permitted to check medications with Registered Nurse for Intravenous/Subcutaneous route.

ENROLLED NURSE WITH PRE 2008 DIPLOMA TILL JULY 2016

- EN with Diploma - END: (****NB** Until July 2016**)

- After completing CARS Enrolled Nurse Medication Competency;
- And maintaining their annual updates on Central Learning System.
- Can administer medications.
- Second person checking medication must be a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.

- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Can check or administer medications within CARS.

Parenteral Nutrition

- Can administer Naso-gastric feeds/PEG feeds.

Administer/cease

- Can administer/cease Oxygen therapy as ordered by Medical Practitioner.

Intravenous/Subcutaneous medication

- Are permitted to check medications with Registered Nurse for Intravenous/Subcutaneous route.

ENROLLED NURSE WITH PRE 2008 DIPLOMA AND NMBA APPROVED QUALIFICATIONS

- END pre 2008
 END pre 2008 with NMBA approved medication modules.
 - HLTEN 507C (507B or 507A) *Administer and monitor medications in the work environment* & HLTAP 501C(501B or 501A) *Analyse health information*;
 - After completing CARS Enrolled Nurse Medication Competency;
 - And maintaining their annual updates on Central Learning System.
 - Can administer medication.
 - Second person checking medication must be a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Can check or administer medications within CARS.

Parenteral Nutrition

- Can administer Naso-gastric feeds/PEG feeds.

Administer/cease

- Can administer/cease Oxygen therapy as ordered by Medical Practitioner.

Intravenous/Subcutaneous medication

- Are permitted to check medications with Registered Nurse for Intravenous/Subcutaneous route.

ENROLLED NURSE WITH POST 2008 DIPLOMA

- END post 2008.
 - EN with Diploma post 2008.
 - After completing CARS Enrolled Nurse Medication Competency;
 - And maintaining their annual updates on Central Learning System.
 - Can administer medication.
 - Second person checking medication must be a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Can check or administer medications within CARS

Parenteral Nutrition

- Can administer Naso-gastric feeds/PEG feeds.

Administer/cease

- Can administer/cease Oxygen therapy as ordered by Medical Practitioner.

Intravenous/Subcutaneous medication

- Are permitted to check medications with Registered Nurse for Intravenous/Subcutaneous route.

ADVANCED DIPLOMA ENROLLED NURSE WITH PRE 2008 DIPLOMA TILL JULY 2016

- Advanced Diploma EN with Diploma pre 2008: (****NB** Until July 2016**)
 - After completing CARS Enrolled Nurse Medication Competency;
 - And maintaining their annual updates on Central Learning System.
 - Can administer medications.
 - Second person checking medication must be a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Can check or administer medications within CARS.

Parenteral Nutrition

- Can administer Naso-gastric feeds/PEG feeds.

Administer/cease

- Can administer/cease Oxygen therapy as ordered by Medical Practitioner.

Intravenous/Subcutaneous medication

- Are permitted to check medications with Registered Nurse for Intravenous/Subcutaneous route.

ADVANCED DIPLOMA ENROLLED NURSE WITH POST 2008 DIPLOMA

- Advanced Diploma EN with Diploma post 2008:
 - After completing CARS Enrolled Nurse Medication Competency;
 - And maintaining their annual updates on Central Learning System.
 - Can administer medications.
 - Second person checking medication must be a Registered Nurse.

Checking with a Registered Nurse

- Can check any medications, (except syringe drivers, consumer-controlled analgesia, epidural analgesia, intrathecal medication), including Controlled Substances.
- Can check Intravenous infusions without additives.
- Can check Blood and blood products.

Administering

- Can check or administer medications within CARS.

Parenteral Nutrition

- Can administer Naso-gastric feeds/PEG feeds.

Administer/cease

- Can administer/cease Oxygen therapy as ordered by Medical Practitioner.

Intravenous/Subcutaneous medication

- Are permitted to check medications with Registered Nurse for Intravenous/Subcutaneous route.

ENROLLED NURSE C/D/AD WITH NMBA APPROVED INTRAVENOUS MEDICATION MODULE

Enrolled Nurse with Certificate, Diploma pre & post 2008 & Advanced Diploma:

- HLTEN519 – Administer and monitor Intravenous Medication in the Nursing Environment – NMBA approved;
- After completing CARS Enrolled Nurse Medication Competency;
- And maintaining their annual updates on Central Learning System.
- Can administer and check Intravenous medications.
- Second person checking medication must be a Registered Nurse.

SPECIFIC PROCEDURES

Enrolled Nurses with or without a Diploma of Nursing

- Are permitted to undertake and are accountable for blood glucose level monitoring once they have undertaken training and education and for which they have been delegated by a Registered Nurse to perform.

Enrolled Nurses with a Diploma of Nursing

- Are permitted to undertake the following procedures following specific education and in accordance with unit policy:
 - Undertake ECG recordings;
 - Perform female catheterisation.

SITE SPECIFIC UNIT FUNCTIONS

Additional site specific service unit tasks are required to be approved by the Nursing Director and require an education and assessment program inclusive of regular clinical updates and an annual competency check.

The list of these additional skill sets is to be kept with the respective service area and is the responsibility of the Nursing Director to maintain.

It is the requirement of each Health Unit site to table these additional skill sets with its Nursing Executive and to obtain subsequent endorsement.