

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Enrolled Nurse (CHaPS)
Position Number:	Generic
Classification:	Enrolled Nurse Grade 2
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing – Child Health and Parenting Service (CHaPS)
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Nurse Unit Manager - CHaPS
Effective Date:	February 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Enrolled with the Nursing and Midwifery Board of Australia.</p> <p>Current Driver's Licence.</p> <p>Current Working with Children Registration or Current Registration to Work with Vulnerable People</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

Desirable Requirements:

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Within a Primary Health Care framework and in accordance with Agency policy and legal requirements the Enrolled Nurse will provide care to individuals and families by:

- Maintaining the standards of nursing practice within the Child Health and Parenting Service (CHaPS).
- Providing, under the supervision of a Registered Nurse, client-centred care to individuals and families.
- Collaborating and co-operating with other team members to ensure integrated delivery of quality care.

Duties:

In conjunction with a Registered Nurse the Enrolled Nurse will:

1. Assist in providing a service which is accessible, acceptable, and affordable to the target group and within available resources.
2. Provide care that supports and assists children and families to work towards planned goals, including delivery of care in varied locations that support best possible outcomes (clinics, Parenting Centres, Virtual Care, client homes).
3. Collaborate and co-operate with other team members to develop, implement, and evaluate programs which enable individuals to make informed choices about their health and the health of their families and the wider community.
4. Deliver care in collaboration with the wider health care team, with guidance from Registered Nurses and based on the agreed goals developed in partnership with the family.
5. Advocate on behalf of children and their families where need is indicated.
6. Assist in the collection of data to support service delivery, including accurate entry of data from episodes of care and other activities that support client care.
7. Maintain competence to practice as an Enrolled Nurse according to the Australian Nursing and Midwifery Board of Australia Enrolled Nurse Standards for Practice.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Works within the direction and supervision of a Registered Nurse.
- Delivers specific aspects of nursing care in consultation with the Registered Nurse.
- Accountable for standard of nursing care provided.
- Works within the boundaries of education, skill preparation and nursing legislation.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and

expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities, and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
 - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated knowledge in contemporary, evidence based infant care, early childhood wellbeing and parenting.
2. Knowledge and understanding of the principles of Primary Health Care and the ability to apply these in practice.
3. Demonstrated effective written and oral communication skills.
4. An ability to work collaboratively as a member of a multidisciplinary Team.
5. Knowledge of legal requirements, agency policies and procedures.
6. Willingness to participate in skill development programs.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).