



POSITION DESCRIPTION

Position Title: Endorsed Enrolled Nurse
Department: Nursing Services
Location: War Memorial Hospital
Uniting Purpose: To inspire people, enliven communities & confront injustice
Uniting Values: Imaginative, respectful, compassionate, bold

Classification: Enrolled Nurse
Vaccination risk category: A
Award War Memorial Hospital (Waverley) Nurses Agreement 2011
Employment status: Permanent Part Time
Hours: 24/7 rotating roster

Position reports to: Nursing Unit Manager
Position Supervises: Assistant in Nursing
Key relationships: Nursing Services Team Members, Allied Health Team Members

POSITION PURPOSE

The Endorsed Enrolled Nurse is responsible for the provision of nursing care for aged rehabilitation patients in a safe and competent manner under the supervision of a registered nurse and within the practice guidelines determined by the Australian Health Practitioner Regulation Agency (AHPRA). The role of the Endorsed Enrolled Nurse includes assessment, planning, implementation and evaluation within the structure of the ARNA Rehabilitation Competencies and in collaboration with the Registered Nurse and the multidisciplinary health care team to achieve goals and health outcomes.

War Memorial Hospital
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125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

POSITION OBJECTIVES

- Actively focuses on understanding, informing and meeting patient needs in a timely and efficient manner.
 - Plans and prioritises own work requirements to achieve defined business/patient care targets.
 - Shows an understanding of the needs of other team members and exchanges the required information to contribute to the coordination of work between areas.
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KEY RESPONSIBILITIES

Financial management & awareness:

- Understands efficient use of hospital and health resources.
- Awareness of Functional Independent Measure (FIM).

Operational processes:

- Interprets patient needs in providing quality customer service.
- Plans and prioritises own work program to achieve defined targets.
- Actively seeks to broaden skills, recognises opportunities for improvement, and suggests ideas for improvement.
- Understands scope of practice of Endorsed Enrolled Nurse.
- Work safely and in accordance with Uniting HSW policies and procedures.
- Maintain awareness of and fulfil responsibilities, authorities and accountabilities as defined by the organisation's health, safety and wellbeing management system.
- Participate and comply with all quality management systems and processes.

Client management & engagement (internal & external stakeholders):

- Actively listens and asks questions to understand patient expectations and priorities.
- Treats all patients, staff and visitors positively without bias or preference.
- Understands government structure and key stakeholders.
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.

People management & teamwork:

- Contributes to a positive team environment and applies tactics to address conflict in their workforce.
 - Organises own work activities by determining the most appropriate ordering of tasks and considering impact on others to achieve results.
 - Works cooperatively within a team where dissimilar functions need to be integrated to achieve goals.
 - Actively engage and participate in the company's performance management framework and review processes.
 - Act in a manner which upholds and positively models the organisation's Code of Ethical Behaviour
 - Model the values of the Uniting Church of respecting and valuing the inherent dignity and uniqueness of each person, celebrating diversity, passionately pursuing social justice and inclusion.
 - Always take care for the safety of yourself and others and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal).
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KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Demonstrates efficient use of resources in daily practices.
- Implements cost efficient measures whilst maintaining quality of care.

Operational processes:

- Strives to meet agreed timelines.
- Demonstrates openness to variations in the range of work performed.
- Ensures that information and knowledge used is up to date.
- Gains an understanding of departmental process and objectives.

Client management & engagement (internal & external stakeholders):

- Treats people with respect and courtesy.
- Builds relationships and maintains rapport with colleagues.
- Clearly conveys decisions affecting clients and team members and demonstrates empathy.
- Demonstrates a basic knowledge and understanding of the formal hospital and government structure, and the wider community.

People management & teamwork:

- Shows an understanding of the needs of other team members and exchanges the required information to contribute to the coordination of work between areas.
- Gains knowledge of techniques to address conflict and follows documented procedures.
- Uses a polite and considerate manner when dealing with others.
- Participate in the formal annual performance review process.

Work Health and Safety Requirements:

All Staff

- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

Quality and Safety Requirements:

All staff

Staff work within, and are supported by, well-designed systems to deliver safe, high-quality clinical care. Staff are responsible for the safety and quality of their own professional practice, and professional codes of conduct. Staff will:

- Actively take part in the development of an organisational culture that enables, and gives priority to, patient safety and quality
- Actively communicate their profession's commitment to the delivery of safe, high-quality health care.
- Model professional conduct that is always consistent with a commitment to safety and quality.
- Embrace opportunities to learn about safety and quality theory and systems.

- Embrace opportunities to take part in the management of clinical services.
- Encourage, mentor and guide colleagues in the delivery of safe, high-quality care.
- Take part in all aspects of the development, implementation, evaluation, and monitoring of governance processes.

PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- Effective verbal and written communication skills
- Good interpersonal and time management skills with an ability to work within a multidisciplinary team
- Commitment to personal and professional development
- Demonstrated ability to deliver high quality patient care to the older patient using critical thinking
- Demonstrated understanding of Aged Care Rehabilitation
- Minimum 1 year experience working as an Endorsed Enrolled Nurse in a hospital setting or relevant AIN experience

Qualifications:

- Current Endorsed Nursing Enrolment with the Australian Health Practitioner Regulation Agency (AHPRA)

Employee Name:		Managers Name: Title	
Date:		Date:	
Signature:		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Endorsed Enrolled Nurse
 Department: Nursing
 Assessor: Amy Barzen
 Date of Assessment review: Sept 2025

Service/Unit: War Memorial Hospital
 Manager / Supervisor: Nurse Unit Manager
 Date of Assessment: Sept 2024

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks	X					
	Standing Remaining standing without moving about to perform tasks		X				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes						X
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		X				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks	X					
	Kneeling Remaining in a kneeling posture to perform tasks						X
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Crawling Moving by crawling on knees & hands to perform tasks						X
	Leg/ Foot Movement Use of leg and or foot to operate machinery	X					
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding			X			
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg		X			
		Moderate lifting & carrying – 10 – 15kg	X				
		Heavy lifting & carrying – 16kg and above					X
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body		X				
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms	X					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands		X				
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						X
	Driving Operating any motor powered vehicle						X
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen		X				
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries			X			
	Smell Use of smell is an integral part of work performance e.g. working with chemicals	X					
	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance			X			

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations		X				
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness		X				
	Unpredictable people e.g. dementia, mental illness and head injuries		X				
	Restraining Involvement in physical containment of patients/clients	X					
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies						X
CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust						X
	Gases Working with explosive or flammable gases requiring precautionary measures	X					
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	X					
	Hazardous substances e.g. dry chemicals, glues						X
	Noise Environmental/background noise necessitates people to raise their voice to be heard						X
	Inadequate lighting Risk of trips, falls or eyestrain						X
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C						X
	Confined spaces Areas where only one egress (escape route) exists						X
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases			X			

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: **Date:**/...../20.....

- I am able to fulfil the above requirements without modification.
- I am unable to fulfil the above job requirements and need the following modifications:

Signature of Employee: **Date:**/...../20.....