HealthHR

Tasmanian Government

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Enrolled Nurse
Position Number:	Generic
Classification:	Enrolled Nurse Grade 2
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South and Hospitals North/North West
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Nurse Unit Manager (NUM)
Effective Date:	December 2014
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse (holds a Board-approved qualification in administration of medicines) **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.*

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:

The Enrolled Nurse provides direct patient/client centred nursing care to assigned patients/clients, within the scope of practice of an enrolled nurse and under the direction and supervision of a registered nurse/midwife to achieve planned patient outcomes.

Duties:

1. Deliver evidenced based care in accordance with the nursing care plan under the direction and supervision of the registered nurse/midwife.
2. Contribute to the development of patient/client nursing care plans, the evaluation of care and healthcare information in collaboration with the registered nurse/midwife.
3. Participate in decision making with the multidisciplinary team to achieve planned patient outcomes.
4. Assist in the collection of comprehensive clinical data from the patient/client and/or family.
5. Provide information to the patient/client and/or family in accordance with the nursing care plan.
6. Establish priorities for patient/client care delivery in collaboration with the registered nurse/midwife.
7. Promote and participate in education activities, including preceptorship and orientation of less experienced staff.
8. Actively participate in quality and safety improvement activities, risk management and in the identification and reporting of unsafe practices.
9. Recognise the need for and actively participate in, and maintain, self/professional development.
10. 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 and related training.
11. 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 under the direction and supervision of the NUM.
- Delivers nursing care as delegated by the NUM.
- Collaborates with members of the healthcare team to achieve effective healthcare outcomes.
- Accountable for the standard of nursing care provided and acts to rectify unsafe practices and/or unprofessional conduct.
- Practices in accordance with the Nursing and Midwifery Board of Australia approved national competency standards for enrolled nurses, legislation, education, experience and organisational policy.
- 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
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Sound knowledge of the principles of nursing care, procedures and practices.
2. Demonstrated ability to practice in a manner that respects the right of individuals and groups.
3. Demonstrated effective written and oral communication skills.
4. Demonstrated assessment, problem solving and organisational skills.
5. Ability to work collaboratively as member of a multidisciplinary team.
6. Knowledge of legislation, policies and procedures pertaining to enrolled nursing practice.
7. Ability to participate in quality improvement and research activities and support innovative improvements in the practice setting.

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 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.