



## ROLE DESCRIPTION

<b>Role Title:</b>	Enrolled Nurse - Perioperative
<b>Classification Code:</b>	Enrolled Nurse (Certificate and Diploma) EN/EN-MA/ENDP
<b>LHN/ HN/ SAAS/ DHA:</b>	Women's and Children's Health Network
<b>Hospital/ Service/ Cluster</b>	Women's and Children's Hospital
<b>Division:</b>	Surgical Services
<b>Department/Section / Unit/ Ward:</b>	Rogerson Operating Suites
<b>Role reports to:</b>	Nurse Unit Manager
<b>Role Created/ Reviewed Date:</b>	January 2023
<b>Criminal History Clearance Requirements:</b>	Working with Children Check (issued by DHS) National Police Check – Working unsupervised with vulnerable persons If applicable – NDIS Worker Check (issued by NSID Commission)
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Enrolled Nurse supports the registered Nurse/Midwife in the provision of person- centred care consistent with the regulatory and statutory requirements. Practice at this level is from the novice to proficient Enrolled Nurse Practice. Employees at this level work under the direct and supervision of the registered Nurse/Midwife, however at all times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing nursing/midwifery care.
- > The Enrolled Nurse works under the direct or indirect supervision of a Registered Nurse/Midwife and accepts accountability for own standards of nursing care. Employees classified at this level must be licensed to practice as an Enrolled Nurse by the Nursing and Midwifery Board of Australia (NMBA).
- > The Enrolled Nurse is responsible and accountable for providing nursing services and the provision of quality patient centred care to clients, patients, women and their babies, at a beginner to advanced beginner level.
- > The Enrolled Nurse works in partnership with women and their babies, children, youth and families and in collaboration with other health professionals and agencies to ensure optimum health outcomes. The Enrolled Nurse accepts accountability for own practice standards, and responsibility for activities delegated to others as well as the guidance and development of less experienced staff.
- > The Enrolled Nurse consolidates knowledge and skills and develops capacity through experience and continuous professional development.
- > The Enrolled Nurse practices within agreed evidence based practice standards and demonstrates the necessary competency to provide care relevant to each patient's needs.
- > The Enrolled Nurse demonstrates positive attitudes and behaviours, well developed communication skills and the ability to contribute to optimum patient outcomes in a changing environment.

**Direct Reports:**

- ❑ Reports to Allocated Registered Nurse and to NUM Line Manager
- ❑ Maintains a cooperative and productive working relationship with all members of the health care team

**Direct Reports to this position:**

- Nurse Unit Manager

**Key Relationships/ Interactions:**InternalThe Enrolled Nurse

- > Works under the direct or indirect supervision of the registered nurse or midwife.
- > Reports to NUM
- > Maintains a close and collaborative working relationship with the Nurse Educators, NUM, Clinical Nurses/Midwives, Registered Nurses and Enrolled nurses.
- > Maintains a cooperative and productive working relationship with all members of the health care team

External

- > Patients/carers/parents/families
- > Maintains relationships with other government or non- government organisations who are relevant to support of the client group

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Working with children, youth, women and their families where there are multiple complexities and diverse cultural backgrounds.
- Recognising and responding to clinical deterioration or other incidents and escalating appropriately
- Providing evidenced based care, developing clinical leadership skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies
- Keeping professionally up to date with research and nursing technological advances
- Dealing appropriately and relevantly with children, youth, women and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- Developing and accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices

**Delegations:**

- > Within WCHN delegations

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

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.

Performance will be assessed in each clinical area in which the EN – TPPP works during the program.

**General Requirements:**

NB Reference to legislation, policies and procedures includes any superseding versions

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.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *SA Information Privacy Principles*
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > *Health Practitioner Regulation National Law (South Australia) Act 2010*
- > *Mental Health Act 2009 (SA)* and Regulations
- > *Controlled Substances Act 1984 (SA)* and Regulations
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > SA Health/LHN/SAAS policies, procedures and standards

**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.

**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.

**Zero Tolerance to Racism:**

The Women’s and Children’s Health Network has zero tolerance to racism. The Network is committed to ensuring its staff, volunteers, consumers and visitors are able to work or access health services in an environment that is culturally safe and free from any form of racism or discrimination.

Our staff are supported to address any form of racism in all environments, in line with our Corporate Procedure: ***Zero Tolerance to Racism – Identifying, Responding, and Managing in the Workplace.***

## Special Conditions:

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > Meet immunisation requirements as outlined by the Immunisation for Health Care Workers in South Australia Policy Directive.
- > **Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.**
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have the satisfactory Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCC must be renewed every 5 years from the date of issue; and for "Approved Aged Care Provider Positions" every 3 years from the date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged care Act 1997 (Cth)*.
- > For appointment in a *Prescribed Position* under the *Child Safety (Prohibited Persons Act (2016))*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > 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.
- > The Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>1. Assistance is provided for high quality patient care aimed at improving health outcomes</b>	<ul style="list-style-type: none"> <li>&gt; The provision of a safe clinical practice through the application of professional standards and adherence to policies, protocols and procedures and working within a model of client centred care under the supervision of a registered nurse.</li> <li>&gt; The implementation of care/appropriate service delivery options under the supervision of a registered nurse.</li> <li>&gt; Assistance is provided, or undertaken, with general and specialised procedures.</li> <li>&gt; Verbal and documented information within scope of practice is provided to patients/clients, other health care team members and members of the public</li> <li>&gt; Contribution is provided to procedures for effectively dealing with people exhibiting challenging behaviours</li> </ul>
<b>2. Demonstrate a commitment to consumer participation Insert key result area</b>	<ul style="list-style-type: none"> <li>&gt; Working collaboratively with consumers and Registered Nurse/Midwives in the development of individual care/treatment plans</li> <li>&gt; In consultation with the Nurse Unit Manager/Shift Coordinator/Team Leader, participates, in the review of incidents, accidents and complaints arising within the clinical setting with a focus on reduction of incidents/accidents and complaints</li> <li>&gt; In consultation with consumers and the Nurse Unit Manager /Shift Coordinator/Team Leader, identifies opportunities for improvement in consumer care and implements planned strategies designed to promote and establish the Service and Unit as a benchmark for excellence</li> </ul>
<b>3. Ensure services are delivered in a culturally sensitive manner by Insert key result area</b>	<ul style="list-style-type: none"> <li>&gt; Under supervision of the Registered Nurse/Midwife , promotes access and equity of services for people from culturally and linguistically diverse backgrounds</li> <li>&gt; Under supervision of the Registered Nurse/Midwife, provides services that are culturally sensitive to the needs of consumers</li> <li>&gt; Under supervision of the Registered Nurse/Midwife enables consumers to make decisions concerning their mental health.</li> </ul>
<b>4. Care provision is organised and timely</b>	<ul style="list-style-type: none"> <li>&gt; Work programme is planned and prioritised to achieve defined outcomes</li> <li>&gt; Judgment is exercised to solve problems arising in own work programme</li> </ul>
<b>5. Contributes to a positive culture and safe work environment</b>	<ul style="list-style-type: none"> <li>&gt; Participation in a team environment, which promotes positivity, learning and development, safety and welfare of employees, acknowledges cultural and personal differences, and encourages creativity, innovation and honesty.</li> </ul>
<b>6. Responsible for individual development and education</b>	<ul style="list-style-type: none"> <li>&gt; Commencement and maintenance of individual professional development portfolio of post enrolment learning and competencies within current role.</li> <li>&gt; Successful attainment of professional competencies to a standard agreed at annual performance development review and as designated by the unit/ward/service</li> </ul>
<b>7. Participate in quality management, quality assurance and risk management activities and ongoing improvement of services</b>	<ul style="list-style-type: none"> <li>&gt; Initiative has been taken to recommend improved processes in immediate work area</li> <li>&gt; Participate in Quality Improvement activities.</li> <li>&gt; Ensure all hazards, accidents, incidents and injuries are reported in the appropriate manner as soon as practicable</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Enrolled or eligible for enrolment as a Nurse with the Nursing and Midwifery Board of Australia and who holds, or is eligible to hold, a current practicing certificate.
- > Evidence of completing the module or equivalent to - Administer and monitor medicines and intravenous therapy

#### **Personal Abilities/Aptitudes/Skills:**

- > Effective verbal and written communication skills
- > Effective communication skills including, problem solving, conflict resolution and negotiation skills
- > Ability to work effectively within a multidisciplinary team
- > Ability to provide person centred care.
- > Ability to prioritise workload, recognise and report changes in clinical condition
- > Ability to be creative, innovative and flexible when approaching issues within a healthcare setting
- > Demonstrated commitment to providing quality service to consumers/clients
- > Ability to maintain confidentiality

#### **Experience**

- > Experience in the provision of nursing care in the healthcare setting in accordance with appropriate standards of practice, and within the boundaries of appropriate level of training and skill assessment.

#### **Knowledge**

- > Knowledge and understanding of the role of the Enrolled Nurse within a healthcare setting
- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Understanding of the requirements of the Health Practitioner Regulation National Law (South Australia) Act 2010
- > Understanding of the NMBA Competencies for the Enrolled Nurse in Recommended Domains
- > Knowledge and understanding of the NMBA Codes of Ethics and of Professional Conduct for Nurses in Australia (2008) and the Commissioner for Public Employment Code of Conduct for Public Employees
- > Knowledge and understanding of legislative responsibilities for Work Health and Safety, Workers Compensation and Rehabilitation and Equal Opportunity
- > Knowledge of Quality Improvement Systems as applied to a healthcare setting

## DESIRABLE CHARACTERISTICS

### **Education/Vocational Qualification**

- > Additional education/qualifications in area of practice

### **Personal Abilities/Aptitudes/Skills**

- > Ability to use technology and computer skills and associated software packages

### **Experience**

- > Experience in Paediatric Nursing
- > Experience as an Enrolled Nurse within the Perioperative environment
- > Experience as a student nurse within the Perioperative environment
- > Experience in assisting with quality improvement activities within a healthcare setting

### **Knowledge**

- > Knowledge of Quality Improvement Systems
- > Knowledge of contemporary nursing and health care issues.



## 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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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.

### Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services
- Primary health care and population health programs
- Integrated community care services
- Services to address the health and well being of particular populations, including Aboriginal Health Programs
- Education and training programs
- Research.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### 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: Rebecca Dunn**

**Role Title: Nurse Manager**

**Signature:**

**Date: May 2023**

## 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:**

## Women's & Children's Health Network

### Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

#### Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

#### Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

#### Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, and contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

#### Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

#### Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

#### WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

#### Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

#### Board

The Board is accountable for governance; monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

## Four Strategic Priorities



Improved health and wellbeing of families and communities



Meaningful gains in Aboriginal health and wellbeing



Provide leading healthcare for women, babies, children and young people



Create one health network

## Key Enablers

Effective communication

Consumer and community engagement

Culture and leadership

Engaged and capable workforce

Enabling technology

Research

Productive partnerships

Contemporary infrastructure

Financial sustainability

Continuous improvement and innovation

**Mission** To improve the health and wellbeing of families and communities by providing integrated care and support

**Vision** To be a leading and respected health network for women, babies, children, young people and their families

**Values** Compassion, Respect, Equity, Accountability, Together for Excellence

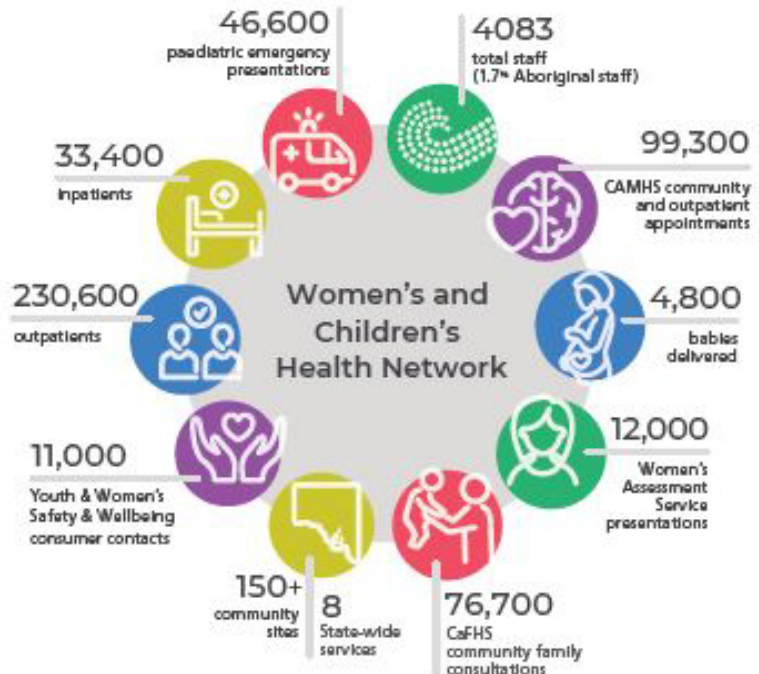
**Our Story** starts with our consumers and communities who are at the centre of everything that we do.

Our focus for the years ahead is to:

- Provide outstanding care and service
- Enhance our culture and leadership
- Design and deliver a new Women's and Children's Hospital
- Strengthen partnerships, expand innovation
- Through research, education and learning, inspire others, share specialist knowledge and deliver excellence in everything that we do
- Deliver an integrated WCHN

**Our Way** is underpinned by our agreed ways of working together that enable us as an organisation to:

- Share a common purpose and direction
- Use innovative and new ways to deliver our service
- Educate and support people to excel in the care that they give
- Grow and develop our current and future leaders
- Ensure that we have consistent behaviours and ways of working
- Implement processes and systems that are efficient and effective



State-wide services: Child and Family Health Service, Child and Adolescent Mental Health Service, Yarrow Place Rape and Sexual Assault Service, Disability Services, Child Protection Service, Metropolitan Youth Health, Women's Health Service, Women's Safety Strategy