

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Enrolled Nurse - Transition to Practice
Position Number:	Generic
Classification:	Enrolled Nurse Grade 2
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South, Hospitals North/North West, Statewide Mental Health Services
Position Type:	Fixed-Term, Full Time/Part Time
Location:	South, North, North West
Reports to:	Relevant Nurse Unit Manager, Assistant Director of Nursing - Education or Clinical Nurse Educator
Effective Date:	March 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as an Enrolled Nurse</p> <p>Current Driver's Licence (Community Nurse positions only)</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:	<p>In line with the requirements of the Transition to Practice Program:</p> <p>Less than six months experience (since date of initial registration) as an enrolled nurse</p> <p>Less than two years since completion of Enrolled Nurse qualifications for registration</p>

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 - Transition to Practice is responsible for the planning, implementation and evaluation of safe, clinically appropriate nursing care in collaboration with patients/clients, their families and the multidisciplinary health care team to achieve goals and health outcomes, at all times working under the delegation and supervision of a registered nurse.

This role:

- Works within the Nursing and Midwifery Board (NMBA) standards for practice and a Transition to Practice framework to embed clinical and professional competencies, in a supported and development-focussed context of clinical practice.
- Is individually accountable for clinical knowledge, further education and working within the scope of practice determined by their experience and skills.
- Delivers quality and compassionate person-centred care that ensures the wellbeing, safety, values and clinical care needs of the patient/client are met.

Duties:

1. Nursing Care

- a) In collaboration with the health care team and under the supervision and delegation of the registered nurse, plans, implements and evaluates patient/client care.
- b) Maintains and promotes a safe work environment with a focus on maintaining professional standards of practice and the confidentiality of patients/clients, families and colleagues.
- c) Complies with the organisational policies, procedures and guidelines and adheres to the NMBA standards of practice and codes for enrolled nurses.
- d) Accurately reflects patient/client care requirements, outcomes and events through the completion of clinical documentation, risk assessment, care planning and nursing care interventions under the supervision and delegation of a registered nurse
- e) Advocates for, and facilitates the inclusion of, patients/clients and families in the provision of nursing care planning and health promotion.

2. Teamwork & Communication

- a) Interacts effectively and professionally with patients/clients and families and other health team members to facilitate the provision of optimum patient/client care.
- b) Maintains professional communications and boundaries with colleagues, patients/clients and families that is inclusive and respectful.
- c) Seeks assistance and supervision from nursing colleagues to support skill, knowledge development and the provision of patient/client safety.
- d) Promotes the values of the nursing profession and contributes to positive workplace culture in the team/service area.

3. Excellence in Practice

- a) Contributes to continually improving the quality of patient/client care, through participation in quality improvement activities and/or research.
- b) Participates in activities that work towards the strategic professional nursing direction of Pathway to Excellence® accreditation.

- c) Contributes to innovation in nursing practice through evidence-based practice and identifying areas for practice change or improvement.

4. Learning Culture

- a) Identifies and meets educational needs of the patients/clients and their families/significant others.
- b) Working with the registered nurse, develops and implements teaching plans for patients/clients that meet their learning needs and facilitates decision-making.
- c) Participates and contributes to a learning environment through continuing education, professional development and participation in the Transition to Practice Program requirements.
- d) Develops an individualised learning plan in collaboration with the Clinical Nurse Educator/Nurse Unit Manager outlining personalised goals and objectives for achievement in the Transition to Practice Program.

5. Transition to Practice

- a) Seeks to develop their own attributes and professional values as an enrolled nurse and reflects on, and identifies opportunities for, professional growth.
 - b) Actively participates in meeting the learning objectives and associated activities of the Transition to Practice Program to support their individual transition to the workplace.
 - c) With guidance and support, develops strategies to build resilience and wellbeing in maintaining a lifelong framework for work-life balance.
 - d) Seeks and utilises feedback from nursing colleagues to recognise strengths in practice and identify further areas for ongoing development.
 - e) Completes the requirements of Transition to Practice with guidance and assistance from managers, preceptors, clinical coaches and educators.
6. 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.
7. 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:

The Enrolled Nurse - Transition to Practice:

- Is responsible for the provision of safe and quality patient/client care under supervision and delegation and support from registered nurses including the Nurse Unit Manager, Preceptor, Clinical Coach and Nurse Educators.
- Works within the professional, ethical and practice standards frameworks for the nursing profession.
- Contributes to, and supports the implementation of, the broader strategic reform agenda of the organisation.
- 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 (Community Nurse positions only)
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Current knowledge and understanding of the NMBA Enrolled Nurse Standards of Practice and the ability to apply these to the role and context of Transition to Practice Enrolled Nurse.
2. Sound interpersonal and communication skills including the ability to maintain written documentation and a demonstrated ability to work as part of a team.
3. Demonstrated ability to deliver person-centred nursing care in the practice setting that reflects the individualised needs of patients/clients and their families and evaluate care outcomes.
4. Commitment to working in ways which reflect the values of the nursing profession.
5. Demonstrated ability to identify own learning needs and objectives and develop a plan of learning and measure the outcomes including seeking feedback on performance from peers.

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](#).