



JOB AND PERSON SPECIFICATION

Position Title: **Enrolled Nurse**

Classification Code: **Enrolled Nurse (Certificate and Diploma)**

Division:

Branch:

Section:

Position Number:

Position Created:

Type of Appointment:

- Ongoing
- Temporary
- Other Term

Job & Person Specification Approval

CE or delegate

____/____/____

PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and **employees who have a disability**) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

Employees classified at this level must be licensed to practice as an Enrolled Nurse by the Registration Authority.

The Enrolled Nurse works under the direct or indirect supervision of a Registered Nurse/Midwife.

The Enrolled Nurse accepts accountability for own standards of nursing care.

2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Enrolled Nurse:

- Reports to the Nurse/Midwife Clinical Services Coordinators (Level 3 or 4)
 - Works under the direct or indirect supervision of a Registered Nurse and or Midwife
 - Maintains cooperative and productive working relationships within all members of the health care team
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3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
 - The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.
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4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

4.1 Assists with the provision of professional high quality patient care within the ward/unit/service aimed at improving patient health outcomes through:

- Providing safe patient/client centred nursing care in a variety of settings;
- Implementing appropriate nursing care and undertaking or assisting with general and specialized procedures from Nursing/Midwifery care plans;
- Planning and prioritising own work program to achieve defined outcomes;
- Exercising judgment when it is required to solve problems arising in their own work program;
- Taking initiative to recommend improved processes in their immediate work area;
- Participating in patient/client safety and risk minimisation activities;
- Providing verbal and documented information within their scope of practice to clients/patients, other health care team members, and members of the public;
- Contributing to procedures for effectively dealing with people exhibiting challenging behaviours;
- Contributing to teamwork and a positive work culture;
- Administering medications up to and including Schedule 4 (after required accreditation).

4.2 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by:

- Commencing a portfolio of post enrolment learning.

4.3 Health Unit to insert any local generic statements related to

- Requirements for participation in Counter Disaster activities
- Requirements related to Equal Opportunities and Occupational Health Safety and Welfare

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

Educational/Vocational Qualifications (include only those listed in **Commissioner's Standard 2, Attachment C** as an essential qualification for the specified classification group)

Enrolled or eligible for enrolment as an Enrolled Nurse by the Nurses Board of South Australia and holds, or is eligible to hold, a current practicing certificate.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Effective verbal and written communication skills.
 - Ability to work in a multidisciplinary team environment.
 - Ability to maintain confidentiality.
 - Ability to prioritise workload
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Experience

- Experience, within the boundaries of their education and skill preparation, in the provision of nursing and or midwifery care in the healthcare setting in accordance with the appropriate standards of practice.
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Knowledge

- Knowledge and understanding the role of the Enrolled Nurse within the health care setting.
- Understanding of the requirements of the Nurses Act 1999.
- Understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications ((include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

Experience

- Experience as an enrolled nurse within another health context.
 - Experience in assisting with quality improvement activities within a healthcare setting.
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Knowledge

- Knowledge of Quality Improvement Systems as applied to a hospital setting.
 - Knowledge of contemporary nursing and health care issues.
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Other Details:

COMMITMENT TO WORKPLACE VALUES



The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department’s Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health.

Signature

Please complete and return attached to your application to the nominated person

“The right people with the right skills in the right place at the right time”