



## POSITION DESCRIPTION

<b>Date</b>	June 2008
<b>Position Title</b>	ENROLLED NURSE
<b>Division</b>	NURSING
<b>Reports to</b>	CLINICAL NURSE

### SECTION 1

#### Position Summary

The Enrolled Nurse is responsible for:

- Working collaboratively with colleagues to achieve agreed targets for the Nursing Unit contributing to the achievement of overall strategic objectives of the Organisation;
- Working within the WA Nursing Decision Making Framework Scope of Practice to deliver outstanding evidence based best practice patient care;
- Working effectively with the team to manage risk

### SECTION 2

#### Key Working Relationships

<b>INTERNAL</b>	<b>EXTERNAL</b>
Executive	Family members
Executive Manager Clinical Services	Surgeons and Doctors
Clinical Nurse Managers	ACHS
Clinical Nurses	Nursing Agencies
Registered Nurses	Suppliers of medical related goods, equipment, services
Patient Care Assistants	Ministers of Religion and Counsellors
Ward Clerks	Visitors
All staff	



### SECTION 3 KEY RESULT AREAS (KRAs) and KEY PERFORMANCE INDICATORS (KPIs)

<b>KRA DEMONSTRATE THE BETHESDA VALUES</b> Work displaying the values of professionalism, respect, integrity, compassion and empathy.	
<b>Behavioural Descriptors</b>	<b>KPI</b>
<ul style="list-style-type: none"> <li>▪ Adhere to the Bethesda values and consistently behave in an honest and ethical way.</li> <li>▪ Operates in a professional manner when representing the work area in internal forums</li> <li>▪ Recognise difference in people</li> <li>▪ Treat people with respect and dignity</li> <li>▪ Provide prompt courteous and effective service to internal and external customers</li> <li>▪ Provides accurate advice to colleagues and clients; checks and confirms the accuracy of information prior to release.</li> <li>▪ Demonstrate appropriate confidentiality and duty of care</li> <li>▪ Commits energy and drive to seek that tasks are achieved accurately.</li> <li>▪ Support a positive working environment</li> <li>▪ Follow organisational policy</li> <li>▪ Take personal responsibility for accurate completion of work and seek guidance when required.</li> <li>▪ Seek and participate in ongoing performance, feedback, management and development;</li> <li>▪ Communication strengths and weakness to identify and seek self development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Clear demonstration of Bethesda values in day-to-day work relationships</li> <li>• Current professional portfolio as required by WA Nurses Board</li> <li>• Active participation in staff meetings</li> <li>• Positive feedback from other staff</li> </ul>
<b>KRA IMPLEMENT THE VISION AND INNOVATION</b> Build awareness of the Hospital's goals and identify, implement and communicate solutions and improvement opportunities to ensure achievement of the goals. Support organisational change initiatives through adaptability, facilitation and/or leadership	
<b>Behavioural Descriptors</b>	<b>KPI</b>
<ul style="list-style-type: none"> <li>▪ Understand and support the Hospital's Vision, Mission and business objectives</li> <li>▪ Recognise how role contributes to the achievement or organisation goals</li> <li>▪ Learn about other parts of the organisation</li> <li>▪ Follow direction provided by supervisor and communicate it to others; understand relationship between business priorities and specific tasks</li> <li>▪ Actively participate in decision making and incorporate outcomes into work plans</li> <li>▪ Identify issues and problems that may impact on own work objectives and suggest solutions</li> <li>▪ Draws on information and appropriate sources; think and plan ahead</li> <li>▪ Implement new improved work practices when required</li> <li>▪ Support activities that result in a superior quality improvement and risk management framework and outcomes for the nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of role in assisting delivering the Hospital's Mission and Vision</li> <li>• Evidence of supporting planned change and quality improvement projects</li> </ul>



unit <ul style="list-style-type: none"> <li>▪ Implement new improved work practices when required</li> <li>• Work with others to ensure planned change produces effective and effective operational outcomes</li> </ul>	
<p><b>KRA                      COLLABORATE AS ONE TEAM</b></p> <p>Build, enhance and maintain interpersonal relationships with relevant stakeholders to achieve organisational goals</p> <p>Demonstrate appropriate leadership skills to build, empower and guide people to achieve organisational goals</p>	
<p><b>Behavioural Descriptors</b></p>	<p><b>KPI</b></p>
<ul style="list-style-type: none"> <li>▪ Communicate clearly and concisely with colleagues and customers in both verbal and written form</li> <li>▪ Build positive relationships with colleagues and customers</li> <li>▪ Actively listen to colleagues and clients; support team members and recognise the contribution made by others</li> <li>▪ Resolve conflict using appropriate strategies; find solutions that manage the sensitivities involved</li> <li>▪ Operate as an effective member of the team; works collaboratively.</li> <li>▪ Share information with others that will support the team's goals</li> <li>▪ Follow direction of supervisor</li> <li>▪ Demonstrate flexibility and cope effectively with day-to-day people and work changes, shifting priorities and periods of uncertainty</li> <li>▪ Actively seek coaching from supervisor or peers</li> <li>▪ Perform other duties as directed to support the completing of key outcomes of the business unit and Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely documentation</li> <li>• Grievances resolved in an effective and timely manner with all parties in agreement with outcome</li> <li>• Completion of performance reviews and development plans for self</li> </ul>
<p><b>KRA                      KNOW THE BUSINESS</b></p> <p>Build and maintain awareness of the hospital's customers and the service which we operate.</p> <p>Perform the business of a private hospital; take appropriate action and follow up to help ensure realisation of results</p>	
<p><b>Behavioural Descriptors</b></p>	<p><b>KPI</b></p>
<ul style="list-style-type: none"> <li>▪ Provides competent clinical care to patients within the Scope of Nursing Practice Decision Making Framework</li> <li>▪ Comply with clinical governance, compliance and accountability requirements as directed by supervisor</li> <li>▪ Is responsive to changes in customer needs; manages customer expectations by clarifying expectations</li> <li>▪ Delivers high quality nursing care informed by best practice</li> <li>• Work to agreed priorities, outcomes, time constraints and assigned resources</li> <li>▪ Adhere to documentation procedures</li> <li>▪ Work to ensure the safety of self and others with in the legislative requirements of Occupational Safety and Health;</li> <li>▪ Use and store chemicals according to Material Safety Data Sheets; report all hazards and incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Follow appropriate safety behaviour</li> <li>• Timely reporting and resolution of complaints</li> <li>• Timely reporting of risks and safety hazards</li> <li>• High satisfaction rate from patients and families</li> <li>• Timeliness and accuracy of reports</li> </ul>



## SECTION 4 Authority Levels

- The Enrolled Nurse is responsible for supporting the provision of outstanding clinical care of the patient and for assisting in the development of positive relationships between the patient, significant others and other health professionals for the benefit of the patient's ongoing health care
- The Enrolled Nurse, reports to the Clinical Nurse and functions within the WA Scope of Practice Decision Making Framework

## SECTION 5 Selection Criteria

Qualifications
<b>Essential</b> <ul style="list-style-type: none"><li>▪ Enrolled Nurse qualification and current State registration</li><li>▪ Current Police Check and Working with Children Check (no more than 6 months old)</li></ul>
<b>Desirable</b> <ul style="list-style-type: none"><li>▪ Completed a Graduate Enrolled Nursing Program</li><li>▪ Medications and Calculations for Enrolled Nurses</li></ul>
Knowledge
<b>Essential</b> <ul style="list-style-type: none"><li>▪ Current Best Practice in Nursing</li></ul>
<b>Desirable</b> <ul style="list-style-type: none"><li>▪ Clinical specialisation</li><li>▪ Quality improvement and risk management frameworks</li></ul>
Skills
<ul style="list-style-type: none"><li>▪ Well developed written and verbal communication skills</li><li>▪ Well developed organisational skills</li><li>▪ Computer skills in word processing</li></ul>
Experience
<b>Essential</b> <ul style="list-style-type: none"><li>▪ Clinical experience</li></ul>



**SECTION 6  
Acceptance of Position Description**

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Enrolled Nurse

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Date

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Nurse Manager

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Date