



POSITION DESCRIPTION

Our **vision** is a community where all people can make the most of their strengths and feel included, valued and safe.

To bring this **vision into reality**, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whānau in the wider community of Southland.

Position: Enrolled Nurse: Full Scope

Responsible to: Home Manager

Purpose: Responsible for ensuring the provision of quality care to Residents, and encouraging a partnership between carer's, Residents, their families/whānau.

Key qualifications and experience to practice under Full Scope:

- Successful completion of an 18-month programme in Enrolled Nursing at level 5 on the NZQA National Qualifications Framework accredited by the Nursing Council
- A pass in an assessment of the Nursing Council Competencies for Enrolled Nurses by an approved provider
- A pass in an examination for Enrolled Nurses.
- Preferred – previous Gerontological experience.

Review Period:

This position is to be reviewed at Annual Performance Appraisal. The position holder and Manager will meet at the end of the first six months to discuss whether any changes to the current position description are required.

Key Tasks

1.0 To provide a Resident-driven environment for Residents, their family/whānau and staff

Performance Expectations:

- (a) Ensure environment enables Residents to participate at their own level.

Successfully Demonstrated by:

- Formation of caring relationships with Residents, families/whānau.
- Open and honest communication with peers, Residents, and families/whānau.
- Contribution of ideas towards common goal.
- Creating and maintaining a Resident driven harmonious atmosphere.
- Exercising courtesy/hospitality and respect in all interactions with Residents, family/whānau, and the community and staff.
- Providing an activity based environment in accordance with the individualized Resident's cognitive assessment.
- Providing a daily activities programme that reflects the individual Resident's interests as a group.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)

Full Scope

Competency 1.4:

Promotes an environment that enables health consumer safety, independence, quality of life and health.

Competency 2.6:

Contributes to the health education of health consumers to maintain and promote health

Competency 3.1:

Establishes, maintains and concludes therapeutic interpersonal relationships

Competency 3.3:

Uses a partnership approach to enhance health outcomes for health consumers.

Competency 4.1:

Collaborates and participates with colleagues and members of the health care team to deliver care.

2.0 Competence in delivering nursing care under the direction of the Registered Nurse

Performance Expectations:

- (a) Regularly applies knowledge from the biological, psychological and social sciences, including a basic understanding of disease protection processes and delivers competent nursing support under the direction of the registered nurse.

Successfully Demonstrated by:

- Assists Residents to undertake activities of daily living, such as nutrition, elimination, hydration, mobility, social functioning and personal hygiene.
- Undertakes observation, reporting, recording and documentation of health status.
- Communicates results of assessments to the registered nurse and appropriate members of the health team.
- Performs basic first aid and emergency procedures.
- Applies the principles of infection control.
- Assists with routine examinations and routine diagnostic tests.
- Maintains an appropriate and safe environment.
- Performs safe moving and handling of Residents.
- Applies the principles of asepsis.
- Uses knowledge of the healing process to maintain skin integrity.
- Applies the principles of medication safety in the storage and administration of medicines.
- Recognises life stages and socio-cultural realities.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 1.1:</u> <i>Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</i>
<u>Competency 2.1:</u> <i>Provides planned nursing care to achieve identified outcomes</i>
<u>Competency 2.2:</u> <i>Contributes to nursing assessments by collecting and reporting information to the Registered Nurse</i>
<u>Competency 2.3:</u> <i>Recognises and reports changes in health and functional status to the registered nurse or directing health professional</i>
<u>Competency 2.4</u> <i>Contributes to the evaluation of client care</i>
<u>Competency 2.5:</u> <i>Ensures documentation is accurate and maintains confidentiality of information</i>

3.0 Interacts effectively and supports relationships with Residents, families/whānau and other members of the health team

Performance Expectations:

- (a) Effective, productive relationships and communications with all others, including Residents, families/whānau and the health team.

Successfully Demonstrated by:

- Communicates verbally and non-verbally appropriately and effectively.
- Documents in accordance with the requirements of the employer and registered nurse.
- Demonstrates an awareness of, and commitment to the Treaty of Waitangi.
- Demonstrates an awareness of cultural safety through effective relationships with Residents and their families/whānau.
- Supports the right of Residents to maintain independent lifestyles with dignity in their own environment.
- Understands therapeutic relationships and professional boundaries.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 3.1:</u> <i>Establishes, maintains and concludes therapeutic interpersonal relationships</i>
<u>Competency 3.2:</u> <i>Communicates effectively as part of the health care team</i>
<u>Competency 3.3:</u> <i>Uses a partnership approach to enhance health outcomes for health consumers</i>
<u>Competency 4.1:</u> <i>Collaborates and participates with colleagues and members of the healthcare team to deliver care.</i>

4.0 Awareness of advocacy services and social agencies available

Performance Expectations:

- (a) Ensure advocacy occurs for all Residents at all times.

Successfully Demonstrated by:

- Following Support Plans that include a holistic approach to support.
- Promoting awareness and practice of advocacy by self and all facility staff at all times.
- Continuing awareness of legislation that affects advocacy of access to social services (e.g., Privacy Act 1992, Health & Disability Commissioners Act).

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 1.4:</u> <i>Promotes an environment that enables client safety, independence, quality of life, and health.</i>
<u>Competency 2.6:</u> <i>Contributes to the health education of health consumers to maintain and promote health</i>

5.0 Demonstrates an understanding of and upholds legal and ethical standards

Performance Expectations:

- (a) Displays and demonstrates by own actions an understanding of legal and ethical standards.

Successfully Demonstrated by:

- Recognises own scope of practice and competence.
- Demonstrates knowledge of relevant legislation pertaining to the delivery of Resident support.
- Ensures practice is within legislative requirements and relevant policies and procedural guidelines.
- Appropriately challenges practices, which compromise Resident safety, privacy or dignity.
- Maintains currency of own practice.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 1.2:</u> <i>Demonstrates the ability to apply the principles of Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice</i>
<u>Competency 1.3:</u> <i>Demonstrates an understanding of the Enrolled Nurse Scope of Practice and the Registered Nurse Responsibility and accountability for direction and Delegation of nursing care.</i>
<u>Competency 4.2:</u> <i>Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and healthcare assistants</i>
<u>Competency 4.3:</u> <i>Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.</i>

6.0 Demonstrates accountability and responsibility within the health care team under the direction of the Registered Nurse

Performance Expectations:

- (a) Is accountable for own decision-making and actions, and effectively works to meet own responsibilities as a member of the Health Care Team.

Successfully Demonstrated by:

- Accounts for own decision-making and actions and contributes to nursing decisions and support planning.
- Understands the nurse assistant/enrolled nurse role and boundaries in relation to the role and accountabilities of the registered nurse and other members of the health team.
- Prioritises and manages time.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 1.3:</u> <i>Demonstrates an understanding of the Enrolled Nurse scope of practice and the Registered Nurse Responsibility and accountability for direction and Delegation of nursing care.</i> <u>Competency 1.5.:</u> <i>Participates in on-going professional and educational development</i> <u>Competency 1.6:</u> <i>Practices nursing in a manner that the health consumer determines as being culturally safe</i> <u>Competency 4.2:</u> <i>Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and healthcare assistants</i> <u>Competency 4.3:</u> <i>Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.</i>

7.0 Demonstrates practice which supports best health outcomes for Residents

Performance Expectations:

(a) Works with the registered nurse to achieve best health outcomes for Residents

Successfully Demonstrated by:

- Assists the registered nurse to enhance the ability of Residents to achieve their health potential.
- Contributes to discussion related to nursing practice, systems of support planning and quality improvement.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 1.4:</u> <i>Promotes an environment that enables health consumer safety, independence, quality of life and health</i> <u>Competency 2.1:</u> <i>Provides planned nursing care to achieve identified outcomes</i> <u>Competency 3.3:</u> <i>Uses a partnership approach to enhance health outcomes for health consumers.</i>

8,0 Ensure one's own compliance with all Presbyterian Support Southland/Enliven policies

Performance Expectations:

- (a) Compliance with all Presbyterian Support Southland/Enliven policies achieved, including Infection control, Health and Safety, and lifting.
- (b) Ensuring the provision of a clean and secure home-like environment for Residents.

Successfully Demonstrated by:

- Having read and ensured understanding of Presbyterian Support Southland/Enliven policies, and signed acceptance of these.
- Displaying a working knowledge of Presbyterian Support Southland/Enliven policies.
- Utilising Presbyterian Support Southland/Enliven incident recording and hazard management system.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice)
Full Scope
<u>Competency 1.1:</u> <i>Accepts responsibility for ensuring that his/her nursing Practice and conduct meet the standards of the professional, ethical and relevant legislated requirements</i>
<u>Competency 1.3:</u> <i>Demonstrates understanding of the Enrolled Nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care</i>

9.0 Health and safety

Performance Expectations:

- (a) Perform in accordance with the Health and Safety at Work Act 2015.

Successfully Demonstrated by:

- To understand and meet your personal obligations under the Health and Safety at Work Act 2015..
- To understand importance of and be able to complete incident reports.
- To be aware of your responsibility to report an incident, accident, hazard or near miss and ensure reporting is carried out.
- Demonstrate an adequate knowledge of Health and Safety requirements as a team member.
- Ensure all new hazards are identified and reported and ensure all hazard controls are maintained and adhered to.
- Adhere to all Health and Safety policies and procedures implemented by the Company

Agreed by:

_____ (Position Holder)

_____ (Manager)

_____ (Date)

Skills and Behaviours

The Presbyterian Support Southland (PSS)/Enliven Skills and Behaviours are the things you should do to demonstrate our vision. The foundation of our vision is as follows, and as an organisation we seek to live our five core values in everything we do.

RESPECT MANAAKI

Respect for our heritage

COMPASSION AROHA

Compassion with empathy

FAMILY WHĀNAU WHĀNUI

Celebration of family

COMMUNITY IWI WHĀNUI/HĀPORI

Communities that make a difference

ACCOUNTABILITY WHAKATAU TIKA

Holding ourselves accountable

Skills and Behaviours are broken down into components which all work together. As an organisation, we expect all our people to demonstrate these skills and behaviours in everything they do.

Communication

Communicates both orally and in writing in a manner which is clear, fluent and to the point, honest and open. Conveys messages in a credible way that holds the audiences attention, including readers and in group and one-to-one situations.

Client Focus

Aware of and understands PSS mission and values and delivers services within this context. Monitors and upholds high quality of service, working in a co-operative, respectful manner with colleagues, clients and wider community.

Self Determination

Maintains a high level of drive with a positive attitude and enthusiasm towards hard work and meeting challenges.

Team Work

Works positively toward achieving team and organisational goals by encouraging teamwork and promoting respect and understanding of different opinions and backgrounds.

Accountability

Takes personal responsibility and accountability for own work and performance. Takes timely decisions and commits to clear courses of action. Able to accept things may have been done better not blaming other factors.

Self Improvement

Takes responsibility for own development and actively pursues learning and development opportunities.

Planning and Organising

Sets clear objectives, plans and organises work of self and team with defined action steps for achieving planned outcomes.

Problem Solving and Decision Making

Analyses problems, breaks into core parts, investigates, evaluates and generates appropriate solutions.

Agreed by:

_____ (Job holder's signature)

_____ (Facility Manager's signature)

_____ Date