

## Position Description

### Enrolled Nurse

#### Mission

We walk with people across the generations to create together places to live, learn and thrive. We call out injustice and advocate for positive social change.

#### POSITION PURPOSE AND PRIMARY OBJECTIVES

##### Purpose

Enrolled nurses' practice under the direction and delegation of a registered nurse, assisting delivery of nursing care and health education that supports the lives and wellbeing of people living in a residential home.

##### Primary Objectives

- Assist residents with activities of daily living, observe changes in health conditions and report these to the registered nurse, administer medicines and undertake other nursing care responsibilities appropriate to their assessed competence and within their scope of practice. They are accountable for their nursing actions and must work within relevant legislation.
- Contribute to nursing assessments, care planning, and implementation and evaluation of care for residents. The registered nurse maintains overall responsibility for the plan of care.
- Coordinate a team of care workers under the direction and delegation of a registered nurse, or work under the direction and delegation of a registered health practitioner. They must not assume overall responsibility for nursing assessment or care planning.

Key Accountabilities	Expected Outcomes / KPIs
<b>Leadership and Direction</b>	
<b>Supporting the implementation of a service model based on the Enliven Philosophy, person-centred high-quality care and continuous improvement.</b>	<ul style="list-style-type: none"> <li>• Role modelling interaction and support for older persons in a manner consistent with the service philosophy/model.</li> <li>• Supporting older persons to live their lives in a manner that reflects their choices and goals.</li> <li>• Promoting the acceptance of a culture of continuous review and improvement.</li> </ul>
<b>Leading and supporting Care Working staff</b>	<ul style="list-style-type: none"> <li>• Supporting assessment &amp; evaluation of Care Workers performance and skills.</li> <li>• Following up with Care Workers on any identified performance issue as required, after notifying/discussing with Registered Nurse/UNM/Manager.</li> </ul>
<b>Supporting staff development</b>	<ul style="list-style-type: none"> <li>• Participating in the orientation of new staff members, as required.</li> <li>• Providing staff with regular, honest constructive feedback in a timely manner.</li> <li>• Participating in ongoing training and coaching of other staff, including contributing to Performance Appraisals as appropriate.</li> </ul>
<b>Encouraging team development</b>	<ul style="list-style-type: none"> <li>• Supporting and demonstrating nursing actions that inspire a sense of team and a positive service environment.</li> <li>• Fostering a team culture based on open communication, best practice-based care and continuous quality improvement.</li> <li>• Contributing positively at all staff forums as required.</li> </ul>
<b>Nursing</b>	
<b>Contributing to lifestyle support planning, evaluation and ongoing reviews to ensure care delivered is person-centred to individual need</b>	<ul style="list-style-type: none"> <li>• Contributing collaboratively with the RN in developing a person-centred lifestyle support plan for residents, ensuring input from resident, family/whanau and other care and health providers</li> <li>• Ensuring self and others works within this plan.</li> <li>• Working and communicating effectively with all members of the health team as required and contribute to all reviews as required.</li> </ul>

<p><b>Providing nursing care that is safe, effective, timely and within the ENs scope of practice.</b></p>	<ul style="list-style-type: none"> <li>• Contributing to assessment of residents on admission, risk assessments, when health status changes, after an incident or accident and as part of any clinical review by collecting and reporting information to the Registered Nurse.</li> <li>• Administering interventions, treatments, and medications within scope of practice and according to prescription, policy and guidelines.</li> <li>• Advising / informing RN who is directing &amp; delegating care of any changes in resident health status eg skin changes, vital signs, alterations in pain.</li> </ul>
<p><b>Managing documentation.</b></p>	<ul style="list-style-type: none"> <li>• Providing information for the review and evaluation of lifestyle support plans within specified timeframes and as health status changes occur</li> <li>• Ensuring all information relating to care and support of and communication with each resident is recorded comprehensively, accurately, clearly and concisely.</li> <li>• Documents and records health status following observation, and/or reporting to the registered Nurse.</li> <li>• Ensuring documentation in the lifestyle notes is clear and accurate, signed including designation, and dated and timed.</li> <li>• Ensuring that you always maintain privacy and confidentiality of information and advise RN of any concerns you have.</li> </ul>
<p><b>Work with people in a culturally appropriate manner</b></p>	<ul style="list-style-type: none"> <li>• Demonstrating application of PSO policies and procedures for supporting people of all cultural backgrounds</li> <li>• Supporting PSO's obligations as a partner to the Treaty of Waitangi/Te Tiriti o Waitangi by working together with clients, iwi, hapu, whanau and health providers. Involving clients in decision making, planning, development and delivery of services.</li> </ul>
<p><b>Contributes to effective relationships, resident advocacy and professional boundaries</b></p>	<ul style="list-style-type: none"> <li>• Demonstrating respect, empathy and interest in each resident to establish therapeutic relationships.</li> <li>• Working in a collaborative and inclusive manner and effectively communicating with residents, family, whanau/friends, RN's, GPs, primary and</li> </ul>

	<p>secondary care services, needs assessment agencies and all others who make up the team of support.</p> <ul style="list-style-type: none"> <li>• Always Promoting and role-modelling awareness and practice of advocacy.</li> <li>• Keeping current your awareness of legislation and the roles of external agencies e.g. Privacy Act (1993), Health and Disability Commissioner's Act (1994) relevant to care of older people.</li> <li>• Dealing with conflict confidentially and discreetly.</li> </ul>
<b>Professional Development</b>	
<b>Proactively identify and initiate training and career development opportunities, ensure your own continuous professional development.</b>	<ul style="list-style-type: none"> <li>• Maintaining a Professional Development Portfolio</li> <li>• Taking responsibility for maintaining sufficient hours of ongoing professional development to meet NZNC requirements.</li> <li>• Participating fully in your annual performance appraisal and working to achieve the goals set.</li> <li>• Arranging own attendance at ongoing professional development and education to meet identified goals.</li> <li>• Completing identified core compulsory training requirements within required timeframes.</li> <li>• Attending other education within this or other PSO facilities to meet requirements to improve knowledge. Seeking out and utilizing experience and knowledge base of senior and multi-disciplinary team members to support your learning and development.</li> <li>• Participating in staff and other meetings.</li> <li>• Show willingness to take on additional roles eg Infection Prevention &amp; Control, Restraint Minimisation Coordinator as required.</li> </ul>
<b>Quality</b>	
<b>Continuously improve the quality of services provided.</b>	<ul style="list-style-type: none"> <li>• Demonstrating knowledge of and compliance with Presbyterian support policies</li> <li>• Encouraging all colleagues to understand and comply and raising concerns with staff members and/or RNs when required</li> <li>• Participating actively in quality improvement forums</li> </ul>

	<ul style="list-style-type: none"> <li>• Suggesting quality activities, e.g. audits, introduction of new products, forms or processes, and quality improvement projects</li> <li>• Helping to ensure the provision of a safe, secure and responsive home-like environment for residents</li> <li>• Participating in PSO wide quality related groups such as Continuous Quality Improvement groups as needed.</li> </ul>
<b>Expectations of all PSO Employees</b>	
<b>Communications / Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Positive and collegial relationships are developed and maintained.</li> <li>• Verbal and written communication is at a high standard, relevant and appropriate to the audience.</li> </ul>
<b>Performance development and learning</b>	<ul style="list-style-type: none"> <li>• Active engagement with personal development review process.</li> <li>• Personal and professional development goals and objectives are established.</li> <li>• Be responsible for own ongoing education and skills required in designated role.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Make recommendations for improvement to services, work practices and / or workflow.</li> </ul>
<b>Health and Safety</b> <i>PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.</i>	<ul style="list-style-type: none"> <li>• All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation.</li> <li>• You are expected to work safely and to actively participate in health and safety programmes in your work area.</li> <li>• All accidents or potential hazards must be reported to your direct line manager.</li> </ul>
<b>Te Tiriti O Waitangi / The Treaty of Waitangi</b>	<ul style="list-style-type: none"> <li>• As an employee you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the</li> </ul>

<i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	Treaty of Waitangi – Partnership, Participation and Protection.
<b>Relationships</b>	
<b>Reports to:</b> Registered Nurse on Duty	<b>Direct Reports:</b>
<b>Internal/External Relationships:</b> Residents and their family/whanau, friends Registered Nurses, other Enrolled Nurses, Care Workers Other health providers Other Presbyterian Support Otago staff	<b>Responsible For:</b> Care workers for whom the Enrolled Nurse has delegated authority to lead on shift
<b>Person Specifications</b>	
<b>Work Qualification/ Skills</b> <ul style="list-style-type: none"> <li>Enrolled Nurse with current annual practising certificate, who has completed transition to the full Enrolled Nurse Scope of Practice.</li> <li>Well-developed documentation and communication skills.</li> <li>Exceptional planning, organisational skills and the ability to manage complex and competing priorities effectively.</li> </ul>	
<b>Experience/ Knowledge</b> <ul style="list-style-type: none"> <li>Experience in care of older people, in either or all of residential, community or rehabilitation setting (desirable).</li> <li>Skills and experience in computer systems to maximise the use of technology for improved service provision.</li> </ul>	
<b>Person Specification</b> <ul style="list-style-type: none"> <li>Possess highly developed interpersonal skills including relationship and advocacy skills.</li> <li>A reasonable fitness level is required to meet the physical requirements of this job, which include but are not limited to walking, bending, lifting, carrying/pushing/pulling and manually handling people.</li> </ul>	
<b>Physical Requirements</b> This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing balancing, crouching, squatting and other reaching.	

## Working Together

### Our Work

- We are person centred in our organisation.
- We strive always to do better, to work hard and to the best of our ability.
- Each person knows they make a difference and they feel valued because of this.

### Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and on-going support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

### Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

## Values

**With the foundation of Christian faith we act with the values of integrity, respect, courage, manaaki & aroha.**

