

**Position details**

<b>Local Title</b>					
<b>Classification</b>	Enrolled Nurse				
<b>Department/ Ward</b>	Nursing Services				
<b>Position number(s)</b>	Various	<b>Type</b>	Various	<b>Fortnightly hours</b>	Various
		<b>Ins. No.</b>		<b>Cost Centre</b>	

**Reporting details**

<b>Supervises</b>	Student ENs	<b>Supervisor</b>	Registered Nurse
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**Duties**

<b>Specific for this position, in priority order:</b>	<p>Under the supervision and guidance of a Registered Nurse within a multidisciplinary team:</p> <ol style="list-style-type: none"> <li>1. Provide direct patient care within the standard for an Enrolled Nurse, utilising the nursing process and incorporating a risk assessment approach. Seek assistance, supervision or support where necessary, including reporting any changes in patient condition to a Registered Nurse.</li> <li>2. Report identified patient care education needs to registered staff and assist with the planning and implementation of suitable programs and the provision of information.</li> <li>3. Contribute to <ul style="list-style-type: none"> <li>▪ The support and education of new and less experienced enrolled staff and students for enrolment</li> <li>▪ Quality improvement</li> <li>▪ Ward or unit policy development.</li> </ul> </li> <li>4. Use computerised patient information and other PC based systems to obtain patient and other general information.</li> <li>5. Take responsibility for own continuing professional development, competency assessment and appraisal.</li> <li>6. Demonstrate Calvary's values in daily work practices.</li> </ol>
<b>Generic for the classification</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding of risk management processes and systems and their relationship to safe, quality patient care and organisational outcomes.</li> <li>• Assist in quality review and management activities.</li> <li>• Demonstrate the principles of work place equity, safety and injury prevention in own work practices and interactions with patients, visitors, contractors and other Calvary employees and clients.</li> <li>• Take responsibility for managing risk within the employee's span of control.</li> <li>• Assist in the identification, analysis, assessment, monitoring and reporting of risks that could impact on the work environment.</li> </ul>

**Selection Criteria**

<b>Position</b>	Enrolled Nurse (Various)
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>Registered as an Enrolled Nurse with the ACT Nurses Board</li> </ul>
<b>Specific for this position, in priority order:</b>	<ul style="list-style-type: none"> <li>Ability in utilising the nursing process in the provision of an excellent standard of nursing care, abiding by Hospital policies, procedures and guidelines.</li> <li>Effective interpersonal communication skills within a multi-disciplinary team and the ability to liaise effectively with patients, their families and members of the community.</li> <li>Ability to work independently or as a member of a team, seeking assistance or guidance as appropriate.</li> <li></li> </ul>
<b>Important Generic for classification, in no priority order</b>	<ul style="list-style-type: none"> <li>A knowledge, understanding and commitment to the principles and practices of: <ol style="list-style-type: none"> <li>risk management in accordance with Calvary Health Care ACT Integrated Risk Management Strategy;</li> <li>clinical governance; and safety;</li> <li>safe, quality customer service;</li> <li>workplace equity;</li> <li>injury prevention;</li> <li>infection control;</li> </ol> and a demonstrated ability to apply them in the workplace.</li> <li>Ability to set priorities and meet deadlines.</li> <li>An understanding of the philosophical direction of the organisation.</li> <li>Computer literacy.</li> </ul>

Approved Service Director:

Heather Austin 23/7/2002

Approved HR Department

David O'Neill 23/7/2002