Position Description

Position Title: Enrolled Nurse Outpatients Department

Service Group: Anaesthesia and Surgical Services

Team: Outpatients Department (OPD)

Reports to: Clinical Nurse Manager

Direct Reports: None

Authority Level: Nil delegations

The Bay of Plenty District Health Board
The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities.
Mission: Enabling communities to achieve
Our Values: Compassion, All-one-team, Responsive, Excellence

The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non-Māori.

All staff have a part to play in this commitment.

Primary Purpose

The Enrolled Nurse is employed to:
Assist with the provision of safe, effective client and family centred care using professional knowledge and skills under the direction and delegation of a Registered Nurse/Midwife in accordance with Bay of Plenty District Health Board:
- Policies and protocols
- Enrolled Nurse Scope of Practice
- Nursing Practice Standards.
- Professional Development and Recognition Programme (PDRP).
Principal Accountabilities

1. Professional Responsibility

- Accepts responsibility for ensuring that own nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements
- Demonstrates commitment to the Treaty of Waitangi, the application of the Treaty to practice, and the improvement of Maori health status
- Practises nursing in a manner that the client determines as culturally safe
- Understands and practices within EN scope of practice with recognition of registered nurse responsibility and accountability for direction and delegation of nursing care
- Promotes an environment that enables clients safety, independence, quality of life and health
- Maintains infection control principles
- Identifies and reports situations that affect client or staff members health and safety
- Participates in ongoing professional and educational development
- Maintains a professional portfolio
- Practises in a way that respects each clients' dignity and right to hold personal beliefs, values and goals

2. Management of Nursing Care

- Provides planned nursing care to achieve identified outcomes under the direction and delegation of a registered nurse.
- Is accountable for ensuring that nursing care provided to clients is within EN scope of practice and own level of competence
- Ensures documentation is current, accurate, timely and maintains confidentiality within a legal and ethical framework
- Contributes to nursing assessments by collecting and reporting information to the Registered Nurse.
- Practices in a manner which supports best health outcomes for clients by recognising and reporting changes in health and functional status to the Registered Nurse
- Contributes to health education of clients to maintain and promote health
- Contributes to the evaluation of client care
- Demonstrates computer skills necessary to organise data for essential care delivery
- Undertakes rostered and rotating duties to meet service requirements.

3. Interpersonal Relationships

- Establishes, maintains and concludes therapeutic interpersonal interactions with clients
- Communicates effectively, positively and courteously with clients and the health care team
- Practises nursing in partnership with the client acknowledging family/whanau perspectives and supports

4. Interprofessional Health Care and Quality Improvement

- Collaborates and participates with colleagues and members of the health care team to deliver care
- Practices in a manner which recognises the difference in accountability and responsibility of Registered Nurses, Enrolled Nurses and Health Care Assistants
• Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of the registered nurse

A function of BOPDHB is to provide a 24-hour service. This may at times necessitate you being required to change duties or transfer to another ward or department to ensure adequate coverage.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Line Manager.

This position description will be reviewed from time to time in consultation with the incumbent.

Key Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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</thead>
<tbody>
<tr>
<td>Nurse Leader</td>
<td>Community based health services</td>
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<tr>
<td>Nurse Educator</td>
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<tr>
<td>Allied Health/Midwives</td>
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<tr>
<td>Clients, Families</td>
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<tr>
<td>Hospital Coordinator/Duty Nurse Manager</td>
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<tr>
<td>Medical/nursing staff</td>
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<tr>
<td>Regional Maori Health Services</td>
<td></td>
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<tr>
<td>Speciality Nurses</td>
<td></td>
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<tr>
<td>Orderlies</td>
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</table>
## Success Profile EN – OPD

### CARE Values - Manaakitanga Who am I?
- Friendly and courteous
- Caring, empathetic, open and supportive
- Respect each individual, polite and non-judgemental
- Able to build a rapport, actively listen to patients, show understanding and make a difference
- Effective communicator, work as a team member, calm, willing and patient focused
- Organised in my work and able to prioritise work requirements
- Sensitivity to and understanding of cultural needs and a desire to contribute to meeting those needs with an ability to demonstrate the principles of the Treaty of Waitangi (participation, protection and partnership) in the practice setting

### Experience – What have I done?
- Recent acute nursing experience
- Ability to take direction and guidance
- Demonstrated contribution to client assessment and care planning within the scope of EN practice,

### Competencies – What am I capable of?
- Level of fitness appropriate to the physical demands of the role
- Personal commitment to delivering a high standard of customer service/care.
- Willingness and ability to take direction and contribute positively to team culture.
- An ability to work in a calm and supportive manner
- An ability to cope under pressure
- Commitment to learning, the development of new skills and contributing to ongoing quality improvement.
- Positively contributes to the good of the ward/department.
- Able to communicate effectively with nursing staff, clients, or families
- Keen to learn and develop new skills
- Show a caring but professional manner in all aspects of work
- Flexible and adaptable

### Knowledge – What do I know?
- Enrolled Nurse with current practising certificate – revised scope of practice (2010)
- Computer competent
- Understanding of accountability for delegated tasks

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.
You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.

**Health Practitioners Competence Assurance Act 2003**

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCA Act as the governing legislation.

**Vulnerable Children Act 2014**

Due to this position having contact with children and the BOPDHB’s commitment to child protection, you will be subject to ‘safety checks’ under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

**Position Holders Declaration**

I certify that I have read, understand, and agree to this position description.

Name: 

Signature: 

Date: 
<table>
<thead>
<tr>
<th>Attitudes and behaviours</th>
<th>Outcome</th>
<th>Attitudes and behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We want to see</strong></td>
<td><strong>Everyone we come into contact with will feel...</strong></td>
<td><strong>We don’t want to see</strong></td>
</tr>
<tr>
<td><strong>Compassion</strong></td>
<td>Cared for and respected</td>
<td>Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn’t act if someone’s dignity is suffering.</td>
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<tr>
<td></td>
<td>Treated with respect and cultural sensitivity</td>
<td>Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people’s backs. Rough behaviour.</td>
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<td></td>
<td>Valued and engaged</td>
<td>Criticises people’s efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.</td>
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<tr>
<td><strong>All-one-team</strong></td>
<td>Clear about what’s happening</td>
<td>Withholds knowledge and information, leaves people confused or in the dark.</td>
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<td></td>
<td>Listened to</td>
<td>Doesn’t listen, talks over people, dismisses or puts people down, makes decisions without consultation.</td>
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<td></td>
<td>Involved in a partnership model</td>
<td>Doesn’t trust or involve people in things that affect them. Excludes, trusts, micro manages.</td>
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<td><strong>Responsive</strong></td>
<td>Positively welcomed</td>
<td>Ignores people, snappy or aggressive tone of voice or behaviours, ‘rushing’ and saying “I’m too busy”.</td>
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<tr>
<td></td>
<td>Supported, so they would want to be cared for or work here</td>
<td>Passes the buck, says “it’s not my job”, unsupportive, does not take responsibility and leaves work for others.</td>
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<td></td>
<td>We are flexible and efficient, and use resources wisely</td>
<td>Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.</td>
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<td><strong>Excellence</strong></td>
<td>Part of a positive culture of high achievement</td>
<td>A negative attitude, often moaning, complaining or grumpy. Focuses on problems.</td>
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<td></td>
<td>Things are always improving</td>
<td>Assumes they know best, resists change, not interested in learning or developing. Happy with ‘good enough’.</td>
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<td></td>
<td>Safe</td>
<td>Inconsistent, cuts corners, closed to new evidence.</td>
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<tr>
<td></td>
<td>We are role models who are open to feedback</td>
<td>Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.</td>
</tr>
</tbody>
</table>