

## Position Description

<b>Title:</b>	Endorsed Enrolled Nurse
<b>Department:</b>	Clinical Services
<b>Reporting to:</b>	Nurse Unit Manager
<b>Employment conditions:</b>	MUH & NSWNA - Enterprise Agreement
<b>Last reviewed:</b>	25 May 2011

### About the role:

The Endorsed Enrolled Nurse role is to deliver direct patient care within the boundaries of education competencies and skills under the supervision of a Registered Nurse.

### About the Hospital:

Macquarie University Hospital is Australia's first and only private not-for-profit teaching hospital located on a University campus. The Hospital support for the Australian School of Advanced Medicine and our commitment to patient care is captured by our purpose: *heal, learn, discover*. Our vision for the hospital is to be recognised as the country's finest private health facility. Built to exacting standards, equipped with the best available tools and technology and staffed by a superior team of caring professionals the Hospital is well positioned to become Australia's leading private health care provider.

## Key Responsibilities of the Role

### Leadership

- Strong leadership skills, taking the initiative in resolving issues/problems
- Problem solving in the position will relate primarily to stakeholder management, ensuring that multiple people with different agendas are working efficiently to the same end.
- The occupant of this position will be expected to operate with limited guidance and will be expected to make a significant contribution to the development of strategy as well as its implementation.

### Customer Service

- Maintains good customer relations
- Ensures competency
- Service concerns are addressed in a timely manner
- Motivated and committed contributor
- Effective team-player

**Technical skills and application**

- Demonstrates a satisfactory knowledge base for safe practice
- Informs the Registered Nurse of any change in the patient's condition in carrying out duties
- Does not extend duties beyond the job description and individual competency level
- Clarifies unclear instructions and takes responsibility for own actions
- Implements those aspects of the nursing care plan as delegated by the Registered Nurse
- Delivers a safe standard of care as defined by nursing policy, standards and clinical protocols as directed by the Registered Nurse
- Records and communicates essential information to nursing colleagues, doctors and other health professionals
- Ensures the economic and safe use of supplies, resources and equipment
- Usage of the Macquarie University Hospital's IT systems is in line with the authorisation granted to this position.

**Personal and Professional Development**

- Continually develops both personally and professionally to meet the changing needs of career and industry
- Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required
- Actively participates in the Performance & Development Management process as required
- Evaluates own performance to identify strengths and areas where professional development can occur
- Assists staff in completing annual competency training
- Develops effective networking opportunities with other health professionals

**Teamwork and Communication**

- Practices according to the aims, objectives and core values of Macquarie University Hospital
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- Provides the opportunity for the development and growth of others

**Continuous Improvement**

- Demonstrates a commitment to quality improvement and takes an active role in the ISO Certification process to meet ISO9001 standards incorporating Core Standards for Safety and Quality.
- Initiates and contributes to quality activities
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors
- Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.

**Administration and Documentation**

- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures incidences are reported accurately and in a timely manner
- Reviews and evaluates reported incidents and manages risk as per policy
- Evaluates performance in a planned and systematic way and seeks feedback from customers in relation to the service delivered by the unit.

**Occupational Health and Safety**

- An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's acts or omissions at work.
- An employee must, while at work, co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interests of health, safety and welfare on the employer or any other person.
- Complies with obligations under New South Wales Occupational Health & Safety Act 2000.

## Values

The five values described below capture the essence of the Hospital's culture and play an important role in the way we assess the performance of our teams, staff and managers.

### Excellence

We attain excellence by putting patients first, by taking pride in our work, and by attending to detail. As an organization and as individuals we will recognise and reward excellence in our team. Our commitment to excellence means doing everything as well as it can possibly be done. Every role at the Hospital contributes in some way to patient care and so our commitment applies to every member of staff.

### Teamwork & leadership

We recognise and value the importance of teamwork and leadership. Excellent teams are supported by leaders that inspire and motivate them. We expect managers to set standards of behaviour for others to follow and will work to consistently foster the attributes of teamwork and leadership in all of our staff.

### Care & professionalism

Caring for patients is our first priority and is a responsibility shared by the entire staff. We respect the dignity of our patients and treat them and their families with grace and compassion. The Hospital is a close community and we strive to provide a safe environment for patients, staff and visitors. We also respect and care for our staff and colleagues. Recognising the value that each of us brings to a team we treat others equally and in the way that we wish to be treated.

### Accountability & effectiveness

As members of the Hospital community, we are accountable as individuals for our decisions and actions. We understand that we are all responsible for delivering outcomes on a daily basis that improve the lives of patients and contribute toward achievement of the Hospital's vision. Holding each other accountable for these outcomes is a shared responsibility that we take seriously. Though managers ensure that roles and responsibilities are clearly assigned, we expect staff to exercise initiative, discretion and proactivity in carrying out their duties. This will sometimes mean doing things which do not fall neatly into our day-to-day roles.

### Integrity & Honesty

We are committed to integrity and honesty as cornerstones of our relationship with each other, our patients and the community. Accordingly we hold ourselves and our colleagues to the highest standards of professional and personal conduct. Our expectations of behaviour are clearly set out in our Code of Conduct.

### Objectives and Performance Measures

1. Demonstrated professional/positive behavior
2. Successful yearly performance appraisal
3. Participates in ISO 9001 Certification process
4. Attends all yearly mandatory training competencies
5. Maintains APHRA Registration

### Skills and Competencies

1. Successful completion of Certificate IV or Diploma in Enrolled Nursing Medication Endorsed
2. Current registration with APHRA
3. Demonstrated ability in problem solving and communication
4. Good organisational skills
5. High degree of reliability and punctuality
6. Willingness to participate in continuing education for self
7. Experience within the private health sector

### Our responsibilities

As an employer, Macquarie University Hospital will:

1. Provide a safe environment for work
2. Provide equipment that minimizes the risk of harm
3. Treat your personal information with care and discretion
4. Pay you promptly and accurately for the work you have done
5. Provide opportunities for you to develop over time
6. Provide clean amenities for your use while at work
7. Support your health and wellness
8. Provide diligent and timely management of your work

### Your responsibilities

As an employee of Macquarie University Hospital, it is your responsibility to:

1. Read and comply with the Hospital's Code of Conduct
2. Read and comply with the Hospital's policies, procedures and guidelines
3. Carry out your duties safe and diligent manner
4. Notify your manager of any risks you identify in the course of your duties
5. Actively participate in quality and safety activities
6. Actively pursue opportunities for professional development and growth
7. Communicate clearly and politely
8. Actively protect the privacy and security of Hospital information
9. Use equipment and devices for their intended purpose and only after training
10. Check your pay and notify the Hospital promptly of over or under payments


**Agreement**

I hereby confirm that:

- I have read this position description
- I understand the role for which I am being employed
- I have read the Hospital's Code of Conduct

Employee's signature

Manager's signature



*Alison Call*