

Position Description

Position Title:	Endorsed Enrolled Nurse
Reports To:	Nursing Unit Manager of Department
Position Summary:	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.
Qualifications/Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> • Successful completion of Certificate IV or Diploma in Enrolled Nursing Medication Endorsed • Current registration with the NSW Nurses Board as an Endorsed Enrolled Nurse • Demonstrated ability in problem solving and communication • Good organisational skills • High degree of reliability and punctuality • Willingness to participate in continuing education for self
Desirable:	<ul style="list-style-type: none"> • Experience within the private health sector
Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
a)) Leadership	
<ul style="list-style-type: none"> • Supports vision – demonstrates the ability to support the image of the hospital and to embrace the changes that enable the vision. • Values and goals – demonstrates alignment of values and goals with those of the organisation • Communication – demonstrates well developed communication skills, both verbal and written. Is able to communicate effectively at all levels and in a timely manner • Demonstrates accountability and integrity – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation • Promotes delivery of sensational customer service – champions the delivery of sensational service as it is integral to the reputation and ongoing success of the business 	
b) Customer Service	
<ul style="list-style-type: none"> • Maintains good customer relations • Illustrates good communication skills • Looks and acts like a professional • Ensures competency • Service concerns are addressed in a timely manner • Motivated and committed contributor • Inter-culturally and emotionally aware • Life-long learner • Effective team-player 	
c) Technical skills and application	
<ul style="list-style-type: none"> • 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 	
d) Personal and Professional Development	
<ul style="list-style-type: none"> • Continually develops both personally and professionally to meet the changing needs of career and industry • Attends all mandatory training sessions provided by the Hospital • Actively participates in the Performance Management process as required • Evaluates own performance to identify strengths and areas where professional development can occur 	

<ul style="list-style-type: none"> Assists staff in completing annual competency training Develops effective networking opportunities with other relevant health professionals
<p>e) Teamwork and Communication</p> <ul style="list-style-type: none"> 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 Performs other duties as directed by the Nurse Unit Manager
<p>f) Continuous Improvement</p> <ul style="list-style-type: none"> Demonstrates a commitment to quality improvement and takes an active role in the ACHS Accreditation process to meet EQUIP Standards 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.
<p>g) Administration and Documentation</p> <ul style="list-style-type: none"> Ensures that all documentation is accurate and completed in a professional and timely manner Ensures incidences are reported accurately and in a timely manner Evaluates the performance of others objectively to identify strengths and offer suggestions for improvement/new learning

Key Performance Indicators
a) Demonstrated professional/positive behaviour
b) Successful yearly performance appraisal
c) Actively participates in quality activities and the ACHS EqUIP Program/ISO program
d) Attends all yearly mandatory training competencies
e) Maintains NSW Nurses Board Registration

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Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date:
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