



**HSS Registered**

### Enrolled Nurse

**Enrolled Nurses, Assistants in Nursing and Health Workers Agreement:  
EN Level 1 - 4**

**Position Number: 113876**

**Neurology Rehabilitation**

**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

#### Reporting Relationships

Nurse Director  
RN SRN Level 10  
Position Number: 113366



Nurse Unit Manager - Neurology  
RN SRN Level 4  
Position Number: 113415



**This Position**



Directly reporting to this position:

**Title**

- Nil

**Classification**

**FTE**



Also reporting to this supervisor:

- Registered Nurse
- Enrolled Nurse
- Clinical Nurse
- Registered Nurse Graduate Program
- Enrolled Nurse Graduate Program

#### Key Responsibilities

As part of a multidisciplinary team delivers quality evidence based nursing care to patients under the direction and supervision of the Registered Nurse/Midwife. Facilitates and promotes patient safety and quality of care. The Enrolled Nurse practices within their scope of practice considerate of the Nursing and Midwifery Board's Nursing Practice Decision Flowchart.

*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

**Brief Summary of Duties (in order of importance)**

**1. Clinical**

- 1.1 Provides evidence based nursing care to selected patients in accordance with the nursing care plan and in liaison with the Registered Nurse/Midwife.
- 1.2 Undertakes shifts at the direction of senior staff and the Nursing Director including participation on the on-call/ afterhours/ weekend roster if required.
- 1.3 Assists the Registered Nurse/Midwife to complete and update individualised nursing care plans.
- 1.4 Document changes detected in patients' health status and informs appropriate nurse coordinator.
- 1.5 Complies with and demonstrates a positive commitment to Regulations, Acts and Policies relevant to nursing including the Code of Ethics for Nurses in Australia, the Code of Conduct for Nurses in Australia, the National Competency Standards for the Enrolled Nurse and the Poisons Act 1964.
- 1.6 Assesses the need for and undertakes patient and family education to provide appropriate information in relation to procedures and treatment.
- 1.7 Supports and liaises with patients, carers, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to assist with the provision of coordinated multidisciplinary care.
- 1.8 Completes clinical documentation as required/requested and undertakes other administrative tasks as required.
- 1.9 Participates in departmental and other meetings as required to meet organisational and service objectives when appropriate.
- 1.10 Participates in patient safety, quality and risk improvement activities when appropriate.

**2. Education/Training/Research**

- 2.1 Engages in continuing professional development/education and ensures continuous registration in the category of Enrolled Nurse with the Nursing and Midwifery Board of Australia as per essential criterion 1.
- 2.2 Actively participates in education programs and training to develop own clinical skills and knowledge related to current practice in collaboration with the Registered Nurse/Staff Development Nurse.
- 2.3 Participates in evidence based clinical research activities where applicable.

**3. SMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**4. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration in the category of Enrolled Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated experience in managing a patient caseload, under the supervision of a Registered Nurse/Midwife.
3. Demonstrated effective interpersonal, negotiation and conflict resolution skills.
4. Demonstrated effective written and verbal communication skills.

### Desirable Selection Criteria

1. Knowledge of legislation relevant to nursing practice.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia (where required).
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

\_\_\_\_\_  
Manager / Supervisor Name

\_\_\_\_\_  
Signature or

\_\_\_\_\_  
HE Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. / Division Head Name

\_\_\_\_\_  
Signature or

\_\_\_\_\_  
HE Number

\_\_\_\_\_  
Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

\_\_\_\_\_  
Occupant Name

\_\_\_\_\_  
Signature or

\_\_\_\_\_  
HE Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

**HSS Registration Details** (to be completed by HSS)

Created on \_\_\_\_\_

Last Updated on \_\_\_\_\_

4/12/17 He131744