

POSITION DESCRIPTION	
Title:	Enrolled Nurse
Division/Department:	Enliven
Company:	Presbyterian Support Southland
Reports to:	Clinical Manager Clinical Coordinator Registered Nurse (as applicable)
Direct Reports:	N/A
Significant Working Relationships:	<ul style="list-style-type: none"> • Residents and their family/whānau • Registered Nurses • Other Enrolled Nurses • Health Care Assistants • Other health providers • Other PSS kaimahi
<p>CHARTER</p> <p>Our vision is a community where all people can make the most of their strengths and feel included, valued, and safe.</p> <p>To bring this vision into reality, we assist and encourage people facing life’s challenges. We provide a range of services in response to the changing needs of individuals and family/whānau in the wider community of Southland.</p>	
<p>Our Values:</p> <ul style="list-style-type: none"> ▪ Respect – Manaaki: Respect for our heritage. ▪ Compassion – Aroha: Compassion with empathy. ▪ Family – Whānau Whānui: Celebration of family. ▪ Community - Iwi whānau/Hāponi: Communities that make a difference. ▪ Accountability – Whakatau tika: Holding ourselves accountable. 	
<p>Te Tiriti o Waitangi</p> <p>Enliven Presbyterian Support Southland is committed to working in a multi-cultural way and affirms the place of Māori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Te Tiriti o Waitangi</p>	
<p>Mo te tunga - about the role: This is a “hands on” clinical role to support residents to maintain independence with activities of daily living and as much autonomy as possible. Responsible for ensuring the provision of quality care to Residents and encouraging a partnership between carer’s, residents, and the family/whānau</p>	

Understanding the role:

The enrolled nurse provides safe, cost effective and high-quality support to residents in accordance with the evidence-based practice, professional and organisational standards.

The enrolled nurse works under the direction and delegation of a registered nurse or nurse practitioner to deliver nursing care and health education to the residents.

The enrolled nurse works in line with scope of practice as set out by the Nursing Council of New Zealand.

Nga pukenga | What you will need to be successful:

Qualifications

- NZ Enrolled Nurse with current APC
- Relevant clinical experience in caring for the older adult
- First aid and CPR trained

Accreditation

- Achieves EN competent PDRP

Experience

- Two years full time equivalent EN experience in aged care essential

Other

- Computer literate
- A high level of physical fitness is required as the job involves standing, walking, climbing stairs, stretching and bending
- A high level of mental concentration is required

Core Competencies:

The following competencies are read in conjunction with the Nursing Council of NZ competencies for Ens:

Teamwork

- Develops constructive relationships with other team members
- Has a friendly manner and positive sense of humour
- Works cooperatively – willingly sharing knowledge and expertise with colleagues
- Shows flexibility – is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments
- Supports in word and action decisions that have been made by the team
- Shows an understanding of how one's own role directly or indirectly supports the work of the wider team

Takes responsibility

- Is results focussed and committed to making a difference.
- Plans and organises work, allocating time to priority issues, meeting deadlines, and coping with the unexpected.
- Adjusts work style and approach to fit in with requirements.
- Perseveres with tasks and achieves objectives despite obstacles.
- Is reliable – does what one says one will do.
- Consistently performs tasks correctly, following set procedures and protocols.

Communication

- Practices active and attentive listening
- Explains information and gives instructions in clear and simple term.
- Willingly answers questions and concerns raised by others.
- Responds in an open, honest, positive, and professional manner to all situations.
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.
- Is confident and appropriately assertive in dealing with others.
- Is caring and empathetic when interacting with people.
- Deals effectively and follows process when dealing with conflict and stressful situations.

Quality and innovation

- Provides quality service to those who rely on one's work.
- Shows commitment to continuous learning and performance development.
- Open to new ways of working and comfortable with change
- Looks for ways for improve work processes – suggests new ideas and approaches.
- Explores and trials ideas and suggestions for improvement made by others.

Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing balancing, crouching, squatting and other reaching.

Nga Kawenga: Responsibilities, Key Tasks and Performance Measures:

1.0 To provide a resident-driven environment for Residents, their family/whānau, and kaimahi

Performance Expectations:

- Ensure environment enables Residents to participate at their own level.

Successfully Demonstrated by:

- Formation of caring relationships with Residents, families/whānau.
- Open and honest communication with team members, Residents, and families/whānau
- Contribution of ideas towards common goal.
- Creating and maintaining a Resident driven harmonious atmosphere.
- Exercising courtesy/hospitality and respect in all interactions with Residents, families/whānau, the community and kaimahi.
- Involvement in provision of an activity-based environment utilising the individualised Resident's cognitive assessment.
- Ensuring there is a daily activities programme that reflects the individual Resident's interests as a group, as established by the Activities Co-ordinators.

Relevant NCNZ Competencies (Enrolled Nurse Scope of Practice) **Full Scope**

Competency 1.4:

Promotes an environment that enables health consumer safety, independence, quality of life, and health.

Competency 2.6:

Contributes to the health education of health consumers to maintain and promote health.

Competency 3.1:

Establishes, maintains, and concludes therapeutic interpersonal relationships with health consumers.

Competency 3.3:

Uses a partnership approach to enhance health outcomes for health consumers.

Competency 4.1:

Collaborates and participates with colleagues and members of the health care team to deliver care.

2.0 Competence in delivering nursing care under the direction of the Registered Nurse

Performance Expectations:

(a) Regularly applies knowledge from the biological, psychological and social sciences, including a basic understanding of disease protection processes and delivers competent nursing support under the direction of the registered nurse.

Successfully Demonstrated by:

- Assists Residents to undertake activities of daily living, such as nutrition, elimination, hydration, mobility, social functioning, and personal hygiene.
- Undertakes observation, reporting, recording and documentation of health status.
- Communicates results of assessments to the registered nurse and appropriate members of the health team.
- Performs basic first aid and emergency procedures.
- Applies the principles of infection control.
- Assists with routine examinations and routine diagnostic tests.
- Maintains an appropriate and safe environment.
- Performs safe moving and handling of Residents.
- Applies the principles of asepsis.
- Uses knowledge of the healing process to maintain skin integrity.
- Applies the principles of medication safety in the storage and administration of medicines.
- Recognises life stages and socio-cultural realities.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 1.1:

Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislated requirements.

Competency 2.1:

Provides planned nursing care to achieve identified outcomes.

Competency 2.2:

Contributes to nursing assessments by collecting and reporting information to the Registered Nurse.

Competency 2.3:

Recognises and reports changes in health and functional status to the Registered Nurse or directing health professional.

Competency 2.4:

Contributes to the evaluation of resident care.

Competency 2.5:

Ensures documentation is accurate and maintains confidentiality of information.

3.0 Interacts effectively and support relationships with residents, families/whānau and other members of the health team

Performance Expectations:

- (a) Effective, productive relationships and communications with all others, including residents, families/whānau and the health team.

Successfully Demonstrated by:

- Communicates verbally and non-verbally appropriately and effectively.
- Documents in accordance with the requirements of the employer and registered nurse.
- Demonstrates an awareness of, and commitment to the Treaty of Waitangi.
- Demonstrates an awareness of cultural safety through effective relationships with Residents and their families/whānau.
- Supports the right of Residents to maintain independent lifestyles with dignity in their own environment.
- Understands therapeutic relationships and professional boundaries.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 3.1

Establishes, maintains and concludes therapeutic interpersonal relationships.

Competency 3.2:

Communicates effectively as part of the health care team.

Competency 3.3:

Uses a partnership approach to enhance health outcomes for health consumers.

Competency 4.1:

Collaborates and participates with colleagues and members of the health care team to deliver care.

4.0 Awareness of advocacy services and social agencies available

Performance Expectations:

- (a) Ensure advocacy occurs for all residents at all times.

Successfully Demonstrated by:

- Following Support Plans that include a holistic approach to support.
- Promoting awareness and practice of advocacy by self and all facility kaimahi at all times.
- Continuing awareness of legislation that affects advocacy of access to social services (e.g., Privacy Act 1992, Health & Disability Commissioners Act).

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 1.4

Promotes an environment that enables resident safety, independence, quality of life, and health.

Competency 2.6:

Contributes to the health education of health consumers to maintain and promote health.

5.0 Demonstrates and understanding of and upholds legal and ethical standards

Performance Expectations:

(a) Displays and demonstrates by own actions an understanding of legal and ethical standards.

Successfully Demonstrated by:

- Recognises own scope of practice and competence.
- Demonstrates knowledge of relevant legislation pertaining to the delivery of Resident support.
- Ensures practice is within legislative requirements and relevant policies and procedural guidelines.
- Appropriately challenges practices, which compromise Resident safety, privacy, or dignity.
- Maintains currency of own practice.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 1.2:

Demonstrates and ability to apply the principles of the Treaty of Waitangi / Te Tiriti o Waitangi to nursing practice.

Competency 1.3:

Demonstrates an understanding of the Enrolled Nurse scope of practice and the Registered Nurse responsibility and accountability for directions and delegation of nursing care.

Competency 4.2:

Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and healthcare assistants.

Competency 4.3

Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.

6.0 Demonstrates accountability and responsibility within the health care team under the direction of the Registered Nurse.

Performance Expectations:

(a) Is accountable for own decision-making and actions, and effectively works to meet own responsibilities as a member of the Health Care Team

Successfully Demonstrated by:

- Accounts for own decision-making and actions and contributes to nursing decisions and support planning.
- Understands the nurse assistant/enrolled nurse role and boundaries in relation to the role and accountabilities of the registered nurse and other members of the health team.
- Prioritises and manages time.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 1.3:

Demonstrates an understanding of the Enrolled Nurse scope of practice and the Registered Nurse responsibility and accountability for direction and delegation of nursing care.

Competency 1.5:

Participates in on-going professional and educational development.

Competency 1.6:

Practices nursing in a manner that the health consumer determines as being culturally safe.

Competency 4.2:

Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and healthcare assistants.

Competency 4.3:

Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.

7.0 Demonstrates practice which supports best health outcomes for residents.

Performance Expectations:

(a) Works with the registered nurse to achieve best health outcomes for residents.

Successfully Demonstrated by:

- Assists the registered nurse to enhance the ability of Residents to achieve their health potential.
- Contributes to discussion related to nursing practice, systems of support planning and quality improvement.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 1.4:

Promotes an environment that enables health consumer safety, independence, quality of life, and health.

Competency 2.1:

Provides planned nursing care to achieve identified outcomes.

Competency 3.3:

Uses a partnership approach to enhance health outcomes for residents.

8.0 Ensure ones own compliance with all Presbyterian Support Southland / Enliven policies.

Performance Expectations:

- (a) Compliance with all Presbyterian Support Southland/Enliven policies achieved, including Infection control, Health and Safety, and lifting.
- (b) Ensuring the provision of a clean and secure home-like environment for Residents.

Successfully Demonstrated by:

- Having read and ensured understanding of Presbyterian Support Southland/Enliven policies, and signed acceptance of these.
- Displaying a working knowledge of Presbyterian Support Southland/Enliven policies.
- Utilising Presbyterian Support Southland/Enliven incident recording and hazard management system.

Relevant NCNZ Competencies
(Enrolled Nurse Scope of Practice)
Full Scope

Competency 1.1:

Accepts responsibility for ensuring that his / her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislated requirements.

Competency 1.3:

Demonstrates an understanding of the Enrolled Nurse scope of practice and the Registered Nurse responsibility and accountability for direction and delegation of nursing care.

9.0 Health and safety.

Performance Expectations:

- (a) Perform in accordance with the Health and Safety at Work Act 2015

Successfully Demonstrated by:

- To understand and meet your personal obligations under the Health and Safety at Work Act 2015
- To understand importance of and be able to complete incident reports.
- To be aware of your responsibility to report an incident, accident, hazard or near miss and ensure reporting is carried out.
- Demonstrate an adequate knowledge of Health and Safety requirements as a team member.
- Ensure all new hazards are identified and reported and ensure all hazard controls are maintained and adhered to.
- Adhere to all Health and Safety policies and procedures implemented by the Company.

Support our kaumātua to be independent as much as possible, while delivering high standard of individual care

- Understand and provide care needs as per kaumātua care plan.
- Understand the residents' individual preferences and routines.eg. what time they like to get up, what they like to wear.
- Participate in handover.
- Learn and use current best practice techniques. e.g., lifting and handling. Seek assistance from the team as necessary to always ensure safe practice.
- Perform the following cares in a way that ensure kaumātua are shown dignity, privacy, and respect for all personal preferences:
 - Hygiene and grooming
 - Continence - urinary and faecal
 - Mobility - positioning in bed and chair, standing and walking
 - Social and cultural needs
 - Assist with food and fluids
 - Maintain personal aids and appliances
- Demonstrate competency in using VCare for kaumātua documentation

Manaaki: Respect and dignity Aroha: Compassion with empathy	
<ul style="list-style-type: none"> • Ensure all kaumātua and their whānau are treated with dignity and respect and ensure kaumātua feel that they are living in their own home. • Interact with kaumātua by providing them with high standard of service that meets all their individual needs. • Provide privacy, always knock on door before entering and introduce yourself to the resident on entering. • Support kaumātua to practice their cultural preferences. • Welcome whānau and support a positive visit with the residents. • Ensure all communication with other health professionals, colleagues, whānau and kaumātua is professional and respectful. • Have awareness of the ageing process and the intellectual and physical disabilities that arise because of aging. 	
Whānau: Celebration of family	
<ul style="list-style-type: none"> • Develop trusting, professional relations with the residents, and their whānau and friends, while maintaining professional boundaries. • Demonstrate commitment to Enliven Presbyterian Support vision and values and promoting its good reputation through appropriate behaviours. • Welcome whānau and support a positive visit with the residents. • Assist new residents and whānau with orientation to our care homes, making them feel welcome and included. 	
Whakatau Tika: holding ourselves accountable. Support our kaumātua by working as a team, looking after yourself and other	
<ul style="list-style-type: none"> • Arrives and leaves work at the correct time. • Gives adequate notice if unable to attend work due to illness. • Reports back to CM/CC/RN (duty lead at Walmsley house) when there are any issues within the team. • Recognises any changes conditions and reports back to RNs. • Follows policy and procedures, Code of Conduct, and kaimahi handbook. • Helps other kaimahi. • Responds to call bells irrespective of who is looking after the residents. • Always maintains respectful and professional communication with other kaimahi. • Fosters a support environment for new kaimahi. • Completes all recording and reporting accurately and in a timely fashion. • Follows health and safety procedures and reporting. • Understand and meet your personal obligations under the health and safety work act 2015. • Attends and or completes mandatory training within the required timeframes. • Asks if unsure what anything means or how to undertake an activity. • Keeps rested and healthy and takes annual leave. • Identifies and reports hazards and knows how to minimise risk. • Understand and commits to learning from the onset of employment 	
Other Duties as Required	
Perform other such duties as may be reasonably required by the Facility Manager or Director of Enliven / CEO	
Expectations of all PSS employees	
Communications / Interpersonal relationships	<ul style="list-style-type: none"> • Positive and collegial relationships are developed and maintained. • Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	<ul style="list-style-type: none"> • Active engagement with personal development review process. • Personal and professional development goals and objectives are established.

	<ul style="list-style-type: none"> • Be responsible for own ongoing education and skills required in designated role.
Continuous improvement	<ul style="list-style-type: none"> • Make recommendations for improvement to services, work practices and / or workflow.
Health and Safety <i>PSS is committed to achieving the highest level of health and safety for its kaimahi and everyone has health and safety responsibilities.</i>	<ul style="list-style-type: none"> • All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation. • You are expected to work safely and to actively participate in health and safety programmes in your work area. • All accidents or potential hazards must be reported to your direct line manager.
Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSS is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	<ul style="list-style-type: none"> • As an employee you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.

The role description will be reviewed regularly for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

I have read, understood, and accept this position description.

_____ (Position Holder)

_____ (Date)

_____ (Manager)

_____ (Date)

Skills and Behaviours:

The Presbyterian Support Southland (PSS)/Enliven Skills and Behaviours are the things you should do to demonstrate our vision. The foundation of our vision is as follows, and as an organisation we seek to live our five core values in everything we do.

RESPECT MANAAKI

Respect for our heritage

COMPASSION AROHA

Compassion with empathy

FAMILY WHĀNAU WHĀNUI COMMUNITY IWI WHĀNUI/HĀPORI

Celebration of family

Communities that make a difference

ACCOUNTABILITY WHAKATAU TIKA

Holding ourselves accountable

Skills and Behaviours are broken down into components which all work together. As an organisation, we expect all our people to demonstrate these skills and behaviours in everything they do.

Communication

Communicates both orally and in writing in a manner which is clear, fluent and to the point, honest and open. Conveys messages in a credible way that holds the audience's attention, including readers and in group and one-to-one situations.

Client Focus

Aware of and understands PSS mission and values and delivers services within this context. Monitors and upholds high quality of service, working in a cooperative, respectful manner with colleagues, clients, and wider community.

Self Determination

Maintains a high level of drive with a positive attitude and enthusiasm toward hard work and meeting challenges.

Teamwork

Working positively toward achieving team and organisational goals by encouraging teamwork and promoting respect and understanding of different opinions and backgrounds.

Accountability

Takes personal responsibility and accountability for own work and performance. Takes timely decisions and commits to clear courses of action. Able to accept things may have been done better not blaming other factors.

Self-Improvement

Takes responsibility for own development and actively pursues learning and development opportunities.

Planning and Organising

Sets clear objectives, plans, and organises work of self and team with defined action steps for achieving planned outcomes.

Problem Solving and Decision Making

Analyses problems, breaks into core parts, investigates, evaluates, and generates appropriate solutions.

Agreed by:

_____ (Job holder's signature)

_____ (Facility Manager's signature)

_____ Date