Job Description and Duties: Enrolled Nurse

Position: Primary Health Enrolled Nurse
Reports to: Nurse Manager
Job Purpose: To provide competent, and efficient nursing support to patients and of the medical centre. Such services shall treat all people with dignity, respect, care and compassion, recognising their individual health beliefs, needs and values.

Contract type: See employment agreement
Staff responsibility: None
Functional relationships with:
- General Practitioners
- Clerical staff and the Administrator
- Registered Nurses

Key tasks / duties:

1.0 To provide quality, competent, clinical care that enhances the well-being of patients.

This will be achieved by:

a. Understands the enrolled nurse role and boundaries in relation to scopes of practice within the registered nurses delegation.

b. Demonstrating accountability and responsibility within the healthcare team when assisting or working under the direction of the Registered Nurse.

c. Demonstrating competence and application of the following clinical skills: wound care, ear syringing, preparation and assistance with minor surgery, collection of specimens, venepuncture (if trained), vital sign monitoring, tympanography, teaching breast self examination, pregnancy testing, giving basic dietary advice and health promotion.

d. Answering phones, assisting with patient enquiries and clinical administration work.

e. Undertaking the preliminary aspects of health assessments under the guidance of a registered nurse.
Job description: enrolled nurse

2.0 To provide nursing care in accordance with appropriate professional and company standards.
This will be achieved by:
   a. Maintaining a current (validated within the last 12 months) CPR certificate.
   b. Obtaining personal professional indemnity insurance
   c. Maintaining a current Annual Practising Certificate
   e. Following Radius Medical Solutions clinical guidelines.
   f. Clearly documenting all care and education provided
   g. Using the patient information system skilfully

3.0 To provide a safe and therapeutic environment for patients, visitors and other staff.
This will be achieved by:
   a. Safe disposal and cleaning and/or sterilising of all equipment used in patient care.
   b. Using Standard Precautions when dealing with body substances
   c. Appropriate use and disposal of 'sharps'
   d. Being aware of, and reporting any occupational hazards identified
   e. Following company policy to report untoward events/incidents/errors.
   f. Taking responsibility for your own health and wellbeing

4.0 To maximise personal development
This will be achieved by:
   a. Completing all orientation and induction requirements
   b. Taking up opportunities to improve your skills and knowledge through Continuing Nursing Education activities
   c. Maintaining a professional portfolio which demonstrates competency to practice
   d. Participating in annual personal performance review
   e. Recognising limits of knowledge or expertise and referring appropriately
5.0 To utilise treatment and care resources appropriately.  
This will be achieved by:
   a. Reporting needs for stock reordering, and involvement in checking orders as appropriate
   b. Using and checking equipment and facilities correctly, reporting any need for maintenance, or replacement

6.0 To participate in quality improvement activities.  
This will be achieved by:
   a. Attending nurse team and practice team meetings

7.0 To support and collaborate with peers and other providers within the wider health care team  
This will be achieved by:
   a. Discussing patient care issues with other colleagues involved as needed
   b. Working constructively within the wider multi-disciplinary team within the centre
   c. Being an honest, open communicator who demonstrates respect for themselves, and all persons

Qualifications/Experience:
   • Registered Enrolled Nurse within NZ
   • Experience in primary health care and/or emergency care is an advantage

Essential skills required
   • Interpersonal communication
   • Clinical skills as detailed in this job description and/or willingness to learn
   • Keeping a cool head in emergency situations

Personal Attributes
   • Enjoys working in primary health care
   • A passion for improving and maintaining the health of all patients
   • Enthusiastic about working in a team environment
   • An ability to empathise and develop therapeutic relationships with people.