

Position Description

Position	Enrolled Nurse
Team / Service	Outpatient Department & Fracture Clinic, Hutt Valley
Group	Surgical Services
District	Capital, Coast & Hutt Valley
Responsible to	Clinical Nurse Manager
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years.
Location	This position is expected to work from Hutt Valley Campus From time to time as part of Variance Response you may be required to work in other areas.

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti o Waitangi principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley (C, C&HV) district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers

[TeWhatuOra.govt.nz](https://www.tewhatuora.govt.nz)

Capital, Coast | Private Bag 7902, Newtown, Wellington 6342 | 04 385 5999 Hutt Valley | Private Bag 31907, Lower Hutt 5010 | 04 566 6999

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Te Kāwanatanga o Aotearoa
New Zealand Government

Initial

- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

Te Mauri o Rongo

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Group Perspective

The Surgical Service Group is one of six within CCHV district provider services. Specialties within the Directorate are at secondary and tertiary level with service provision for the district, the central Region and wider Regions. Surgical operating provision is largely across 3 hospitals (Wellington, Hutt, and Kenepuru) and a district outsourcing plan with private providers. Outpatient clinics are held at Wellington, Hutt Valley, Kenepuru, Paraparaumu, contracted at private provider sites, Marae and through hub and spoke arrangements at other regional hospitals.

Team Perspective

Outpatient and Fracture Clinics is a busy ambulatory area servicing the needs of the wider Hutt Valley's. The Outpatient Department is patient and whanau focused, treating, consulting and referring patients across their health journey.

The team consists of administration, nursing, medical professional and allied health to ensure the patients and whanau receive professional, timely and excellent care.

Role Purpose

The purpose of the Enrolled Nurse (EN) role is to provide and / or assist with, evidence-based nursing care in a team based model under direction and delegation principles, working collaboratively to ensure quality patient care is received.

The EN within Outpatients has a focus on preparing for and caring for patients during and after their Outpatient visit. This includes procedures and treatments provided to patients attending clinic. The Enrolled Nurse is responsible for ensuring the delivery of safe and evidence based clinical care & ensuring the efficient and effective use of all resources in order to deliver high quality, safe and effective patient care in an environment of continuous improvement

The EN works within the scope of an EN as prescribed by the Nursing Council of New Zealand (NCNZ), that is in a team with a registered nurse (RN) or nurse practitioner (NP) who is responsible for directing and delegating nursing interventions and who maintains overall responsibility for the plan of care.

Enrolled nurses are accountable for their nursing actions and practice competently in accordance with legislation, to their level of knowledge and experience.

It is the nurse's responsibility to ensure that they attend the generic orientation, yearly learning requirements and maintain area-specific competency requirements. They will access policy and procedures through District Docs and work within the CCHV Nursing and Midwifery standards and criteria of care and professional practice.

The EN working for C,C&HV will have a desire to develop in an area of nursing; will have the ability to work using a team nursing approach, demonstrate values consistent with those of CCHV and will be committed to the principals of the Te Tiriti o Waitangi. The EN working hours will be rostered and rotating and may work across the district as required due to patient safety and workforce necessities.

Key Accountabilities

The EN will be expected to perform at competent, proficient or accomplished PDRP level as appropriate and discussed with the line manager.

The EN contributes to nursing assessment, care planning, implementation and evaluation of care for health consumers and/ or families/whanau. Enrolled nurses are accountable for their nursing actions and practice competently in accordance with their scope of practice, legislation, to their level of knowledge and experience. They work in partnership with health consumers/patients, families/whanau and multidisciplinary teams (NCNZ). In this Role Description the terms person or patient are used to refer to those who use health services, who in different settings may be referred to as tangata whaiora, health consumer or client.

Domain one: Professional Responsibility

This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being accountable for one's own actions and decisions within the enrolled nurse scope of practice.

NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements	Applies professional, ethical and legislative requirements to your nursing practice.	Applies professional, ethical and legislative requirements to your nursing practice and role models, preceptors or teaches these in your clinical area.	Applies professional, ethical and legislative requirements to your nursing practice and proactively assists colleagues or services to comply with these.
1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi /Te Tiriti o Waitangi to nursing practice.	Ensures that the principles of Te Tiriti o Waitangi are applied to nursing practice.	Ensures that the principles of Te Tiriti o Waitangi are applied to nursing practice and participates in Tikanga guidelines workshop.	Understands the socio-economic disparities experienced by Maori that are relevant to the area of practice and assist to address them.
1.3 Demonstrates understanding of the EN scope of practice and the RN responsibility and accountability for	Practices under the principles of direction and delegation from the RN or directing health	Practices under the principles of direction and delegation from the RN or directing health professional in the area	Practices under the principles of direction and delegation from the RN or directing health professional in your

NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
direction and delegation of nursing care.	professional in the area of clinical practice.	of clinical practice. Roles models to colleagues in the area of clinical practice.	clinical area of clinical practice and assists the healthcare team to understand the principles of direction and delegation as they relate to the RN and the EN.
1.4 Promotes an environment that enables health consumer safety, independence, quality of life, and health.	Ensures nursing practice promotes a physical environment that is safe for health consumers.	Ensures nursing practice minimises a risk in the physical environment to increase health consumer safety.	Demonstrates leadership to minimise a risk in the physical environment to increase health consumer safety.
1.5 Participates in ongoing professional and educational development	Maintains core professional and area-specific competencies by recording this on the professional development record template.	Maintains core professional and area-specific competencies by recording this on the professional development record template.	Maintains core professional and area-specific competencies by recording this on the professional development record template.
1.6 Practises nursing in a manner that the health consumer determines as being culturally safe	Demonstrates the ability to practice in a manner that is culturally appropriate.	Demonstrates the ability to practice in a manner that is culturally appropriate using advancing skill or knowledge.	Able to recognise issues that are impacting on the provision of culturally safe care in your area of practice and demonstrates leadership to resolve it.

Domain Two: Provision of Nursing Care

This domain contains competencies related to assessment and provision of nursing care for health consumers when working under the direction of a registered nurse.

NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
2.1 Provides planned nursing care to achieve identified outcome	Provides a plan of care to achieve expected outcome for the health consumer.	Provides a plan of care based on advancing clinical skill and knowledge to achieve expected outcomes for the health consumer.	Provides a plan of care based on advanced clinical skill and knowledge to achieve an expected outcome for your health consumer.
2.2 Contributes to nursing assessment by collecting and reporting information to the Registered Nurse	Uses commonly used assessment tools in the clinical area of practice, understands what information is collected and reports this to the RN or directing health professional.	Uses commonly used assessment tools in the clinical area of practice, interprets what information is collected using advancing clinical skill and knowledge and reports it to the RN or directing health professional.	Uses commonly used assessment tools in the clinical area of practice; demonstrates advanced level of clinical skill and knowledge and understands reason for reporting specific findings to the RN or directing health professional.
2.3 Recognises and reports changes in health and functional status to the Registered Nurse or directing health professional.	Recognises a change or deterioration in a health consumer's condition and understands reports it to the RN or directing health professional in a timely manner.	Uses advancing level of skills or knowledge to recognise a change or deterioration in a health consumer's condition and understands the vital reasoning for reporting it to the RN or directing health professional in a timely manner.	Recognises a change or deterioration in a health consumer's condition using advanced level skill or knowledge. Demonstrates an understanding of the cause for change and the vital reasoning for the deterioration, and reports it to the RN or directing health professional.
2.4 Contributes to the evaluation of health consumer care.	Understands, contributes monitors and documents the evaluation of healthcare.	Understands, monitors and documents the evaluation of healthcare using advancing levels of skills and knowledge to contribute to it.	Monitors and documents care using advanced level of knowledge to advocate for change in healthcare as a result of evaluations.

NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
2.5 Ensures documentation is accurate and maintains confidentiality of information	Demonstrates accurate documentation, uses information technology (IT) and maintains confidentiality of information.	Assists colleagues in ensuring that their documentation is accurate and their use of information technology (IT) maintains confidentiality of information.	Demonstrates leadership to resolve a problem or issue relating to the accuracy of documentation or maintenance of confidentiality from information technology in the area of clinical practice.
2.6 Contributes to the health education of health consumers to maintain and promote health.	Provides education to a health consumer or family/whanau or significant other and evaluates its effectiveness.	Provides education to a health consumer, family/whanau or significant other which requires an advancing level skill, knowledge or problem solving and evaluates its appropriateness.	Provides education to a health consumer, family/whanau or significant other which requires an advanced level skill, knowledge or problem solving and evaluates its appropriateness.

Domain Three: Inter-professional Relationships

This domain contains competencies related to interpersonal communication with health consumers, their families/whanau and other nursing and healthcare staff

NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
3.1 Establishes maintains and concludes therapeutic interpersonal relationships.	Demonstrates the ability to establish, maintain and conclude therapeutic interpersonal relationships and maintains professional boundaries.	Demonstrates the ability to establish, maintain and conclude therapeutic interpersonal relationships and maintain professional boundaries and understands why this can be challenging.	Demonstrates knowledge of specific challenges in maintaining professional boundaries and supports colleagues to overcome difficulties when they are challenged with these in the area of clinical practice.

NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
3.2 Communicates effectively as part of the health care team	Demonstrates the ability to communicate effectively as part of the HCT. This includes oral and written communication.	Demonstrates the ability using different communication styles, advancing skills and knowledge to enable effective communication with the HCT.	Understands issues that can cause problems with communication between the members of the HCT in your area of clinical practice, the potential consequences for the health consumer and demonstrate how to assist the team to resolve them.
3.3 Uses a partnership approach to enhance health outcomes for health consumers	Works in partnership with health consumers using resources to improve or achieve agreed goals.	Demonstrates problem solving skills in order to effectively work in partnership with a health consumer to achieve agreed goals.	Uses an advanced level of skills and knowledge to negotiate a partnership with a health consumer that was difficult to establish.

Domain Four: Inter-professional Health Care and Quality Improvement:

This domain contains competencies related to working within the inter-professional health care team and contributing to quality improvement

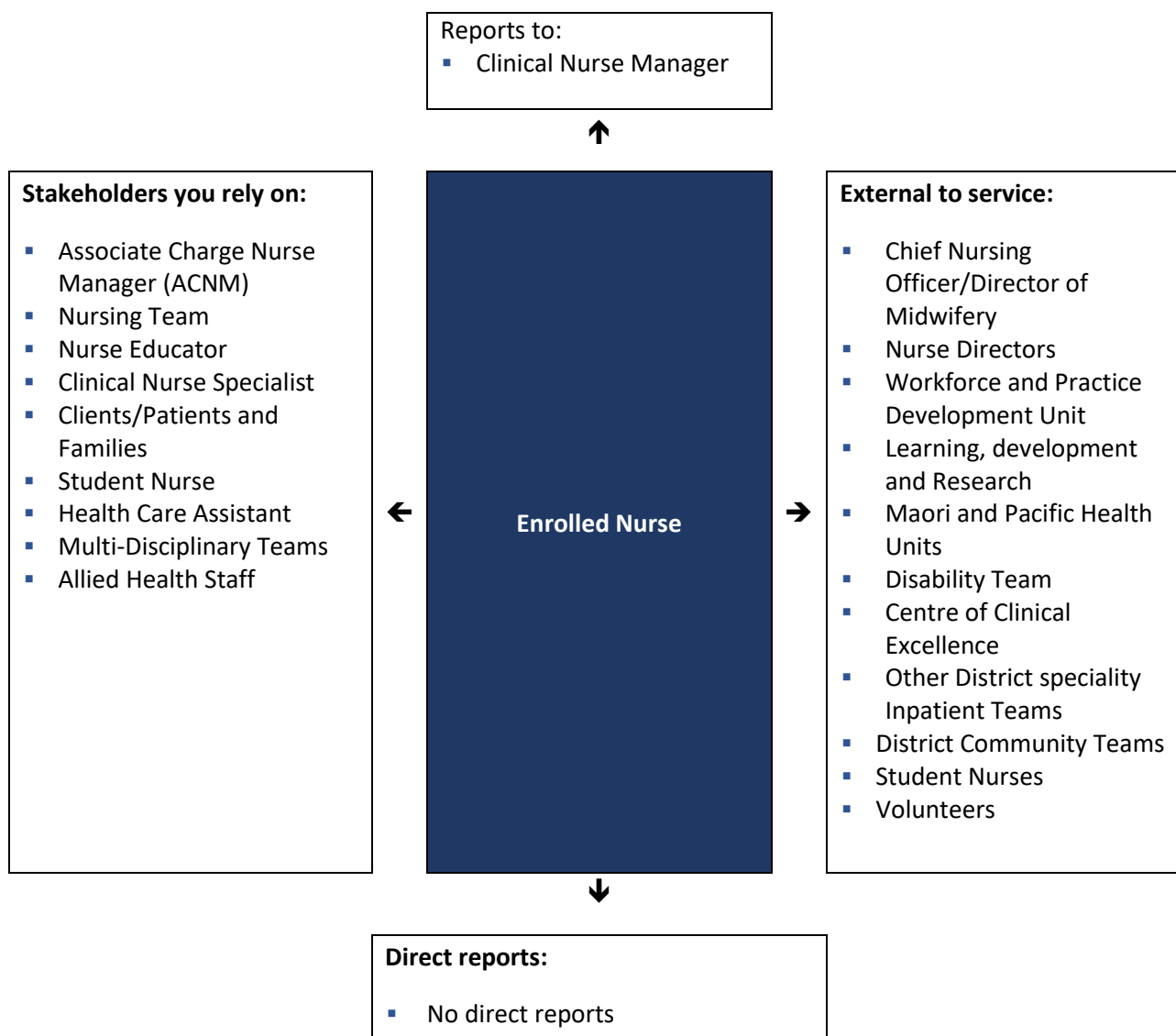
NCNZ Competency	Competent Performance Indicator / Measure	Proficient Performance Indicator / Measure	Accomplished Performance Indicator / Measure
4.1 Collaborates and participates with colleagues and members of the health care team to deliver care.	Collaborates with colleagues and the HCT to deliver care.	Supports students, beginning practitioners and other members of the healthcare team to deliver care.	Collaborates with the HCT on a project or develops a resource to improve health consumer outcomes as a result of the initiative.
4.2 Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.	Demonstrates an understanding of the differences in accountability and responsibility of the RN, EN and HCA/Support worker.	Demonstrates an understanding and acts as a role model for colleagues, student nurses and healthcare assistants/support workers.	Demonstrate ability to address an issue in the coordination and the provision of healthcare in the clinical area of practice.
4.3 Demonstrates accountability and	Demonstrates an understanding of the	Demonstrates an understanding of the	Demonstrates the ability to address an issue in the area

responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse	ENs accountability and responsibility when assisting a registered health professional who is not a RN.	ENs accountability and responsibility and educates colleagues, student nurses and healthcare assistants/support workers about EN scope of practice.	of clinical practice and educates colleagues, student nurses and healthcare assistants/support workers about the issue and the resolution.
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In addition to meeting the above requirements, the EN will satisfy the requirements of the following C,C&HV accountability.

Key Accountability	Deliverables/Outcomes	Key performance Indicator / Measure
Occupational Health & Safety	Complies with responsibilities under the Health and Safety at Work Act 2015	<p>Has read and understood the <u>Health and Safety policy</u> ID 11316 and other relevant policy or procedures.</p> <ul style="list-style-type: none"> Actively supports and complies with Health & Safety policy and procedures e.g. moving and handling practice Evidence of support and compliance with health and safety policy and procedures including use of protective clothing and equipment as required, active participation in hazard management and identification process, and proactive reporting and remedying of any unsafe work condition, accident or injury.

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Team work	<ul style="list-style-type: none"> Collaborates with fellow team members and work groups to achieve service objectives Seeks out opportunities to support others in achieving goals Recognises and respects individual differences Actively contributes to and accepts consensus decisions
Commitment to Kawa Whakaruruhau	<ul style="list-style-type: none"> Demonstrates understanding and application of the principles of Te Tiriti O Waitangi Treaty of Waitangi in nursing practice Works towards achieving equitable health outcomes for Māori Supports tangata whenua/mana whenua led change to deliver mana motuhake in the design, delivery and monitoring of health care Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity Supports the expression of hauora Māori models of care and mātauranga Māori
Equity	<ul style="list-style-type: none"> Commits to helping all of our people to achieve equitable health outcomes Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery Supports the dismantling of policies, procedures and practices that cause inequity Supports Māori-led responses Supports Pacific-led responses Supports Disability-focused responses
Self-Management	<ul style="list-style-type: none"> Sets high personal standards and strives to achieve goals Is proactive and displays initiative Is resilient and able to adapt to change Understands and acknowledges personal and professional limitations Ability to work to deadlines to achieve outcome
Communication/ Interpersonal Skills	<ul style="list-style-type: none"> Demonstrates compassion Empathises with others and considers their needs and feelings Actively listens, drawing out information and checking understanding Communicates information effectively and accurately, both orally and in writing. Adjusts style to the recipients and considers their frame of reference
Professionalism	<ul style="list-style-type: none"> Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the District Code of Conduct. Is aware of professional boundaries Shows courtesy, respect, caring for people and their whānau in all aspects of nursing practice
Flexibility	<ul style="list-style-type: none"> Ability to flex within the scope of Registered Nurse practice to meet the changing needs of people and their whānau and the population Responds positively and collegially, to requests for help from other team members

Essential Experience and Capability

Knowledge and Experience:

Essential Professional Qualifications / Accreditations / Registrations:

- Registration with Nursing Council of New Zealand (NCNZ)
- A current Annual Practicing Certificate (APC) and scope appropriate to place of work
- Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in the nursing role
- A commitment to achieving equitable outcomes for Māori
- A personal commitment to on-going learning and development including attainment/maintenance of PDRP
- Completed New Zealand Certificate in Sterilising Technology (NZQA Level 3) if working in ENT within twelve months of employment

Someone well-suited to the role will place a high value on the following:

- Commitment to Te Tiriti o Waitangi
- Living the District values
- Respect and collaboration in practice
- Delivering an exemplary standard of care
- Active involvement in decision making
- Working inter-professionally with others
- Working within existing resources
- Practice informed by research evidence
- Commitment to sustainable practice

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Date Effective:

Manager's Signature:

Managers Name

Angeline Upchurch

Employee's Signature:

Employee's Name
