

## Position description

---

### Enrolled Nurse

#### 1.0 Our organisation

##### Vision

Sexual and reproductive health & safe respectful relationships for all.

##### Mission

###### At True Relationships and Reproductive Health, we deliver:

- confidential, quality sexual and reproductive health care
- expert resources and training in sexual and reproductive health
- personal safety, sexuality and relationships education for professionals, families and communities

###### At True Relationships and Reproductive Health, we support people to:

- be safe in all their personal relationships
- achieve physical, emotional and social wellbeing in relation to sexuality across their lifespan
- understand and have positive, respectful safe sexual experiences, free of coercion, discrimination and violence
- access and make informed choices about reproduction and reproductive health
- 

##### Values

*Our values define the way we work and interact with our clients, partners, the community and our environment. They guide us and help us to foster a culture of respect, courage, innovation and commitment. Decisions based on values are supported.*

##### People first

- We value and respect all people. We act with courage and empathy. We encourage personal development and professional achievement

##### Community focus

- We collaborate with all sectors of the community to implement evidence-based solutions to improve health outcomes and personal safety

##### Equity and access

- We are committed to social justice and ensuring equal access to services which promote safe, healthy and informed relationships

##### Honesty and integrity

- We consider the impact of our actions and hold ourselves accountable for our behaviour

##### Safety

- We value safety in how we work and the fundamental role it plays in achieving sexual and reproductive health, wellbeing and personal safety

##### Innovation

- We are innovative in the way we work to develop creative solutions and maximise impact and outcomes for all now, and into the future

## **2.0 Purpose and contribution**

The role of the Enrolled Nurse is to:

- Provide nursing care in the area of reproductive and sexual health in accordance with the philosophy and nursing standards of True Relationships & Reproductive Health (True).
- Ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our clients.
- Remain accountable and responsible for providing delegated nursing care.

## **3.0 Key responsibilities**

### **3.1 Leadership**

### **3.2 Service development and management**

- Ensure sterilisation and maintenance of clinical equipment.
- Assist with cold chain management. Maintain stocks of clinical supplies, including correct storage (such as refrigeration), removal of out-of-date stock and ordering supplies.
- Provide input in purchasing relevant clinical equipment and supplies.
- Perform clinical duties within required level of clinical competency, according to best available evidence.
- Explain procedures to patients, providing them with support and reassurance.
- Assist Medical Officers (MO's), Nurse Practitioners (NP's) and or Advanced Sexual and Reproductive Health Nurses (ASRHN's) with clinical procedures within EN scope of practice.
- Under written direction from the SNO or ASRHN phone/SMS/email clients of the service regarding results, recall and review.
- Maintain clinical documentation in the Electronic Management Record (EMR).
- Under the direction of the Senior Nursing Officer (SNO) or delegate oversee the pathology dispatch register process.
- Provide a range of clinical services, within the scope of nursing practice, for clients attending True clinics and in accordance with True's Clinical Practice Guidelines (CPG).
- Ensure clinic activities are conducted in an effective and timely manner to meet client needs and within allocated budgets.
- Under direction from the Senior Nursing Officer (SNO) or delegate, assist in implementation and compliance of infection control standards.
- Contribute to the development and management of True policies, procedures, clinical protocols, quality activities and participate in True research projects as required.
- Cleaning, maintenance and organising repair and calibration/maintenance of all clinic equipment.
- Assist with clinic accreditation and auditing.

### **3.3 Professional practice**

- Must work under the supervision and delegation of a named and accessible Registered Nurse on their shift.
- Maintain own professional development and clinical skills.
- Act within the practice and nursing code of ethics & demonstrate appropriate level of clinical competence at all times. Maintain awareness of current evidence and research on clinical practices and inform/educate other practice staff. Change systems and procedures to ensure compliance with best available evidence as applicable.
- Maintain awareness of current and new legislation to ensure business is complying with all statutory and regulatory obligations including infection control, sterilisation, cold chain management, hazardous materials & safe handling/disposal of medical waste, records management, Workplace Health and Safety (WHS) and accreditation. Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.
- Engage in reflective and analytical practice.

### **3.4 Human resource/staffing**

- Participate annually in own performance review.

- Attend / complete all True mandatory training.

### **3.5 Information and communication technology**

- Proficiently use the Electronic Medical Records (EMR) system.
- Utilise the Client Management program.
- Responsible for the effective utilisation of True's Information and Communications Technology (ICT) resources including liaison with the ICT Officer with regards to ICT services

### **3.6 Workplace health & safety**

- In collaboration with other staff, maintain a safe working environment for staff and clients in accordance with the relevant Workplace Health & Safety (WHS) policies and guidelines.
- Comply with the WHS policies and procedures.
- Attend training in the areas of WHS.
- Work safely and with regards to the safety of others.

## **4.0 Organisational relationships**

### **4.1 Delegation level**

Delegation Level of Authority 1

The Enrolled Nurse (EN) reports directly to the SNO or delegated ASHRN for professional and daily clinic operations.

This position works as part of a multidisciplinary team to ensure the provision of high-quality clinical services for all clients. Enrolled nurses must have a named and accessible registered nurse who provides supervision and delegation.

### **4.2 Other key relationships include:**

#### **i. Internal**

- Business Manager – Clinical Services and Operations
- Statewide Nursing Officer – Clinical Governance
- Clinicians and clinic administration staff
- Other Managers / staff.

#### **ii. External**

- Clients and suppliers
- Service providers.

### **4.3 Assets controlled by the role**

- Steriliser
- Clinical equipment
- Consumables
- Drug /vaccine fridge

### **4.4 Control elements**

- Policies and procedures
- Personal work plan
- Delegated authorities

## **5. Position requirements**

### **a. Knowledge**

Key principles relating to:

- Experience in a comparable role doing comparable work with:
  - Client Management systems
  - Women's health care service environment

### **b. Technical skills**

- Demonstrated ability to utilise basic information technologies and information management

- required for implementation of new information strategies to support clinical practice.
- Ability to manage timely and cost-effective administrative support functions across the organisation.
- Demonstrated experience in providing client services.

**c. Social skills**

- Ability to work as part of a team or autonomously.
- Ability to develop and maintain positive and productive relationships with internal and external customers and colleagues.
- Ability to contribute to a positive culture within own team.
- Demonstrated high level interpersonal, oral and written communication skills including the ability to work with multi-disciplinary teams.
- Motivated individual who can set priorities and meet deadlines.

**d. Applications**

- Demonstrate effective time management and organisational skills.
- Ability to manage and prioritise workloads to meet deadlines.

**e. Problems solving**

- Ability to identify and report issues and contribute to solutions.

**f. Cultural fit**

- Alignment to True's vision, mission and values.

**g. Qualifications and skills**

- Current registration with Australian Health Practitioner Regulation Agency (Enrolled Nurse) without a Medication Notation.
- Appropriate tertiary qualification & registration certificate to support nursing practice.
- Minimum of two years nursing experience.
- Demonstrated understanding of the needs of general practice or similar environment.
- Knowledge of current infection control requirements.
- Knowledge of CPR and emergency resuscitation techniques, equipment & drugs.
- Competence in the use of relevant equipment & client management systems.
- Training or experience in Medicare item numbers.
- Experience working in a women's health service.

**6.0 Key performance indicators**

Specific metrics including but not limited to:

- Meet strict infection control standards to maintain the low rate of post procedure infection rates at True.
- Achieve a reduction in consumable waste within the clinic.
- Manage the infection Control Management Plan for the clinic.
- 

**7.0 Code of conduct**

The Code of Conduct reflects and informs True Relationships and Reproductive Health's mission, strategic direction and policies and is based on the organisation's key values. The code of conduct specifies the standards of behaviour expected of all True Relationships and Reproductive Health staff in order to nurture a positive workplace culture.

**8.0 Confidentiality**

All staff must preserve confidentiality of any information from the organisation's documents, verbal communication, or from any other source which relate to the organisation's business, staff or clients. This obligation is life long and extends beyond the period of employment.

**Signed:** .....

**Date:** .....

**Name:** .....

***I have read and understand this position description and agree it reflects my role.***