

JOB DESCRIPTION

Job Title	Endorsed Enrolled Nurses (EEN)
Reports to	Director of Nursing
Hours of Work	As negotiated to meet roster needs
<p>Key objectives of role: Under the direction of the DON and NUM, and supervision of the Registered Nurses, the Enrolled Nurse is responsible for the delivery of quality care to clients in collaboration with the multidisciplinary team. Included in this role is the maintenance of the policies and philosophy of the nursing division, South Pacific Private Hospital and appropriate Legislation and Statutory Regulations</p>	
<p>Job Responsibilities:</p> <ul style="list-style-type: none"> - Award: Nurses SPP & NSWNA/ANF Union Collective Agreement Award Under the direction and supervision of the registered nurse at SPP, is delegated responsibility and accountability to provide quality care to clients in collaboration with other health professionals. The enrolled nurse delivers patient care in accordance with the philosophy, objectives, policies and procedures of the Nursing Department at South Pacific Private and appropriate Legislative and statutory regulations. EENs are not authorised to dispense medications. - Service Management Demonstrates an understanding of and a commitment to the philosophy of SPP - Patient care standards Demonstrates knowledge of the Mental Health Act and its own implementation at SPP Demonstrates knowledge of the legal and ethical responsibilities in dealing with patients and their visitors. - Communications Ensures that all documentation entered in the medical record is entered according to the policy at SPP Assists in interviewing, assessing, planning, implementing, and evaluating the effective delivery of nursing care through the current written use of individual Nursing Care Plans Ensures that a thorough and informative nursing history of the patient is completed and entered into the medical record Participates in and ensures that verbal handovers are thorough and informative with special emphasis on patients on observations or having specific investigations Ensures that verbal reports to the Registered Nurse and the members of the multi-disciplinary team are thorough, clear and concise Ensures that orders of other members of the multi-disciplinary team are incorporated and documented into the nursing care plans as required Is familiar with the aims and objectives of the daily unit programme and provides feedback to all relevant persons Ensures that all documentation is maintained according to the guidelines of the SPP Passed information to registered nurse regarding orders and documents any investigations as ordered by the medical staff Ensures that medical and senior nursing staff are promptly informed of a change in the patient's condition Maintains open lines of communication with all staff members at SPP Demonstrates a familiarity with situations which would involve liaison with senior nursing and medical staff after hours Demonstrates familiarity with the on call staff and how to liaise with them Ensures that all relevant information e.g. staff absence from duty, is communicated to 	

JOB DESCRIPTION

the DON or the RN in charge of the shift

- **WHS**

Demonstrates a knowledge of the emergency, fire and disaster procedures at SPP
Demonstrates a knowledge of the location of the firefighting equipment on the ward, and displays a knowledge of how to effectively use it

Ensures a clean, comfortable and safe environment for clients, visitors and staff

Attend and participate in compulsory In-service Education with emphasis on CPR and Fire Safety lectures

Refers doctors and directors to the nurse in charge for instructions relating to client management.

Infection Control

Demonstrates knowledge of infection control policies and procedures and antimicrobial stewardship program at SPP

Provides evidence of immunisation status upon commencement of employment

- **Public relations**

Ensures a good relationship with both internal and external customers by promoting SPP in a positive fashion at all times

- **Professional standards**

Conducts regular rounds of clients and attend their needs

Refers any contentious matter with relatives or other visitors to the unit to the registered nurse

Maintains an up-to-date knowledge of nursing practice by attendance at in-services, seminars, conferences, etc.

Assists the Director of Nursing in the orientation/education of new and less experienced nursing staff

Attends the nurses and general staff meetings

Accepts changes of roster in an effort to maximise the human resource utilisation at SPP

Serves on committees at SPP as requested. Be involved in QI activities through monitoring and data collection, assessment of data, action planning, re-evaluation and feedback of information to staff

Maintains a professional manner and appearance at all times

Offers the appropriate level of supervision to clients at all times

Attend QI meetings as requested

Attend other duties as directed by the DON/NUM

Personal Specifications:

Good listening and communication skills

Good telephone manner

Ability to empathise

Ability to take direction

Team player who can also work autonomously

Updating Clinical / Nursing Skills to be current

Attention to Detail

Strong personal boundaries and Containment

Current registration with Nursing and Midwifery Board of Australia

Key Performance Indicators:

Seizure rate in detox

Maintains a positive professional attitude towards clients and fellow peers at all times

Receives positive feedback in Client Services review



SOUTH PACIFIC PRIVATE

Australia's Leading Treatment Centre

JOB DESCRIPTION