

Position Description



Facility/Service	SESLHD
Department	Various
Manager	NUM COVID-19 Clinic
Position Number	Various
Cost Centre	Various

Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Does this role require Job Demand Check List?	YES	<i>All positions require a Job Demand Checklist to be completed</i>
Position Description Title *	Enrolled Nurse COVID-19 Clinics SESLHD	
Does this role require Multiple Awards? Specific classifications (if applicable):	NO	<i>If Yes, Please list each Classification and grade below</i>
Award*	Public Hospital System Nurses and Midwives (State) Award	
Position Classification*	Enrolled Nurse	
Job Category Coding (ROB)*	Nursing & Midwifery / Enrolled Nurse	
Job Classification Coding (ROB)*	411411 Enrolled Nurse	
Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Enrolled Nurse assists the COVID-19 Testing Clinic Team in delivering high quality nursing care to the clients of the COVID-19 Testing Clinics consistent with the SESLHD policies, procedures and standards.</p> <p>The Enrolled Nurse works under the direction and supervision of the Registered Nurse, and assists in the provision of nursing care. Enrolled Nurses retain responsibility for their personal actions whilst remaining accountable to the Registered Nurse for delegated functions.</p> <p>All Enrolled Nurses must comply and act in accordance with recognised professional and organisational standards established by:</p> <ul style="list-style-type: none"> • NSW Health • The Nurses and Midwives Board of Australia • South Eastern Sydney Local Health District

		<p>Clinical supervision at the point of care is the role and responsibility of each Registered Nurse/Midwife and Enrolled Nurse within everyday clinical practice, in line with the Australian Nursing and Midwifery Council Decision Making Frameworks for Nurses and Midwives.</p>
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Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> • Deliver holistic quality nursing care in accordance with the Australian Nursing and Midwifery Council (ANMC) National Competency Standards competencies, NSW Health and South Eastern Sydney LHD policies and procedures, to achieve patient/client health outcomes • Communicate effectively with patients/clients to provide an understanding of service delivery processes and clinical interventions, to ensure patient needs are identified and requirements are met • Consult and liaise with health care professionals within the health care team to ensure continuity of care to patients/clients • Maintain clear and concise patient records that meet legislative requirements to ensure continuity of safe patient care • Utilise a systematic approach to assess, analyse and propose alternative solutions to situations that arise, in order to resolve patient care issues, within the scope of professional practice and under the supervision of the Registered Nurse • Plan and prioritise own work requirements effectively to meet defined patient/client care objectives within agreed timeframes • Maintain up to date knowledge and skills, and practice within the risk management, safety, and quality frameworks as applicable to South Eastern Sydney LHD, to ensure the health and safety of staff, patients and visitors • Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of service provided to patients/clients
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Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

Challenges	<ul style="list-style-type: none"> Utilising available resources to meet competing patient/client needs and expectations and dealing with high volume workloads while at the same time managing to achieve positive outcomes Managing time and prioritising issues Caring for patients with challenging behaviours Care of the dying patient may be a feature of nursing practice. Be aware of specialist resources e.g. Psychologist / Social Work and that staff have access to the Employee Assistance Program and peer support
Decision Making	<ul style="list-style-type: none"> Makes decisions in relation to the day-to-day clinical care of patients/clients within scope of practice Escalates issues outside of policies and procedures and complex or unusual care requirements to the Registered Nurse and/or NUM/Nurse Manager, and appropriate parties (after hours).
Communication	<ul style="list-style-type: none"> Internally, the Enrolled Nurse is required to communicate regularly with Registered Nurses, NUMs and other health care staff on issues related to patient care and team functioning Externally, the Enrolled Nurse will develop and maintain effective relationships with relatives, carers and relevant external organisations (eg. Nursing Homes, General Practitioners) as appropriate to provide care, information and/or advice under the supervision of the Registered Nurse.

Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
	Who?	
	Why?	
Does this role routinely interact with external stakeholders ?		NO
Key External Relationships	Who?	To be discussed on commencement in the position
	Why?	
	Who?	
	Why?	
	Who?	
	Why?	

Is this a Public Senior Executive Role which manages relationship at the Ministerial level?	NO
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Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	Nil
Other \$	

Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check <i>Staff who supervise others:</i> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing
	<i>(Free Text)</i>	

Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Current registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia (AHPRA).
2	Holds a Nursing & Midwifery Board of Australia approved qualification in medicines administration.

3	Ability to communicate effectively with patients, carers, other care providers, hospital clinicians, immediate team members and other stakeholders.
4	Supports working in a person centred environment.
5	Current professional practice knowledge base.
6	Basic computer skills and proven ability to use health information systems.
7	Knowledge and understanding of risk management, safety and quality principles and the role of the Enrolled Nurse in applying these principles.

Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Other Requirements	<i>(Mandatory)</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees <i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit <i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	<i>(Free Text)</i>	

Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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Section 11 – Capabilities for the Role

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input checked="" type="checkbox"/>	Act with Integrity	Intermediate
	<input checked="" type="checkbox"/>	Manage Self	Adept
	<input checked="" type="checkbox"/>	Value Diversity	Adept
Relationships	<input checked="" type="checkbox"/>	Communicate Effectively	Adept
	<input checked="" type="checkbox"/>	Commitment to Customer Service	Adept
	<input checked="" type="checkbox"/>	Work Collaboratively	Adept
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Foundational
	<input checked="" type="checkbox"/>	Demonstrate Accountability	Intermediate
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input checked="" type="checkbox"/>	Technology	Foundational
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input checked="" type="checkbox"/>	Inspire Direction and Purpose	Foundational
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Occasional
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Occasional
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Frequent
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Infrequent

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Repetitive

Word Counts

Section 1	<i>Position Title</i>	200 characters
	<i>Primary Purpose of the Role</i>	3400 characters
Section 2	<i>Standard Key Accountabilities</i>	3500 characters
Section 3	<i>Key Challenges – Challenges</i>	1000 characters
	<i>Key Challenges – Decision Making</i>	1000 characters
	<i>Key Challenges – Communication</i>	1000 characters
Section 4	<i>Key Relationships – Who (each)</i>	200 characters
	<i>Key Relationships – Why (each)</i>	500 characters
Section 7	<i>Essential Requirements</i>	3500 characters
Section 8	<i>Selection Criteria (each)</i>	1000 characters
Section 9	<i>Other Requirements</i>	3800 characters
Section 10	<i>Disqualification Questions</i>	200 characters