

POSITION DESCRIPTION

Position Title:	Enrolled Nurse – Day Surgery
Grading:	Enrolled Nurse (Year 1-5) (depending on clinical experience)
Status:	Permanent, Part Time
Location:	Newington
Responsible to:	Nurse Manager Day Surgery Unit
Responsible for:	Nil
Collaborates with:	Medical Officers Registered Nurses Sterilisation Technicians Assistants in Nursing Administration Officers

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Enrolled Nurse (EN) plays an important role in supporting the operation of the Family Planning NSW Day Surgery Unit. This is a multi-faceted role which is responsible for providing clinical supports to the organisation including assisting medical officers and registered nurses with the care of clients in the Day Surgery Unit.

The position is responsible for the provision of high quality clinical care under the supervision of a Registered Nurse. The EN provides supports to clients before, during and after surgical procedures. The Enrolled Nurse collaborates with clinical and non-clinical staff to facilitate the smooth and effective operations of the Day Surgery Unit.

The Enrolled Nurse works within the multi-disciplinary team in the delivery of services which are safe, effective and client centred.

Selection Criteria

Essential

- Diploma of nursing and AHPRA registration as an Enrolled Nurse
 - If registered prior to 2015, must also have completed the following unit of study
Administer and Monitor Medicines and Intravenous Therapy HLTENN007 or equivalent
- Minimum 12 months experience in perioperative nursing and ability to provide intravenous medication
- High knowledge and understanding of the principles of infection control, including aseptic technique
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- Demonstrated ability to support clients and provide assistance to the proceduralist during reproductive and sexual health procedures provided under anaesthetic or sedation
- Current CPR certificate
- Sound computer skills, including MS Office applications
- Proven strong interpersonal, negotiation, written and oral communication skills
- High level ability to manage competing demands and adapt effectively to change
- Demonstrated ability to perform tasks under the direction of the clinician with minimal supervision, as well as within a broader team
- Must have Australian working rights

Desirable

- Experience in providing services to relevant population groups, particularly people from an Aboriginal and Torres Strait Islander background, CALD background, people with disability and/or young people
- Experience in reproductive and sexual health and/or abortion care

Other requirements

- A Criminal Record Check and Working with Children Check are required prior to commencement in this role.
- Vaccination/immunisation requirements apply to this role.

Values

- Family Planning Australia is a pro-choice organisation – staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption / foster care or abortion.
 - As an abortion service provider, all staff in the organisation are expected to actively participate in the provision of abortion services in line with the full scope of the role they are appointed to.
 - In this role this means leading and participating in the provision of both medical and surgical abortion services.
- Must have a human rights focus and support the Family Planning Australia values:
 - Compassionate
 - Collaborative
 - Empowerment
 - Bold

Key Responsibilities

Clinical support services

- Ensure clients' healthcare rights are upheld at all times
- Provide support to clients undergoing day surgery procedures under the direction of the clinician, including observing and monitoring vital signs, and providing refreshments
- Follow Family Planning NSW infection control guidelines, including aseptic technique
- Provide support to proceduralist in Day Surgery Unit including preparation of procedural equipment, instrument and circulating nurse responsibilities, cleaning of operating room between clients performing post-operative counts and checks

- Provide nursing care in post anaesthetic care unit, including administration of medications and observations
- Commit to maintaining best practice by adhering to the scope of practice and within clinical role boundaries defined by Australian College of Perioperative Nurses (ACORN) standards and the Australian and New Zealand College of Anaesthetists (ANZCA) standards
- Commit to maintaining up to date knowledge and appropriate skills in infection control
- Maintain a tidy environment in the clinical area, ensure stock levels are appropriate and manage inventory - including ordering and unpacking of consumables, checking expiry dates, monitoring stock levels
- Maintain records as required
- Any other duties within scope of the role as directed

Ongoing skill development

- Commit to maintain best practice by adhering to the scope of practice of the position and within role boundaries as defined by Family Planning NSW
- Receive and participate in appropriate support, training and supervision to achieve and maintain the necessary skills, knowledge and aptitude to perform the role
- Take personal responsibility for continuing skill development
- Attend mandatory training and in-service programs as required
- Ensure that all protocols, policies, procedures and circulated literature are read and acted upon

Safety & quality

- Maintain the required qualifications and competencies to deliver high quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to Family Planning NSW's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client's needs
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Participate in performance development processes to identify skill development opportunities for continuous improvement
- Commit to share knowledge, provide support and supervision to less experienced staff

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary

action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Intermediate
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Intermediate
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Intermediate
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Foundational
People Management (supervisory roles only) 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Not applicable
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Not applicable

Capability Group	Capability Name	Level Descriptor
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Not applicable
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Not applicable

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date:
