

## ***POSITION DESCRIPTION***

<b>Position Title</b>	<b>Enrolled Nurse Operating Theatre</b>
<b>Date Reviewed:</b>	<b>December 2020</b>
<b>Business area:</b>	<b>Operating Theatres</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>Perioperative Services Manager</b>
<b>Approved by:</b>	<b>Hospital Manager</b>
<b>Next Review Due:</b>	<b>February 2022</b>

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### **Position Objective**

**Under the direction and delegation of a registered nurse the enrolled nurse will**

- Provide quality care to patients during the perioperative continuum.
- Facilitate the functioning of an environment conducive to patient and staff safety and well being under the supervision of a registered nurse
- Support the business objectives of the organisation.

### **Functional Relationships**

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• Perioperative Services Manager</li><li>• Theatre Coordinator</li><li>• Clinical Nurse Specialists</li><li>• Charge Nurses</li><li>• Hospital Manager</li><li>• Nursing Coordinators</li><li>• Patient Care Manger</li><li>• Quality Manager/Coordinator</li><li>• Nurse Educator</li><li>• Infection Control Nurse</li><li>• Other Nursing Staff</li><li>• Anaesthetic Technicians</li><li>• All other St George's staff</li></ul>	<ul style="list-style-type: none"><li>• Clinicians</li><li>• Allied Health Professionals</li><li>• Patients and Support persons</li><li>• Company Representatives</li></ul>

## Key Areas of Accountability

Area of Accountability	Expected Results
<p><b>Professional Practice</b></p> <p>To contribute to the care of allocated patients under the direction and delegation of a Registered Nurse.</p>	<ul style="list-style-type: none"> <li>• Accept responsibility for own actions and decision making within the enrolled nurse scope of practice.</li> <li>• Is responsible for own competence of knowledge and skills when accepting responsibility to perform nursing care .</li> <li>• Practice in accordance with legal, ethical, culturally safe and professional nursing standards including St George’s policies and procedures.</li> <li>• Promote the profession of nursing and presents a positive professional image.</li> <li>• Uses nursing knowledge and problem solving skills when carrying out professional responsibilities.</li> <li>• Carries out procedures competently and safely.</li> <li>• Records information in a systematic way that is in line with organisational policy and procedures.</li> <li>• Ensures written communication is comprehensive, logical, legible, clear and concise, using only accepted abbreviations.</li> <li>• Maintains confidentiality of documentation/records and interactions with others.</li> <li>• Works under the direction of the registered nurse when managing critical events e.g. respiratory or cardiac arrest</li> <li>• Promotes and ensures patients are aware of their rights and responsibilities and contributes to the support of patients in their decision making.</li> <li>• Maintains confidentiality, privacy and dignity surrounding the patient’s admission and treatment at all times.</li> <li>• Displays a sound knowledge of the safe use and maintenance of all departmental equipment within the speciality area the enrolled nurse has been oriented to.</li> <li>• Seeks assistance and guidance with equipment he/she is not familiar with.</li> <li>• Functions effectively in the role of peri-operative nurse under the guidance of the registered nurse</li> <li>• Demonstrates knowledge of Infection, Prevention &amp; Control practices. .</li> <li>• .Uses information technology as required with relevant training).</li> <li>•</li> </ul>
<p><b>Interpersonal Relationships/Teamwork</b></p> <p>To contribute to effective teamwork and contribute to the achievement of St George’s vision and strategic plan</p> <p>To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> <li>• Establishes, maintains and concludes therapeutic interpersonal relationships with patient.</li> <li>• Communicates effectively, with the patient, between all members of the multi disciplinary team, other hospital departments, external agencies, relatives, whanau and visitors.</li> <li>• Recognises and respects individual differences.</li> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients needs</li> <li>• Recognises, values the roles and skills of all members of the health care team and works collaboratively in the delivery of care.</li> <li>• Contributes positively to the goals of the team and the organization</li> <li>• Empathises with others and considers their feelings.</li> <li>• Contributes to effective team cohesion and displays a positive approach to work.</li> <li>• Interprets and adheres to lines of authority and use proper channels of communication</li> <li>• Engages with colleagues to give and receive constructive feedback that enhances service delivery to health consumers.</li> <li>• Attends and participates in staff meetings</li> <li>• Demonstrates respect and integrity at all times.</li> <li>• Demonstrates the ability to work independently (within EN scope of practice) and as part of a team.</li> </ul>

Area of Accountability	Expected Results
<p><b>Professional Development</b> To maintain the mandatory requirements for professional development</p>	<ul style="list-style-type: none"> <li>•</li> <li>• Undertakes responsibility for meeting all the mandatory requirements of the Professional body and the Organisation.</li> <li>• Maintains own professional development and mandatory training.</li> <li>• Participates in performance appraisals and the setting of performance objectives.</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with clinical nurse specialist/theatre manager to address these.</li> <li>• Maintains a working knowledge of supporting equipment in specialty area and is able to trouble-shoot.</li> <li>• Supports new staff and assists with the education of staff appropriate to their level of knowledge and experience.</li> <li>• Provide accurate information and education to patients, relatives and/or significant others.</li> <li>•</li> </ul>
<p><b>Continuous Quality Improvement</b> To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> <li>• Contributes to discussion related to nursing practice, systems of care planning and quality improvement.</li> <li>• Documents and reports accidents and incidents accurately in accordance with Hospital policy.</li> <li>• Supports continuous quality improvement.</li> </ul>
<p><b>Organisational Culture</b> To support a strong and positive image of St George's within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Contributes to harmonious working relationships within the department.</li> <li>• Understands the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus".</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Models St George's values and adheres to St George's policies and procedures.</li> </ul>
<p><b>Cultural understanding of the Treaty of Waitangi</b> To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Works within the framework of the Treaty of Waitangi.</li> <li>• Understands the implications of health disparity for Maori</li> <li>• Understands the nursing obligations relating to the Treaty of Waitangi.</li> <li>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> </ul>
<p><b>Health &amp; Safety</b> To ensure a safe working environment</p>	<p>Recognises safety hazards and initiates appropriate corrective actions.</p> <ul style="list-style-type: none"> <li>• Takes care for personal health and safety.</li> <li>• Takes care that own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• Complies with any reasonable instruction that is given, to allow St George's to comply with the Health and Safety at Work Act 2015.</li> <li>• Co-operates with policy or procedure relating to health or safety at St George's Hospital</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> </ul> <p>Participates in Health and Safety and infection control training as mandated by St George's from time to time.</p>
<p><b>Organisational effectiveness</b> To contributes to the cost effectiveness and changing</p>	<ul style="list-style-type: none"> <li>• Sets appropriate priorities for workload.</li> <li>• Monitors stock supplies and refers to person responsible for re-ordering.</li> <li>• Participates in the department's ongoing maintenance programme.</li> <li>• Looks for ways and means to actively and effectively promote cost</li> </ul>

Area of Accountability	Expected Results
needs of the hospital business	<p>effectiveness.</p> <ul style="list-style-type: none"> <li>• Completes patient documentation accurately.</li> </ul>
<p><b>Other Duties</b> To undertake other duties as requested by the Operating Theatre Manager/ Hospital Manager from time to time</p>	<ul style="list-style-type: none"> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Enrolled Nurse</li> <li>• Holds a current practicing certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant post basic experience</li> </ul>
<b>Experience &amp; Knowledge</b>		<ul style="list-style-type: none"> <li>• Specialty knowledge and practice expertise</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Shows respect for people</li> <li>• Uses initiative</li> <li>• Is proactive and innovative</li> <li>• Is an effective communicator</li> <li>• Is caring and friendly</li> </ul>	

#### Agreed by:

Signed: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Hospital Manager)

Date: \_\_\_\_\_