

# Sample Position Description - Enrolled Nurse Healthy Practices

*APNA has produced a suite of resources to help general practices employ nurses and optimise their role in the general practice setting. Fulfilling these aims will help build Healthy Practices that deliver positive outcomes for their communities through nursing skills and expertise.*

Recent research suggests nurses working in general practice are more likely to experience job satisfaction, and increased workplace retention, if their position description accurately reflects their role<sup>1</sup>.

This resource provides a guide, with examples of content, to help you prepare a position description. The resource is based on the draft Australian Nursing and Midwifery Federation (ANMF) National Standards for Practice for Nurses in General Practice, currently under review<sup>2</sup>. Please complete the template according to the specific needs of your general practice setting.

Further information about how to create a position description is available in **Resource 5 Developing a position description**, which also discusses the Australian standards for safe practice set by the Nursing and Midwifery Board of Australia (NMBA) for registered nurses (RN) and enrolled nurses (EN)<sup>3</sup>.

ENs and RNs come with their own unique experience, education and training, scope of practice and other attributes, which can optimise the care delivered by the general practice team. Practice teams are encouraged to discuss and assess practice priorities to determine the most accurate position description requirements prior to recruitment.

## Considerations for the general practice team

### Registered nurse supervision of enrolled nurse colleagues

National registration standards explain that ENs work as nursing associates of RNs and core to this relationship is the requirement for RNs to supervise and delegate tasks to EN colleagues – whether or not a GP is present. Each nurse remains accountable for their practice<sup>4</sup>.

It is an important responsibility for general practices employing ENs to have sound planning, governance, policies and procedures within the organisation around supervision arrangements for ENs. Considerations for RNs may include:

- Sharing information about supervision with the practice team to optimise patient safety and assist the practice in meeting regulatory requirements and support funding eligibility
- Ensuring appropriate supervisory arrangements are always in place for ENs
- Planning whether supervision required at a particular site or for a particular patient's needs must be direct or indirect<sup>5</sup>
- Planning care in accordance with the EN's individual scope of practice and determining continuing professional development opportunities
- Scheduling opportunities for ENs to consult with their supervising RN when faced with unexpected situations that may require RN advice.

## Endorsed enrolled nurses

General practice teams are encouraged to discuss and consider the role and position description that best matches the needs of the practice prior to employing a nurse. Many ENs are medication endorsed, which enables them to administer medications where state law and organisational policy allows. ENs who are not licenced to administer medications have a relevant notation on their registration<sup>6</sup>.

## Sample Position Description - Enrolled Nurse

### Sample position description for an enrolled nurse in general practice

#### Title:

Enrolled Nurse / General Practice Nurse [Practice name]

#### Employed by:

[Practice name]

#### About:

[Practice name] is a privately owned organisation located in [area/locality] and operating from three sites [location of the sites]. [Practice name] employs, subcontracts and engages with over 90 personnel, including general practitioners, general practice nurses (both RNs and ENs), visiting physicians, allied health professionals, and administration staff.

#### Our vision:

Optimal health and wellbeing for our community.

#### Our mission:

Examples: To improve health by providing comprehensive and sustainable primary health care through leading, engaging and collaborating with our community; providing timely access to the most appropriate primary health care services, including general medical practice services, nursing, and allied health with a multidisciplinary team approach; embracing education and evidence-based practice for the current and future needs of our communities.

#### Organisational values:

Our values are reflected in our endeavour to deliver excellence in primary health care services and our commitment to meet the complex health needs of our practice community through:

- **Health planning:** Research, continuing professional development, education and community consultation to identify local population health needs.
- **Community engagement:** Community consultation to identify health priorities and deliver evidence-based care that is supported by clinical guidelines.
- **Client focused care:** Excellence in patient care with a focus on accessible, adaptable and flexible service delivery working with clients to support their health and wellbeing goals.
- **Cultural safety:** Provide a welcoming and safe environment with integrity, honesty and respect for our diverse client population, while supporting confidentiality, fairness and equity and respect for individual needs.
- **Sustainability:** Lead a safe and environmentally responsible practice with excellence in accreditation standards.

- **Accountability:** Have defined roles and accept responsibility in meeting commitments through good governance and being effective and efficient as an organisation.

#### Position objective:

[Practice name] employs a team of 12 general practice nurses (10 RNs and 2 ENs). The aim of this EN position is to provide support to the nursing team.

The role will be mainly at [campus or site name]. Supervision (direct and indirect, as required) for ENs is provided by RN colleagues in accordance with legislative requirements.

#### Work environment:

The role is part of a busy primary health care team and requires availability to work at any of our three locations. An induction with peer review will be conducted by the clinical nurse manager at one month and 10 weeks of employment.

#### Classification:

EN Level 1 Pay Point 2 (Nurses Modern Award 2010)<sup>7</sup>

#### Classification (pay rate):

An attractive salary above award will be negotiated and will include an agreed education and training package through a planned continuing professional development program. Travel allowance is available in line with the organisation's policies and procedures.

#### Hours of employment:

This is a full-time position, 38 hours per week, Monday to Friday.

#### Term:

Permanent position upon satisfactorily demonstrating knowledge, skills, and attributes that are required to meet role responsibilities and completion of probationary period.

#### Reports to:

Clinical Nursing Manager

#### Key responsibilities:

##### Professional practice:

Maintain awareness of legislation and practice standards pertaining to ENs to ensure compliance with all statutory and regulatory obligations. Determine scope of practice in consultation with RN colleagues within the organisation. Deliver safe, effective care through patient-centred goals under the supervision and as delegated by the RN who is

## Sample Position Description - Enrolled Nurse

allocated to provide supervision. Undertake and be responsible for tasks following specific clinical policies, approved protocols and evidence-based guidelines.

Undertake continuing professional development to support knowledge of principles of primary health care. Advise RNs of unexpected situations that may require changes to systems and procedures. Participate in regular clinical performance appraisals with supervising RN.

### Supervision:

Both direct and indirect supervision is provided by RN colleagues to meet legislative and internal policy requirements<sup>8</sup>. ENs are required to work collaboratively with the general practice team and consult with RN associates in the nursing team to plan effective care within scope of practice and undertake delegated work in keeping with the education, competence and authorisation to perform tasks<sup>9</sup>. Communicate effectively with RN colleagues when faced with situations outside scope of practice.

### Clinical nursing care:

Safely assist with routine pathology collection, administer medications, and provide effective wound care within scope of practice and as delegated by the RN. Assist the RN to implement nursing assessments, reminders and gather data within EN scope of practice. Demonstrate understanding of the organisation's values including respect and dignity, and work with RN colleagues to maintain cultural safety. Provide support and reassurance to patients.

### General practice environment/nursing care systems:

Accurately record data contributing to nursing assessment. Use electronic clinical software, including reminder systems. Support the practice team by demonstrating awareness of general practice funding.

Work within specific workplace health and safety (OHS) guidelines, report concerns, near misses or clinical risks to RN providing supervision. Maintain quality systems in all aspects of care including infection control, cold chain, rotation of sterile stock, safety of hazardous materials and handling/disposal of medical waste, and assist with the accreditation process. Maintain privacy and confidentiality and safe record management within guidelines and assist in maintaining adequate supplies and clinical resources.

### Collaborative practice:

Work as a collaborative member of the multidisciplinary team reflecting the values of the organisation internally and when communicating with external stakeholders. Provide support for the team within scope of practice.

### Assessment criteria:

#### Essential:

Must be an enrolled nurse with Nursing and Midwifery Board of Australia (NMBA) (unencumbered) and hold a current driver's licence. Appointment and ongoing employment is subject to *<insert other requirements here>* (Example: recent primary health care experience and willingness to attend professional development in line with [practice name] policy.)

Other criteria the practice may regard as essential may include a police check, effective communication skills, and experience in the primary health care setting<sup>10</sup>.

Note: There is no single national framework setting out the requirements for obtaining Working with Children Checks or police checks. Each state and territory has its own procedures and it is necessary to fulfil the requirements in the relevant jurisdiction(s). For further information see Child Family Community Australia (CFCA) Resource Sheet, Pre-employment screening: Working With Children Checks and Police Checks, at: [aifs.gov.au/cfca](http://aifs.gov.au/cfca).

### Domain 1 – Professional Practice

- Qualifications recognised by the Nursing and Midwifery Board of Australia (NMBA) and experience in the primary health care sector.
- Demonstrated ability to practice good primary health care principles.
- Commitment to ongoing professional development. It is a requirement to participate in relevant CPD activities pursuant with national registration requirements.
- Demonstrate understanding of the EN/RN supervision requirements and relationships including their willingness to plan regular meetings to discuss best practice within the nursing team.

## Sample Position Description - Enrolled Nurse

### Domain 2 – Nursing Care

- Demonstrated knowledge of evidence-based practice.
- Respect for diversity of the practice population and encourage patients to participate in their care.
- Ability to gather data and assist with nursing assessments, proficient in simple pathology procedures within scope of practice and as delegated by the RN.
- Provide follow-up as delegated by the RN and participate in regular discussions updating supervising RNs.
- Provide effective handover.

### Domain 3 – General Practice Environment

- Recognise the importance of accurate data entry and guidelines for referring care.
- Ability to use decision making support tools to work within scope of practice.
- Understand the use of reminder systems and use current policies and procedures.
- Demonstrated understanding of continuing quality improvement, support accreditation, report clinical risks or near misses to the supervising RN.

### Domain 4 – Collaborative Practice

- Creates and maintains a safe environment for patients and families.
- Demonstrated effective and collaborative communication with the practice team and share relevant clinical information with the supervising RN.
- Demonstrated understanding of privacy and confidentiality.

### Contact details:

For enquiries about the position, please contact [name and position title] Tuesday to Thursday, 10.00 am – 2.00 pm, [phone and email contact details].

### References:

- <sup>1</sup> <https://www.apna.asn.au/profession/apna-workforce-survey/apna-workforce-survey-detail>. 2019.
- <sup>2,4,5,6,10</sup> ANMF National Standards for Practice for Nurses in General Practice. Forthcoming [February 2015].
- <sup>3,8</sup> NMBA. Registration Standards [internet]. [Cited 2015 Mar 20] Available from: <http://www.nursingmidwiferyboard.gov.au/Registration-Standards>.
- <sup>7</sup> AHPRA. Search the registers of practitioners. 2015. [Cited 2015 Mar 20] Available from: [www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx](http://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx)
- <sup>9</sup> ANF. Competency Standards for Nurses in General Practice [internet]. 2005 [cited 2015 Mar 20]. Available from: [anmf.org.au/pages/competency-standards](http://anmf.org.au/pages/competency-standards)

[www.apna.asn.au](http://www.apna.asn.au) [www.healthypractices.apna.asn.au](http://www.healthypractices.apna.asn.au)

Australian Primary Health Care Nurses Association (APNA)  
Level 17/350 Queens Street  
Melbourne 3000

APNA acknowledges and thanks the Australian Primary Health Network for use of this material.

This resource is funded by the Australian Government Department of Health.