



Te Marae Ora (TMO) Ministry of Health
GOVERNMENT OF THE COOK ISLANDS
 PO Box 109, Rarotonga Cook Islands Phone (682) 29664 Fax (682) 29301 www.health.gov.ck

POSITION SUMMARY

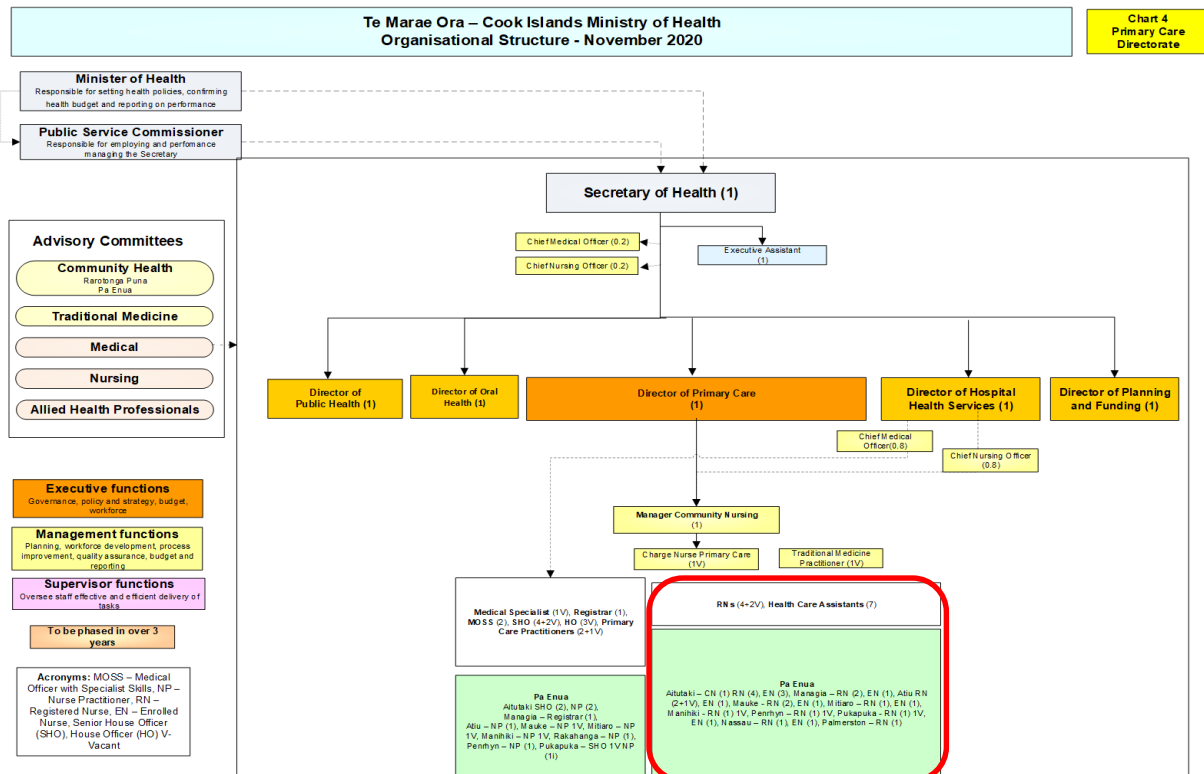
Job Title:	Enrolled Nurse
Division:	Primary Care
Responsible To:	Charge Nurse Primary Care
Responsible For:	Nil staff
Job Purpose:	This role supports quality clinical leadership for each service area with competent clinical practice and patient quality care in primary care settings. At an operational level, this role provides quality clinical nursing services and clinical practice in primary care/community health clinics. This includes assessing and implementing patient care plans and engaging in professional development to maintain clinical competency, performance and professional standards.
Job Classification:	D – T1 Technical Support
Date updated:	November 2020

AGENCY VISION AND VALUES

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.

Values: Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

1	Ensure quality patient care is provided despite shortages of skilled/specialised nurses
2	Contribute to the design and delivery of better clinical nursing care
3	Communicate in patient information/treatment plans in a sensitive/confidential manner
4	Resolve internal conflict and external complaints in a professional and timely manner

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

Financial	Nil
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

Internal	Nature of Contact	External	Nature of Contact
TMO Executive and Managers Clinicians, nurses, allied health, public health Planning and Funding staff	Training, reporting, and planning, patient care (<i>Liaising-Medium</i>) Services, patient care, patient referrals (<i>Liaising-Medium</i>) Information, legal risks, assets, finance, reports (<i>Liaising-Medium</i>)	Health Specialists Health Professional Organisations Patients Community groups	Services, patient care, training (<i>Interact/Serve</i>) Registration, training, review, competencies, practice (<i>Incidental</i>) Service delivery, health promotion, awareness (<i>Interact/Serve</i>)

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> • Certificate of Nursing • Current Annual Practising Certificate • Current Resuscitation and Emergency Care (CORE Advanced Certificate) 	<ul style="list-style-type: none"> • Bachelor of Nursing • Post graduate qualification in Nursing

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years)
<ul style="list-style-type: none"> • Minimum two years' clinical nursing experience or equivalent 	<ul style="list-style-type: none"> • Over two years clinical nursing experience or equivalent

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job

KRAs for this position (maximum of 6) Job Holder is accountable for:	Key Performance Indicators (SMART) Job Holder is successful when:
<p>Strategic and operational excellence</p> <ul style="list-style-type: none"> • Provide technical and clinical advice to the Hospital Nurse Manager to contribute to the delivery of nursing services of excellence • Ensure health information systems are robust to inform quality patient care and practice • Ensure service standards, protocols and guidelines promote quality and best practice • Lead internal auditing, evaluation, and monitoring of nursing services • Maintain professional integrity by delivering services in adherence with Government policies and legislation • Inspire teams to maintain best practice and perform other duties as required 	<ul style="list-style-type: none"> • Quality advice is provided in a timely manner • Robust health information support clinical decisions and practice • Excellent clinical nursing practice • Robust clinical nursing service delivery • Compliance with policies and legislation • Team members are motivated to perform
<p>Quality care</p> <ul style="list-style-type: none"> • Work with clinicians, other nurses and allied health staff to implement patient treatment plans • Select and administer medications as prescribed • Provide specialist nursing care, e.g. palliative, dementia or mental health care for persons in community settings • Ask questions and apply critical thinking to improve nursing practice and services 	<ul style="list-style-type: none"> • Quality patient care is maintained across hospital and community settings • Medication is administered effectively • Quality specialist care provided for persons in community settings • Nursing practice and services are continuously improved
<p>Service delivery</p> <ul style="list-style-type: none"> • Monitor patient referrals across locations and service areas • Manage patient information sensitively and confidentially at all times • Ensure patient medical records are accurate and they receive quality care • Ensure admission and discharge, treatment, medication plans are communicated appropriately to patients/families/next of kin • Inform patient of any approved changes to their treatment plan 	<ul style="list-style-type: none"> • Seamless patient is provided across hospital and community settings • Patient information is managed sensitively and confidentiality • Relevant patient information is available to clinicians and health professionals • Patient care and treatment plans are implemented effectively and patients/families/next of kin are informed • Patients are informed of changes to their treatment plan
<p>Expert</p>	<ul style="list-style-type: none"> • Strategic health policies and legislation • Ability to implement evidence-based plans • Engage and build trust with people, communities and key stakeholders

<p>Chronic disease management</p> <ul style="list-style-type: none"> • Collaborate with nurses in hospital and public health, to meet patient needs and follow up in community • Oversee the development and implementation of chronic care treatment plans and patient support to administer treatment and education on benefits of following treatment plans • Ensure continuity of care is maintained in hospital/community settings 	<ul style="list-style-type: none"> • Seamless chronic disease management across hospital and community settings • Improved compliance to chronic disease treatment plans • Continuity of care is maintained across hospital and community settings
<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and positive team culture • Participate in relevant training and professional development • Contribute to the division's goals with great ideas and excellent performance • Complete performance appraisals and improve performance in timely manner • Keep Charge Nurse informed of work progress 	<ul style="list-style-type: none"> • Public Service and TMO values embraced and support team culture • Training leads to improved performance • Division achieves targets • Performance appraisals support better performance and service provision • Charge Nurse satisfied with work performance
<p>Advanced</p>	<ul style="list-style-type: none"> • Ability to administer health/government legislation e.g. Health Act etc. • Excellent written and spoken Cook Islands Maori and English • Excellent people, interpersonal, communication (written/verbal) skills • Excellent risk communication skills and ability to speak confidently • Analyse situations, apply critical thinking and implement solutions in the provision of health services • Ability to troubleshoot difficulties encountered in patient treatments and implement appropriate solutions • Ability to counsel health system users experiencing emotionally trying health care situations/trauma • Ability to mediate problems between staff to achieve agreeable outcomes • Ability to complete written/verbal reports to a high degree of accuracy • Excellent use of computers, software (Microsoft Office) and health information systems
<p>Working</p>	<ul style="list-style-type: none"> • Ability to articulate TMO's vision and values through service delivery • Keep up to date with evidence and trends in healthcare service delivery • Health system operations and services in hospital or community settings • Ability to lift and move patients, including very heavy people, without causing pain, injury or distress to the patient or self • Ability to keep patient areas clean and tidy
<p>Awareness</p>	<ul style="list-style-type: none"> • National strategic plans and policies and relation to health • Regional and global health, social and economic developments • Role of media and risks of misinformation misleading the public

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date