

## Job Description

### Registered Nurse

### General Ward, Bay of Islands Hospital

<b>Position Title:</b>	Registered Nurse
<b>Organisation Unit:</b>	General Ward
<b>Location:</b>	Bay of Islands Hospital, Te Whatu Ora Te Tai Tokerau
<b>Responsible to:</b>	Clinical Nurse Manager, General Ward, Bay of Islands Hospital, Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>• Utilizes professional knowledge and skill to provide a holistic approach to nursing care that is safe, of the highest quality possible and in accordance with:             <ul style="list-style-type: none"> <li>○ Te Whatu Ora Te Tai Tokerau policies</li> <li>○ Registered Nurse Scope of Practice</li> <li>○ Nursing Practice Standards</li> <li>○ Nursing Council of NZ Registered Nurse competencies</li> <li>○ Nursing Council code of conduct</li> </ul> </li> <li>• Provision of nursing care is in consultation and partnership with the patient/client/family/ whanau, where the rights and needs of all people are acknowledged within the context of Te Tiriti o Waitangi</li> <li>• To maintain and enhance the professional standards of nursing and contribute to further development of nursing within the service.</li> <li>• To participate as an effective member of the wider organisation</li> </ul>

### Functional Relationships

The Registered Nurse will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Clinical Nurse Manager, General Ward</li> <li>• Operations Manager, Bay of Islands Hospital</li> <li>• Consultants and other medical staff</li> <li>• Ward staff and other members of the multidisciplinary team</li> <li>• Other nursing staff of the DHB e.g. Nurse Specialists, Duty Nurse Managers, ward staff of other areas.</li> <li>• Chaplains, Maori Liaison Officer and Clinical support staff</li> <li>• Patients and their families/whanau</li> </ul>	<ul style="list-style-type: none"> <li>• Practice Nurses and General Practitioners</li> <li>• Community Services</li> <li>• Whangarei hospital staff</li> <li>• Aged Residential Care Services</li> <li>• Members of the Public</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Registered Nurse encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Patient Care
- Patients' Rights
- Clinical Skills
- Personal Development
- Communication and Teamwork
- Quality Assurance
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"><li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora Te Tai Tokerau management processes and procedures</li><li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li><li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li><li>• Attend the Te Whatu Ora Te Tai Tokerau Te Tiriti o Waitangi Training</li></ul>

Key Responsibility Area	Expected Outcomes
Patient Care	<ul style="list-style-type: none"> <li>• In conjunction with the multi-disciplinary team utilise the nursing process to deliver individualised nursing care in accordance with professional standards:</li> <li>• Participate in unit activities such as patient allocation, admissions, transfers and discharges.</li> <li>• A comprehensive, multidisciplinary treatment plan is developed and updated which includes assessment, standards of care, risk management, patient and family/whanau expectations, learning needs, medical management requirements and discharge planning.</li> <li>• Assist the patient with the activities of daily living, ensuring basic needs of comfort, nutrition and hygiene are met.</li> <li>• The client and family/whanau are involved in care activities as appropriate, and that care is flexible and individualised. Growth, health and autonomy will be encouraged.</li> <li>• Through observation and assessment, utilising professional initiative, mobilise members of the multi-disciplinary team to met identified patient needs.</li> <li>• Utilises evidence based theory and practice in providing quality care</li> <li>• Comprehensive recording and reporting on results of nursing processes, interview, observation and other sources of data are documented utilising an NDHB approved framework eg SOAP.</li> <li>• Provide skilled nursing care through application of clinical knowledge and theory to nursing practice.</li> <li>• Interacts with patient / client / family / whanau in a way that is non-threatening and establishes a collaborative working relationship</li> <li>• Demonstrates sensitivity and concern and an ability to work without imposing personal values and beliefs</li> <li>• Demonstrates effective verbal and non-verbal communication skills when interacting with practitioners / clients</li> <li>• Recognises barriers that may inhibit communication</li> <li>• Acts as an advocate for patient / client / family / whanau</li> <li>• Care Planning and Discharge Planning</li> <li>• Develops, evaluates and changes care plans as required</li> <li>• Utilizes critical thinking to understand patient data / information and its implications for practice</li> <li>• Findings are documented and reported recognising the need for immediate and ongoing intervention and incorporated in the treatment / discharge plan when appropriate.</li> <li>• Includes patient / client / family / whanau in goal setting / planning care and supports their informed decision-making</li> <li>• Seeks feedback from patient / client to validate the nurse's understanding of their needs</li> <li>• Plans discharge / transfer utilising appropriate resources</li> </ul>

Key Responsibility Area	Expected Outcomes
Patient Care (Continued)	<ul style="list-style-type: none"> <li>• Provide Health Promotion as an Integral Part of Practice</li> <li>• Incorporates principles and concepts of health promotion into care planning</li> <li>• Demonstrates the ability to incorporate principles of Te Tiriti o Waitangi in health promotion / education of patients / client / families / whanau</li> <li>• Clarifies health promotion / education aims / goals for patient / client / family / whanau and plans immediate and ongoing care to meet their needs</li> <li>• Demonstrates knowledge of hospital and community resources and develops a network of support people / resources to meet patient / client learning needs</li> </ul>
Patients' Rights	<ul style="list-style-type: none"> <li>• Ensure the patients legal, privacy and confidentiality rights are known and understood by the client:</li> <li>• Ensure that all concerns, complaints and issues are brought to the attention of the Team Leader/Nurse Manager in a timely and effective manner in accordance with Service policies and procedures.</li> <li>• Ensure the needs and views of the patient and their families are fully represented at the multi-disciplinary team meetings.</li> <li>• Involve the client and whanau/family in the formation of treatment plan and gain consent for treatments as appropriate.</li> </ul>
Clinical Skills	<ul style="list-style-type: none"> <li>• Complies with Nursing Council New Zealand / organisational policies when making decisions regarding delegation and providing direction to EN's / HCA's.</li> <li>• Makes appropriate decisions when assigning care and providing direction to EN's / HCA's, ensuring delegation to EN's / HCA's does not compromise individual scopes of practice as applicable.</li> <li>• Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by EN's / HCA's.</li> <li>• Incorporate the cultural needs of Tangata Whenua and other appropriate groups when delivering nursing care, seeking out appropriate advice on cultural matters.</li> <li>• Identifies and interprets changes in the patient / client's condition and responds appropriately</li> <li>• Competently performs clinical skills specific to area of practice</li> <li>• Records and evaluates information such as observations, judgments and key facts which are significant in facilitating patient / client care</li> <li>• Anticipates and manages changing workloads</li> <li>• Practice in a clinically and professionally safe manner</li> <li>• Applies knowledge of legislative requirements to practice</li> <li>• Engages in ethical reflection and decision-making using practice based experience</li> <li>• Identifies the components of an ethical dilemma and seeks guidance to achieve resolution</li> <li>• Effectively accesses and uses relevant physical resources (eg equipment)</li> <li>• Identifies areas where resources may be used more effectively or efficiently</li> </ul>

Key Responsibility Area	Expected Outcomes
Personal Development	<ul style="list-style-type: none"> <li>• In consultation with the Nurse Manager, knowledge and skills development is ongoing and up-to-date with current trends:</li> <li>• Develop and maintain personal professional practice in accordance with professional standards, best practice, legislative requirements, policies and guidelines.</li> <li>• Ensure competencies are up-to-date and reviewed as required by protocols and policies of Northland District Health Board.</li> <li>• Adopt a collaborative and inclusive approach with junior colleagues and other members of the multidisciplinary team.</li> <li>• Seeks additional knowledge/assistance when presented with unfamiliar situations/patient conditions.</li> <li>• Provide education, guidance and support to junior nurses to practice in the most autonomous and accountable manner given their level of skill and experience.</li> <li>• Participates in the performance appraisal process which will involve the formulation of a personal work development plan, which will be revised annually.</li> <li>• Incorporates the nursing philosophy of the service within own practice</li> <li>• Participates in education sessions / courses relevant to area of clinical practice</li> <li>• Participates in courses relevant to professional development and actively shares new knowledge gained with nursing colleagues</li> <li>• Provides feedback in a constructive manner</li> <li>• Seeks feedback from colleagues on own practice</li> </ul>
Communication and Teamwork	<ul style="list-style-type: none"> <li>• Participates in the development and delivery of culturally / ethically acceptable services.</li> <li>• Participates in the multidisciplinary team by actively fostering harmonious relationships and ensuring the maintenance of effective channels of communication with all relevant persons or groups.</li> <li>• Ensures that student nurses and new staff members are appropriately supported at all times, including participation in a buddy/preceptor system within the unit.</li> <li>• Attend and contribute to team meetings i.e. clinical, de-briefing sessions, inservice education, quality improvement, occupational health and safety, etc.</li> <li>• Demonstrates an ability to work effectively with the multi-disciplinary team and other health care providers</li> <li>• Provides constructive support to members of the multi-disciplinary team</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• Participates in the quality assurance process which leads to the adoption of improved policies / protocols for the Service.</li> <li>• Adhere to the standards that govern nursing practice and Northland District Health Board policies and protocols.</li> </ul>

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> <li>Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>Practicing and observing safe work methods;</li> <li>The use of safety equipment;</li> <li>Reporting unsafe conditions or equipment; and</li> <li>Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Registered Nurse</li> <li>Current Practising Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduate Certificate</li> <li>Current PDRP</li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Recent (within 2 years) clinical experience</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



Essential	Desirable
<ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi and its application to the health setting</li> <li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li> <li>• Health and Safety at Work Act 2015</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li> <li>• New Zealand Council of Healthcare Standards</li> </ul>

### Skills & Personal Attributes

Skills
<ul style="list-style-type: none"> <li>• To have an awareness of current trends in nursing</li> <li>• To have people orientated interests</li> <li>• Demonstrated leadership skills</li> <li>• Computer operation</li> </ul>

Personal Attributes
<ul style="list-style-type: none"> <li>• Ability to work within a multidisciplinary team</li> <li>• Good communication skills</li> <li>• Demonstrated ability to practice in a culturally safe manner</li> </ul>

### Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

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