



# Nelson Marlborough District Health Board

## POSITION DESCRIPTION

**POSITION:** Registered Nurse

**RESPONSIBLE TO:** Charge Nurse Manager

### **Our Vision:**

**NMDHB's vision is to work with the people of our community to promote, encourage and enable their health, wellbeing and independence.**

### **Our Values:**

***Respect* - We care about and will be responsive to the needs of our diverse people, communities and staff.**

***Innovation* - We will provide an environment where people can challenge current processes and generate new ways of working and learning.**

***Teamwork* - We create an environment where teams flourish and connect across the organisation for the best possible outcome.**

***Integrity* - We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.**

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### **PURPOSE OF POSITION:**

To establish and maintain a therapeutic partnership with people and their families/whanau to achieve optimum health and well-being through appropriate assessment, critical analysis of clinical information, clinical reasoning, care planning, intervention, evaluation and education.

RESPONSIBILITIES	EXPECTED OUTCOMES
Professional Responsibility:	<ul style="list-style-type: none"> <li>• Practices nursing in accordance with relevant legislation and upholds clients rights derived from that legislation</li> <li>• Accepts professional responsibility and accountability for all actions and decision making within scope of practice</li> <li>• Identifies any breaches of law that occur in practice and reports these as appropriate</li> <li>• Accesses , understands and utilises relevant policies and procedural guidelines that have implications for nursing practice</li> <li>• Uses professional nursing standards and evidence in all practice</li> <li>• Reflects on own nursing practice to arrive at new insights and/or identify the potential for improvement and change.</li> </ul>
Management of Nursing Care:	<ul style="list-style-type: none"> <li>• Effectively establishes, maintains and terminates therapeutic relationships with people receiving health care.</li> <li>• Advocates for people and their families / whanau in all clinical activities</li> <li>• Provides appropriate health education and information to people and their families / whanau.</li> <li>• Demonstrates accountability for directing and delegating nursing care to others within the clinical environment</li> <li>• Accepts accountability for monitoring and evaluating nursing care provided by other health care groups e.g. Enrolled Nurses and Health Care Assistants</li> <li>• Seeks guidance from senior RNs if unsure about the role and competence of ENs and HCAs when delegating work</li> <li>• Assesses a person's health care needs in an organised and systematic manner.</li> <li>• Utilises relevant research findings to underpin nursing activities.</li> <li>• Upholds a person's rights to make informed choices.</li> <li>• Supports the processes and environments that enhance recovery</li> <li>• Utilises person centered evidence based knowledge in planning care. Administers nursing interventions, treatments and medications within legislated parameters, codes and scope of practice.</li> <li>• Utilises standing orders in accordance with authorised prescription, established policy and guidelines</li> <li>• Ensures accurate and timely documentation and maintains confidentiality of all information</li> <li>• Evaluates responses to nursing interventions with the person, their family / whanau and the health care team</li> <li>• Participates in supporting, developing and teaching</li> </ul>

	colleagues to enhance professional nursing care outcomes.
Workload Organisation:	<ul style="list-style-type: none"> <li>• Uses sound professional judgement to prioritise care</li> <li>• Actualises all people in Trendcare (if applicable within Unit/Ward)</li> <li>• Anticipate work flow each duty and organises resources and Interventions accordingly</li> <li>• Understands emergency procedures, plans and lines of communication</li> <li>• Acts immediately in situations that compromise the safety and well being of people and their families.</li> <li>• Ensures a person's plan of care is implemented.</li> <li>• Identifies a person's need for discharge support and develops a discharge plan including appropriate referrals.</li> </ul>
Inter-professional Care:	<ul style="list-style-type: none"> <li>• Practises collaboratively with other members of the health care team</li> <li>• Utilises a variety of effective communication techniques including appropriate language and context</li> <li>• Provides adequate time for discussion</li> <li>• Restricts discussions related to people receiving care to clinical settings, learning environments and appropriate members of the health care team. Develops effective and supportive interpersonal relationships with peers and other health workers</li> <li>• Actively seeks feedback from internal and external colleagues</li> </ul>
Professional development:	<ul style="list-style-type: none"> <li>• Take responsibility for own professional nursing development</li> <li>• Contribute to the development and recognition of contemporary evidence based nursing practice</li> <li>• Contribute to ongoing quality improvement in nursing practice and service delivery</li> </ul>
General:	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>• Demonstrated compliance with obligations in Appendix 1</li> </ul>

<b>PERSON SPECIFICATION:</b>
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**QUALIFICATIONS:**

- Is a Registered Nurse with a current relevant APC

**KNOWLEDGE:**

- Acknowledges the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand
- Upholds the Treaty of Waitangi/Te Tiriti o Waitangi principles in all nursing practice
- Demonstrates knowledge of the differing health and socio-economic status of Maori and non-Maori in health services
- Upholds the principles of cultural safety in own nursing practice
- Acknowledges and applies the professional Nursing Vision for NMDHB

**SKILLS AND ABILITIES:**

- Demonstrated clinical organisation and time management
- High standard of oral and written communication skills
- Demonstrated ability to make autonomous decisions/adopt leadership role
- Demonstrates ability and self direction in meeting patient and unit needs

**PERSONAL ATTRIBUTES:**

- Demonstrates total commitment to person centred care and Better Sooner More Convenient Health Strategy
- Demonstrates commitment to and inclusion of quality evidence based standards in all care delivery
- Promotes the image and practice of caring, supportive and competent nursing
- Is available to cover rostered shifts and participate in the On Call System as required.
- Practises collaboratively within a team
- Demonstrates excellent interpersonal communication skills, both verbal and written
- Demonstrates commitment to ethical and culturally appropriate professional nursing practice

## **APPENDIX 1**

### **General Responsibilities of an Employee of Nelson Marlborough District Health Board**

#### **1. Professional Responsibilities**

As an employee of Nelson Marlborough District Health Board you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other NMDHB departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Legislation, Regulations and Board Policies**

You are also required to be familiar with and adhere to the provisions of:

- all relevant acts and regulations,
- all Board, hospital and department policies,
- relevant procedure manuals,
- the "Employee Obligations" which accompany the Nelson Marlborough District Health Board's Disciplinary Policy and Procedures.

#### **3. Risk Management**

You are also required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

#### **4. Occupational Health and Safety**

You are also required to:

- Carry out your work in a healthy and safe manner.
- Encourage and assist others to work in the same way.
- Report and rectify any unsafe workplace conditions/practices.
- Complete an accident report for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operate with, support and promote occupational health and safety actions and initiatives in the workplace.
- Read and understand the health and safety manual, any relevant chemical information, and the emergency plan.
- Keep your knowledge of identified hazards up to date.

**5. Security**

You are also required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

**6. Confidentiality**

- Adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Strict confidentiality of patient, applicant and employee's information is maintained at all times.

**7. Quality Improvement**

- Employees should participate in quality improvement processes in their area of work.

**8. Treaty of Waitangi**

- Nelson Marlborough DHB is committed to its obligations under the Treaty of Waitangi.
- As an employee you are required to give effect to the principles of the Treaty of Waitangi, Partnership, Participation and Protection.

**9. Smokefree**

- Nelson Marlborough DHB is a Smokefree Organisation. This applies to all staff and contractors working within NMDHB buildings, grounds and vehicles. Staff are also obliged to comply with the policy and ensure all visitors, patients and others are informed of the policy. It also applies to Nelson Marlborough DHB staff employed on Board's business in the community.

Signed:.....

Date:.....

## APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in job description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in NMDHB
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to enter clinical areas <sup>1</sup> (except IDSS, Mental Health and Drug and Alcohol services) or work in the microbiology laboratory
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include those areas where patients undergo assessment, diagnostic investigation or treatment, such as wards, outpatient clinics, Rural Health Centres, Radiology, the Renal Unit, operating theatres, long-stay hospital-level care facilities, Physiotherapy and other allied health worker areas, Mental Health and Drug and Alcohol inpatient, outpatient, or community services

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery