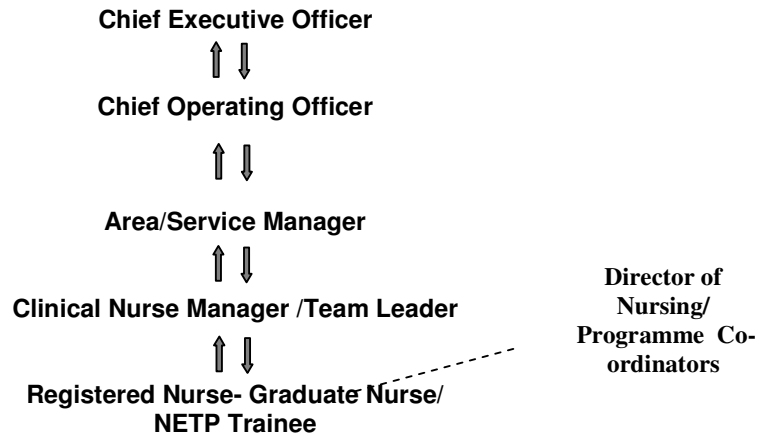


Position Description

Position Title: Graduate Nurse Transition Programmes:
NETP (Nursing Nurse Entry to Practice) Programme Trainees
Graduate Nurses, Mental Health and Addictions Service

Responsible to: Clinical Nurse Manager/Team Leader

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date of signing : _____

Purpose of the Position

- To participate in and fulfil the requirements of the structured NETP Programme or the Mental Health and Addictions Service Programme (Best Programme) for the purpose of building upon education attained to date, through obtaining and developing clinical practice skills and knowledge.
- Demonstrate the definitions of practice for the graduate registered nurse on the Professional Development & Recognition programme, whilst attaining the necessary skills and knowledge to satisfy the requirements for the competent registered nurse.
- Commensurate with orientation, education and experience
 - ⌘ Responsible and accountable for the assessment, planning, delivery and evaluation of safe and appropriate patient centred nursing care
 - ⌘ Contributes to teaching / education, support, service delivery and the provision of services

Nature & Scope of Responsibilities

Professional Practice /Framework for Practice	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • Provides patient/client centred/partnership care including Treaty of Waitangi/Toward Maori Health Gain Framework • Integrates nursing knowledge/theory into practice • Complies with legislation, policies, pathways, procedures and standards 	<ul style="list-style-type: none"> ○ Provides nursing care and treatments that reflect the patients' needs and demonstrates evidence based nursing practice. ○ Approaches for evidence based practice are evaluated and validated for use in practice through appropriate processes and channels ○ Encourages patient autonomy, self determination and management ○ Respects and meets the individual cultural needs of patients ○ Acts as a patient advocate (as appropriate)

Management of Nursing Care	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Nursing Practice involves communication and collaboration with the client and other health professionals. A problem solving approach and the following specific areas: 	<ul style="list-style-type: none"> ○ Establishes and fosters communication with : <ul style="list-style-type: none"> ⌘ Patient /caregivers / family / whanau ⌘ Health team members ○ Completes assessment and/or admission requirements with patients / family / whanau / caregivers or authorised representative ○ Safe and effective planning, of care occurs in partnership with the patient / family / whanau ○ Appropriately adapts and modifies patient care based on observation / evaluation(s) / outcomes and information

Management of Nursing Care	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Medication Management ○ Client Education ○ Workload/Resource Management ○ Multidisciplinary Team 	<ul style="list-style-type: none"> ○ Clinical record documentation : <ul style="list-style-type: none"> ☞ All required organisational documentation is completed ☞ Standards are met ☞ Complies with legislated requirements ☞ Completes other records / reports as required ○ Administer and monitor prescribed medications according to policies, protocols and procedures ○ Education involves appropriate and timely sharing of information and knowledge with the patient/caregivers/family/whanau or authorised representative ○ Safe and effective discharge or transfer of patients occurs involving the multidisciplinary team as required ○ Appropriate discharge or transfer: <ul style="list-style-type: none"> ☞ Information is given ☞ Arrangements are made with other agencies / resources as appropriate ○ In collaboration with resource persons plans and manages daily workload ○ Resources are used effectively and efficiently ○ Achieves effective communication with clients, colleagues, allied health agencies and personnel ○ Able to respond appropriately in an emergency and to unexpected events ○ Nursing care enhances multidisciplinary team service delivery

Professional Practice/ Development and Performance	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Education development and training of others 	<ul style="list-style-type: none"> ○ Participates in the assessment of learning needs as appropriate (colleagues and patients) ○ Supports colleagues with service delivery / nursing ○ Educational resources are utilised ○ Participates on groups / committees as appropriate ○ Clarifies the scope of practice of other staff groups and assumes responsibilities with delegation and supervision

Professional Practice/ Development and Performance	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development ○ The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> ○ Participates in the Waikato DHB's Professional Development and Recognition Programme ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review 6-monthly ○ That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe.

Health & Safety	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB policies 	<ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, isolated or minimised ○ Comply with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training up to date

Risk Minimisation	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to risk minimisation activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's risk minimisation activities by: <ul style="list-style-type: none"> ☞ Identifying risks ☞ Notifying the manager of these ☞ Participating in the service's risk minimisation activities ☞ Complying with legislation and Waikato DHB policies, procedures, protocols and guidelines ☞ Participating in audits in audits

Continuous Quality Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous Quality Improvement activities within the service 	<ul style="list-style-type: none"> ○ Contributes to the service's Continuous Quality Improvement by : <ul style="list-style-type: none"> ☞ Identifying improvement opportunities ☞ Notifying the manager of these ☞ Participating in the service's quality improvement activities ☞ Providing good customer service ☞ Complying with standards ☞ Being responsive to customer requests or complaints ☞ Working to improve quality of service and customer satisfaction

Team Member	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Individual responsibilities actions and contributions enhance the success of the area/service/team and division ○ Tiriti o Waitangi (Treaty of Waitangi) ○ Equal Employment Opportunities (EEO) 	<ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness and sensitivity ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity ○ Contributes to the service, division and organisation ○ Work practices demonstrate and are consistent with The Toward Māori Health Gain Organisational Framework: <ul style="list-style-type: none"> ☞ Partnership and shared decision making with Māori ☞ Participation and consultation with Māori ☞ Protection of Māori needs, values and beliefs ○ Demonstrates and understanding in health of barriers and disparities that affect Maori ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices

Personal & Professional Development	
Accountabilities	Performance Measures
<ul style="list-style-type: none"> The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position 	<ul style="list-style-type: none"> That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe.

Relationships

- Internal :**
- Allied Health Staff
 - Medical Staff
 - Nursing Staff
 - Clerical Staff
- External :**
- Primary Health Care Providers
 - Patients, family, caregivers, friends etc

Person Specifications

Credentials

- Essential :**
- Registered Nurse
 - Bachelor of Nursing

Training and Experience

- Essential :**
- Enters NETP Programme within 6 12 months from the date of Registration, and have not practised as a registered nurse for longer than six months before starting the NETP Programme.
 - Any nurse new to the area of Mental Health (less than six months experience) must undertake the Best Programme

Competencies

- Essential :**
- Ability to work in a team environment
 - Ability to work toward independent practice
 - Ability to work under pressure
 - Appreciate the objectives of the organisation in establishing this unit
 - Ability to cope with a wide range of personalities
 - Possesses problem solving skills
 - Possesses effective communication skills
 - Ability to learn effective time management and prioritisation skills
 - Present a professional appearance

Physical Requirements

- The following denote the key physical requirements for the job
 - ☞ Standing
 - ☞ Walking
 - ☞ Sitting
 - ☞ Stairs
 - ☞ Simple Grasping
 - ☞ Fine Manipulation
 - ☞ Operating Machinery / Equipment
 - ☞ Lifting / overhead reaching
 - ☞ Carrying
 - ☞ Pushing / Pulling
 - ☞ Twisting
 - ☞ Climbing / Balancing
 - ☞ Crouching / Squatting
 - ☞ Manual handling of people
 - ☞ Other reaching
 - ☞ Frequent hand washing

Scope of Practice

- The scope of practice for Registered Nurses is defined by the Health Practitioners Competence Assurance Act 2003
- Nursing Council scope of practice for a Registered Nurse:

Registered Nurses utilise nursing knowledge and complex nursing judgement to assess health needs and provide care, and to advise and support people to manage their health. They practise independently and in collaboration with other health professionals, perform general nursing functions and delegate to and direct enrolled nurses and nurse assistants. They provide comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care, and provide nursing interventions that require substantial scientific and professional knowledge and skills. This occurs in a range of settings in partnership with individuals, families, whanau and communities. Registered Nurses may practise in a variety of clinical contexts depending on their educational preparation and practice experience. Registered Nurses may also use this expertise to manage, teach, evaluate and research nursing practice. There will be conditions placed on the scope of practice of some Registered Nurses limiting them to a specific area of practice according to their qualifications or experience.

- Conditions of practice (refer APC)
- Attach photocopy of current APC to the position description

Internal level of practice

- The definition of practice for a Graduate Registered Nurse on the Waikato DHB Professional Development and Recognition Pathway includes the following features:
 - ⌘ Provides nursing care for the patient using knowledge and skills gained from an undergraduate programme
 - ⌘ Develops relationships with patients to implement the Treaty of Waitangi, and ensures cultural safety in the practice setting.
 - ⌘ Requires as high level of guidance and coaching
 - ⌘ Is consolidating knowledge and developing clinical skills
 - ⌘ Is applying theory to practice
 - ⌘ Is aware of emergency procedures

- The above definition of practice provides a generic expectation of the level of practice/competencies applicable to your registered nurse position. These are further identified and documented for your specific service area/practice setting by the Clinical Nurse Manager, Team Leader, NETP Co-ordinator, Nurse Co-ordinator Graduate Programme, Mental Health and Addictions Service, Clinical Nurse Educator, or Clinical Resource Nurse:
 - ⌘ Within the Graduate Nurse Transition Programmes Policy
 - ⌘ Within orientation plans
 - ⌘ By service protocols, procedures or guidelines

- Clinical privileges
 - ⌘ IV Certification with in 3 months of beginning the NETP Programme.
 - ⌘ Advanced IV, if deemed appropriate by Clinical Nurse Educator