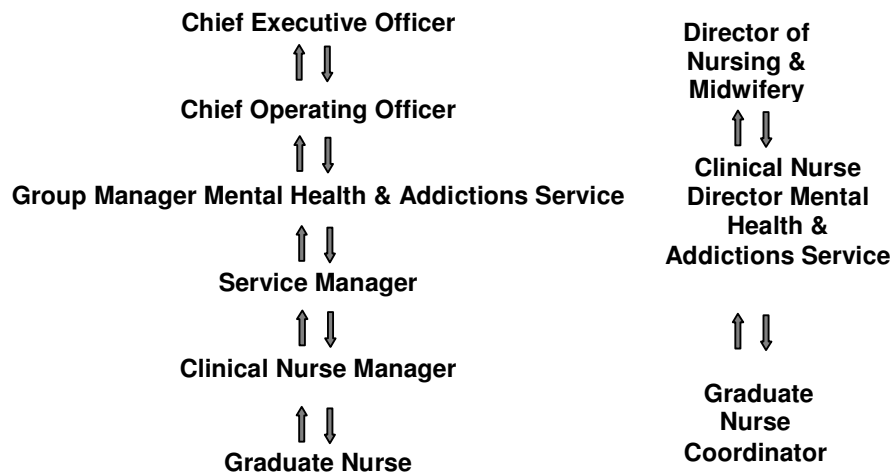




Position Description

Position Title: Graduate Nurse
Responsible to: Clinical Nurse Manager

Place in Organisation



Position Holder's Name : _____

Delegated Authority : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date of Signing : _____

Purpose of the Position

- To participate in the structured Graduate Nurse 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 from 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 ○ Clinical record documentation: <ul style="list-style-type: none"> ↳ All required organisational documentation is completed

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"> ☞ 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 ○ Assumes responsibility for personal and professional / work education and development 	<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 ○ Participates in the Waikato DHB's Professional Development and Recognition Programme ○ Maintains and/or extends knowledge and skill

Professional Practice / Development and Performance	
<i>Accountabilities</i>	<i>Performance Measures</i>
<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 	<p>base required for effective performance</p> <ul style="list-style-type: none"> ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review six monthly ○ That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe.

Health & Safety <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ All managers are responsible for: <ul style="list-style-type: none"> ☞ Hazard management within their service ☞ Communicating to staff through orientation, meetings, training, policy and documentation usage, their role with hazard management in the work place ○ 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"> ○ Provides and maintains a safe environment for all people within your ward/department/service ○ Leads emergency management strategies and practices within your area. ○ Leads hazard management, investigation, corrective and preventative action for all work related incidents accidents and near misses. ○ Involves all staff and relevant representatives in hazard management. ○ Provides feedback to staff health and safety representatives regarding performance with hazard management. ○ Ensures that health and safety objectives are included in all planning and plans. ○ Ensures appropriate orientation and ongoing training is provided for all employees. ○ Ensures health and safety is included in all performance reviews. ○ Ensures staff are complying with health and safety policies/monitoring programmes. ○ 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 ○ Complies with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and

Health & Safety <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
	training completed.

Risk Minimisation <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To implement an effective risk management programme within the service in accordance with the Waikato DHB Risk Management Framework. 	<ul style="list-style-type: none"> ○ Implements a risk management programme within the service, using the organisation's risk management processes, by: <ul style="list-style-type: none"> ☞ Systematically identifying and prioritising the risks to patients, staff and Waikato DHB, involving clinical and non-clinical staff and managers in this process as appropriate. ☞ Ensuring as appropriate shared clinical/manager decision-making regarding risk management ☞ Developing, documenting, implementing and reporting on risk minimisation strategies which address the risks identified within the service, and which support the minimisation of the organisation's highest priority risks ☞ Monitoring the effectiveness of risk management strategies, and reporting on these to your Manager ☞ Supporting provision of safe, evidence-based practice e.g. through development and use of relevant protocols and guidelines ☞ Developing and implementing an audit programme which effectively monitors the delivery of best practice safety of the service ☞ Creating a work environment which supports staff to report incidents, and to notify and minimise risks ☞ Managing incidents in accordance with the Waikato DHB Incident / Accident / Near Miss Notification and Management Policy. ☞ Informing staff of actions taken to address risks they have raised, or your / the organisation's decision to take no further action. ☞ Providing timely notification to your manager of new risks, and serious events, as they arise. ☞ Regularly reviewing current risks to ensure they remain at acceptable levels. ☞ Complying with legislation and Waikato DHB policies, procedures, protocols and

Risk Minimisation <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
	guidelines. ☞ Participating in audits as required.

Continuous Quality Improvement <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To implement an effective Continuous Quality Improvement programme within the service in accordance with the organisation's Quality Framework 	<ul style="list-style-type: none"> ○ Implements a Continuous Quality Improvement programme within the service in accordance with the organisation's Quality Framework, by: <ul style="list-style-type: none"> ☞ Identifying improvement opportunities by involving staff and using relevant information ☞ Developing and documenting the service's quality plan , ensuring that Waikato DHB's quality improvement priorities are addressed ☞ Creating an environment which supports staff to provide good customer service ☞ Providing staff training and support to implement the service's quality goals ☞ Meeting required standards, e.g. accreditation standards, Health and Disability Sector Standards ☞ Monitoring the achievement of the service's quality plan, and reporting on this achievement to your manager ☞ Ensuring all staff participate in quality improvement activities and use appropriate quality tools and techniques. ☞ Take actions to improve customer satisfaction. ☞ Resolve customer complaints in a timely and effective manner, in accordance with the Waikato DHB Compliments and Complaints Policy.

Team Member <i>(compulsory content – cannot be altered)</i>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Provides leadership within the service 	<ul style="list-style-type: none"> ○ Creates an environment that: <ul style="list-style-type: none"> ☞ Encourages individual actions and contributions ☞ Values individual effort, innovation and creativity ☞ Enhances the success of the area/service/team and division

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 or equivalent with a sound academic record

Training and Experience

- Essential :**
- Enters Graduate Nurse Programme within 6 months from the date of Registration

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
 - Possess problem solving skills
 - Possesses effective communication skills
 - Ability to learn effective time management and prioritisation skills
 - Present a professional appearance
- **The following denote the key physical requirements for the job**
- ⌘ Standing
 - ⌘ Walking
 - ⌘ Sitting
 - ⌘ Stairs
 - ⌘ Simple Grasping (handling, seizing, holding, grasping)
 - ⌘ Fine Manipulation (e.g. keyboarding, cutting, using fingers)
 - ⌘ Operating Machinery/Equipment
 - ⌘ Lifting/bending (floor to bench to floor)
 - ⌘ Lifting /overhead reaching (bench to overhead to bench)

- ⌘ Carrying
- ⌘ Pushing/Pulling
- ⌘ Twisting
- ⌘ Climbing/Balancing
- ⌘ Crouching/Squatting
- ⌘ Manual handling of people
- ⌘ Other Reaching (e.g. reaching across)
- ⌘ Crawling
- ⌘ 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 judgments 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/Clinical Privileges

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 a 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, Graduate Nurse Coordinator, Nurse Educator or Clinical Resource Nurse:

- ↳ Within the Graduate Nurse Policy and Programme
 - ↳ Within orientation plans
 - ↳ By service protocols, procedures or guidelines
- Clinical privileges
 - ↳ IV Certification within 3 months of beginning the Graduate Nurse Programme
 - ↳ Advanced IV, if deemed appropriate by the Nurse Educator in second rotation