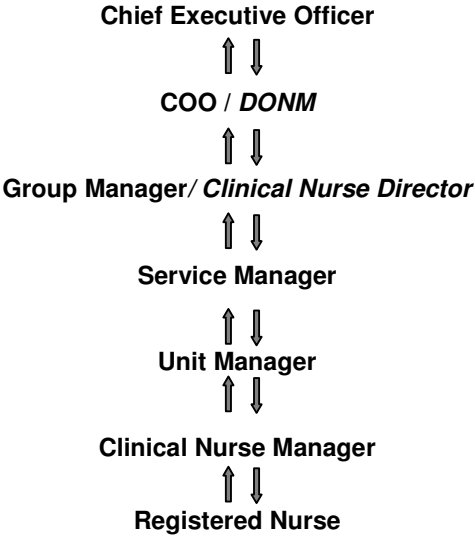


Position Description

Position Title: Registered Nurse
Responsible to: Clinical Nurse Manager
Date Prepared: June 2008

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : _____

Manager's Signature : _____

Date of Signature : _____

Purpose of the Position

- 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. Uses the principles of the Treaty of Waitangi, and processes that support the Toward Maori Health Gain - Organisational Framework ○ Integrates nursing knowledge/theory into practice ○ Complies with legislation, policies, pathways procedures and standards 	<ul style="list-style-type: none"> ○ Models partnership and respecting and meeting the individual cultural needs of patients ○ Encourages patient autonomy, self-determination and management ○ Approaches for evidence based practice are evaluated, and validated for use in practice through appropriate processes and channels ○ Clarifies the scope of practice of health practitioners, the responsibilities of others, and assumes responsibilities with delegation and supervision ○ Provides nursing care and treatments that reflects the patients' needs and demonstrates evidence based nursing practice and compliance with legislation and standards ○ Acts as a patient advocate (as appropriate)

Management of NursingCare

<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 ↳ Standards are met ↳ Complies with legislated requirements ↳ Completes other records / reports as required

Management of NursingCare	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ Medication Management 	<ul style="list-style-type: none"> ○ Administer and monitor prescribed medications according to policies, protocols and procedures
<ul style="list-style-type: none"> ○ Client and Health Education ○ Workload/Resource Management/ Prioritisation ○ Multidisciplinary Team 	<ul style="list-style-type: none"> ○ 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 ○ Inputs as appropriate with management and co-ordination of : <ul style="list-style-type: none"> ↳ Allocating work ↳ Delegating ↳ Management of shift, area and wider service(s) ↳ Working to contract ○ Resources are used effectively and efficiently ○ Initiates actions to manage communication issues/ conflict ○ 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 	<ul style="list-style-type: none"> ○ Participates in the assessment of learning needs as appropriate (colleagues and patients) ○ Assists colleagues to acquire nursing knowledge and skills ○ Supports colleagues with service delivery / nursing ○ Educational resources are utilised and resources developed as necessary, as agreed with the Clinical Nurse Manager ○ Participates on groups / committees as appropriate ○ Participates in the Waikato DHB's Professional Development and Recognition

Professional Practice /Development and Performance	
<i>Accountabilities</i>	<i>Performance Measures</i>
development	Programme <ul style="list-style-type: none"> ○ 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 annually.

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, minimised or isolated ○ 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 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 Waikato DHB policies, procedures, protocols and guidelines ↳ Participating in audits

Continuous Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> ○ To actively contribute to Continuous 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

Continuous Improvement	
<i>Accountabilities</i>	<i>Performance Measures</i>
	<ul style="list-style-type: none"> ↳ 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) ○ 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"> ○ 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 ○ That all other additional duties are performed in an efficient manner, to the required time and within a negotiated timeframe.

Problem Complexity

- Problems will vary dependent on the numerous clinical situations the staff nurse encounters and the complexity of patient care.
- Works in partnership with colleagues, medical and allied health staff to ensure best outcomes for the patients.
- The staff nurse is responsible to the Clinical Nurse Manager for the standard of care delivered, management of resources and issues relating to professional practice.

- Will be expected to deal with unexpected and emergency situations, taking a co-ordinating / leading role

Scope for Action

- The Registered Nurse is accountable for the day-to-day delivery of care and management of own workload.
- Issues and problems outside the scope of practice, and knowledge and skills of the staff nurse should be referred to a more senior nurse, or the Clinical Nurse Manager.
- Though individual accountability is paramount, the staff nurse is also expected to function within a multidisciplinary team.
- Service and staff performance issues must be referred to the Clinical Nurse Manager,.
- The Registered Nurse has no authority for budget expenditure.

Relationships

- Internal :**
- Clients / Family / Whanau / Caregivers
 - Nursing staff
 - Multidisciplinary team
 - Director of Nursing/ Midwifery/ Clinical Nurse Director
 - Depts/ Services
- External :**
- Community Agencies
 - General Practitioners
 - Other health providers
 - Tertiary education providers

Person Specifications

Credentials

- Essential :**
- New Zealand Registered Nurse
 - Current practising certificate
 - Attained or meets criteria to attain (**denote level**) on the Waikato DHB Professional Development and Recognition Programme
 - Current NZ driver's licence (essential for some roles)

- Desirable :**
- Diploma in Nursing or ADN
 - Bachelor of Nursing
 - Post Graduate Studies (certificate, diploma, masters) or work towards same

Training and Experience

- Essential :**
- Minimum of 6-12 months post-graduate experience

Competencies

Essential :

- Competencies to practice as a R.N.
- Assessment skills, and ability to reflect assessment in planning of care
- Ability to observe and apply analytical skills
- Demonstrated ability to work within a team, and supportive of team members
- Effective communication skills
- Demonstrated ability in written and oral communications
- Sensitivity to cultural / ethnic customs, beliefs and values
- Understanding of the principles of the Treaty of Waitangi
- Knowledge of adult teaching and learning
- Knowledge of continuous quality improvement outcomes
- Ability to develop own performance measures
- Commitment to excellence of practice
- Takes responsibility for own actions
- Time management skills Ability to prioritise
- Able to problem solve
- Ability to manage stress / care for self
- Professional demeanour
- Initiative and ability to be flexible

Physical Activities / Work Functions

- The following denote the key requirements for the job. Medium / heavy physical demand required.
- ☞ Standing } - will be constant to carry out the requirements for the role.
- ☞ Walking }
- ☞ Sitting - will occur when communicating or providing personal support.
- ☞ Stairs
- ☞ Simple Grasping / Fine Manipulation - of office, medical and nursing equipment.
- ☞ Operating Machinery / Equipment – use of office, medical and nursing equipment.
- ☞ Lifting / overhead reaching }
- ☞ Carrying } will occur to carry out the Requirements for the Role.
- ☞ Pushing / Pulling }
- ☞ Twisting – of the body and neck is not usually necessary but may occur with some tasks.
- ☞ Climbing / Balancing
- ☞ Crouching / Squatting / Bending - is likely to occur occasionally when required to lift items.
- ☞ Manual handling of people
- ☞ Other reaching – stretching and reaching across are frequent
- ☞ Contact with skin irritants and water is likely.

- Mental activities require listening, communication, nursing care and skills, and time management.

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/ Clinical Privileges

- **Attach/ include the clinical privileges / level of practice authorised by Waikato DHB.** The level of practice is denoted by the Professional Development & Recognition Programme