

## **POSITION DESCRIPTION**

April 2015

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury & West Coast District Health Boards are committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and wellbeing of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
  - Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

**REGISTERED NURSE**

### **REPORTS TO (Title):**

**Charge Nurse Manager, Clinical Nurse Manager, Service Managers**

### **ACCOUNTABLE TO:**

**Director of Nursing**

### **SCOPE OF PRACTICE**

The Registered Nurse (RN) will utilise nursing knowledge and complex nursing judgement to assess health needs and provide care, and to advise and support people to manage their health. The RN practises independently and in collaboration with other health professionals, performs general nursing functions and delegates to and directs Enrolled Nurses, Health Care Assistants and others. The RN also provides comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care, and provide nursing interventions that require substantial scientific, technology and professional knowledge and skills and decision making. This occurs in a range of settings in partnership with individuals, families, whanau and communities. The RN may practise in a variety of clinical contexts depending on the nurse's educational preparation and practice experience. The RN also uses this expertise to manage, teach evaluate and research nursing practice.

RNs are accountable for ensuring all health services they provide are consistent with their education and assessed competence, meet the legislative requirements and are supported by appropriate standards. There will be conditions placed in the scope of practice of some RNs according to qualifications and experience limiting them to specific areas of practice.

## **FUNCTIONAL RELATIONSHIPS:**

### **INTERNALLY:**

Director of Nursing (or division equivalent), Nursing Director (or division equivalent)  
Charge Nurse Manager, Service Manager  
Clinical Nurse Educator  
Clinical Nurse Specialist  
Duty Nurse Managers  
Members of interdisciplinary team and other health professionals within ward/department.

### **EXTERNALLY:**

Other Health Care Providers

### **SUPERVISES:**

Enrolled Nurses, RNs, Nursing students, Hospital Aides and other auxiliary staff, as appropriate

## **KEY PERFORMANCE OBJECTIVES:**

Task	<b>To demonstrate professional responsibility, complying with DHB vision, purpose, values, policies and procedures.</b>
Expected Result	<ul style="list-style-type: none"><li>• Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements</li><li>• Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice</li><li>• Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others, and utilises more experienced RNs to assist with problem solving and setting priorities</li><li>• Promotes an environment that enables patient safety, independence, quality of life and health</li><li>• Practices nursing in a manner that the patient determines as being culturally safe</li><li>• Reads and adheres to DHB vision, values, policies and procedures</li><li>• Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing</li></ul>
Task	<b>To demonstrate professional accountability in the management of nursing care embodying the Code of Health &amp; Disability Services Consumers Rights.</b>
Expected Result	<ul style="list-style-type: none"><li>• Provides planned nursing care to achieve identified outcomes</li><li>• Undertakes a comprehensive and accurate nursing assessment of patients in a variety of settings</li><li>• Ensures documentation is accurate and maintains confidentiality of information</li></ul>

- Ensures the patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options
- Acts appropriately to protect oneself and others when faced with unexpected patient responses, confrontation, personal threat or other crisis situations
- Evaluates patient's progress toward expected outcomes in partnership with patients
- Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience
- Recognises early and subtle changes in the patient's health status and/or circumstances and intervene appropriately
- Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary
- Provides health education appropriate to the needs of the patient within a nursing framework
- Teaches patients and family groups effectively by assessing learning readiness; providing teaching; evaluating knowledge and lifestyle changes and maximising opportunities for patient learning and independence
- Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care
- Maintains professional development
- Continues to advance clinical knowledge and skills through self-learning, ward teachings, in-service education and external programmes as approved by his/her line manager
- Participates in teaching others, including students of nursing

Task

Expected Result

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| <p><b>To demonstrate effective interpersonal relationship skills</b></p> <ul style="list-style-type: none"> <li>• Establishes, maintains and concludes therapeutic interpersonal relationships with patient</li> <li>• Practises nursing in a negotiated partnership with the patient where and when possible</li> <li>• Communicates effectively with patients and members of the health care team</li> <li>• Maintains privacy and confidentiality at all times.</li> </ul> |
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Task	<b>To participate in inter-professional health care and quality improvement</b>
Expected Result	<ul style="list-style-type: none"> <li>• Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care</li> <li>• Recognises and values the roles and skills of all members of the health care team in the delivery of care</li> <li>• Initiates referrals to other members of the health care team in a timely manner</li> <li>• Consistently participates and where appropriate co-ordinates multi-disciplinary team meetings and family conferences, representing the nursing perspective of patient needs, and enacting outcomes appropriately</li> <li>• Participates in activities which monitor/audit delivery of quality patient care e.g. certification processes, and current or retrospective nursing audits</li> <li>• May be the ward/department representative on professional nursing and/or other committees</li> <li>• Shares specialist knowledge and networks with nursing colleagues within and external to DHB</li> <li>• When required, assists in formulating and reviewing nursing standards, procedures and guidelines</li> <li>• Develops and/or participates in activities which monitor and audit nursing practice and quality patient health outcomes</li> </ul>

Task	<b>To contribute to the administration of the workplace, working effectively within the nursing team and acting as a professional role model.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Contributes to the smooth running of the ward/unit through participation in administrative tasks, which support patient care activities</li> <li>• Provides leadership within the unit and co-ordinates patient care as required</li> <li>• Assists the Charge Nurse Manager/Nursing Line Manager through performance reviews of junior nursing staff as directed</li> <li>• Assists the Charge Nurse Manager/Nursing Line Manager with recruitment of nursing staff to the area as directed</li> <li>• Demonstrates awareness of factors, which impact on patient care in her/his clinical setting, e.g. relationships with other providers</li> <li>• Prioritises own workload to enable support, assistance and supervision for other nurses when necessary</li> <li>• Uses stock in a cost-effective manner within budget constraints</li> </ul>

- Participates in ward meetings and ward decision making
- Use appropriate channels of communication
- Acts as a preceptor in the orientation of new staff and nursing students
- Teaches nurses, nursing students and other staff clinical procedures following DHB Policy and Procedure, in conjunction with more experienced RNs and the Clinical Nurse Educator or Clinical Nurse Specialist
- Assists in compiling resource material for educational purposes at unit, cluster and organisational level
- Makes case study presentations to his/her peers at unit and cluster level
- Participates in in-service education and post-registration education as approved/requested by the nursing line manager
- Acts as a resource for area specific responsibilities e.g. CPR Instructor, IV Assessor or other area of designated responsibility or expertise
- Has a knowledge of ethical principles and assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary

Task

**To participate in the annual performance review process in conjunction with the Charge Nurse Manager (or nominated appraiser).**

Expected Result

- Prepares for and participates in her/his annual performance review
- Identifies and documents professional goals in conjunction with her/his line manager
- Maintains a professional nursing portfolio
- Presents annual practising certificate in a timely manner

Task	<b>To implement emergency procedures and maintain a safe and secure environment by following relevant District Health Board policies, protocols and standards.</b>
Expected Result	<p>This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Demonstrates competence in emergency procedures, e.g. fire, and CPR</li> <li>• Promptly initiates first aid/emergency actions and summons emergency response personnel and provides further emergency assistance</li> <li>• Completes Fire, IV and CPR training and updates regularly as required by DHB's policies and procedures</li> <li>• Identifies, takes appropriate action and promptly reports clinical, Occupational Safety &amp; Health and security incidents</li> <li>• Assists in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment</li> <li>• Maintains standards for safety, hygiene and medico-legal requirements</li> </ul>

#### **LIMITATIONS OF AUTHORITY:**

Matters which must be referred to the Director of Nursing/Nursing Director/Charge Nurse Manager (or division equivalent):

- Security breaches and quality standard failures.
- Any matters which are not clearly identified or do not comply with the DHB's adopted policies or procedures.

#### **PERSON SPECIFICATION GUIDE:**

##### **The person must:**

- Demonstrate professional accountability within scope of practice
- Have a commitment to ongoing development of nursing skills and in-service education.
- Have appropriate communication skills.
- Have the ability to work as part of a team.
- Adhere to the DHB's policies and procedures.

### **HEALTH & SAFETY:**

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies.

This will be achieved by ensuring:

- Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
- Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
- A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
- All employees are provided with information about the hazards and controls that they will encounter at work.
- Regular workplace audits are carried out.
- All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
- All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
- All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
- Support and participation occurs in employee's rehabilitation for an early and durable return to work following injury or illness.

### **QUALITY:**

Every staff member within the DHB, is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

### **QUALIFICATIONS & EXPERIENCE:**

Essential

- Be registered with the Nursing Council of New Zealand as a Registered Nurse
- Have completed a graduate nurse programme or return to nursing programme (other recognition of entry to practice experience must be approved by the Director of Nursing (or division equivalent))
- Hold a current Nursing Council of New Zealand annual practising certificate

**PERSONAL ATTRIBUTES:**

Mandatory

**Key Behaviours:**

- Ability to 'work together' in a collaborative manner
- Ability to 'work smarter' by being innovative and proactive
- Accepts responsibility for actions
- Is prepared to undertake other duties as reasonably requested by Nurse Manager

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.