

## **POSITION DESCRIPTION**

# **Canterbury**

## District Health Board

Te Poari Hauora o Waitaha

November 2019

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 District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **POSITION TITLE:**

Registered Nurse - Neonatal Service

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

Neonatal Nurse Manager, Neonatal Service

### **REPORTS ON A DAILY BASIS TO:**

Associate Clinical Nurse Manager on duty

### **PRINCIPAL OBJECTIVES**

To provide a high level of clinical care for neonates within the neonatal service and their families.

### **FUNCTIONAL RELATIONSHIPS:**

#### **INTERNALLY:**

1	Clinical Director
2	Clinical Nurse Educator,/Clinical Nurse Specialist Neonatal Service
3	Neonatal outreach Nurses
4	Discharge Facilitator
5	Associate clinical Nurse Managers, Neonatal Service
5	Medical staff and Neonatal Nurse specialists (Advanced)
7	Allied health staff(Dietitian, Physiotherapist, SLT, radiologists)
8	Pharmacist, WCHD
9	Hospitals, Wards WCHD
10	Hospital and Milk Room Aids
11	Infection Control Practitioner
12	Quality team
13	Human resources

#### **EXTERNALLY:**

1	Independent Midwives
2	CWH Team Care core and Community Midwives
3	Plunket Nurses
4	Early Intervention providers
5	District Nurses
6	Relatives and significant others

**KEY PERFORMANCE OBJECTIVES:**

Task	<b>Provision of direct patient care</b>
Expected Result	<ul style="list-style-type: none"><li>• Provides level of care consistent with skill level</li><li>• Nursing actions positively influence patient outcomes</li><li>• Is an advocate for the neonate and family</li><li>• Identifies skill level deficits</li><li>• Maintains professional relationships with mother and family</li><li>• Contributes to unit patient rounds</li><li>• Documentation of infant care is clear, relevant and meets CDHB requirements</li><li>• Documents incidents when relevant</li></ul>
Task	<b>Participates in staff development programmes in the NICU</b>
Expected Result	<ul style="list-style-type: none"><li>• Actively participates in unit teaching programme</li><li>• Assists and supports new staff through preceptorship programme</li><li>• Use of theoretical knowledge base to provide high level of clinical care</li><li>• Accepts responsibility for teaching other staff commensurate with skill level</li><li>• Participates in Nursing Research and Quality Assurance initiatives</li><li>• Undertakes education presentations</li><li>• Attends regular staff education sessions</li></ul>
Task	<b>Acts as resource person and facilitator for families of neonates</b>
Expected Result	<ul style="list-style-type: none"><li>• All parents oriented to unit environment</li><li>• Together with the Discharge facilitator, discharge planning and parent teaching plans are implemented</li><li>• Promotes breastfeeding</li><li>• Parents informed of neonate's current health status in a timely manner</li></ul>

Task	<b>Participates in the maintenance of standards of professional nursing practice</b>
Expected Result	<ul style="list-style-type: none"> <li>• Adopts professional stance</li> <li>• Confidentiality maintained</li> <li>• Unit protocols and standards adhered to</li> <li>• Participates in unit Quality Assurance programme</li> <li>• All legal requirements met</li> <li>• Participates at regular unit meetings (nursing and multidisciplinary )</li> <li>• Care is in accordance with New Zealand Nursing Council Code of Conduct for Nurses , Competencies for the Registered Nurse Scope of Practice and/or Canterbury District Health Board standards for professional practice</li> </ul>
Task	<b>Responsible for the maintenance and development of own learning</b>
Expected result	<ul style="list-style-type: none"> <li>• Current practicing certificate</li> <li>• Current IV certificate- achieve IV certification within 1 month of employment</li> <li>• Current Adult/Infant CPR update</li> <li>• Actively participates in unit education consistent with skill level</li> <li>• Actively seeks ongoing education</li> <li>• Participates in own annual performance appraisal</li> <li>• Up to date with current neonatal research trends</li> <li>• Maintain current professional portfolio including a record of education sessions attended</li> <li>• Maintains Baby Friendly Hospital Initiatives (BFHI) competencies</li> <li>• Maintains education requirements and hours as per New Zealand Nursing Council in accordance with the competencies for the Registered Nurse scope of practice</li> </ul>
Task	<b>Participates in team building practices</b>
Expected Result	<ul style="list-style-type: none"> <li>• Contributes to professional committees and multidisciplinary (MD) meetings</li> <li>• Active participation in unit meetings</li> <li>• Contributes to unit patient rounds and MD meetings</li> <li>• Supports team members</li> <li>• Accepts appropriate delegated duties consistent with skill level</li> </ul>
Task	<b>Appropriate use of unit equipment and supplies</b>
Expected Result	<ul style="list-style-type: none"> <li>• Uses equipment and stock safely and economically</li> <li>• Identifies faulty equipment</li> <li>• Reports equipment malfunction to person in charge or biomedical technician</li> <li>• Ability to use equipment within manufacturers specifications</li> <li>• Attends equipment education updates</li> <li>• Notifies appropriate person of potential stock deficits</li> <li>• Effective use of fire and other emergency equipment</li> <li>• Annual emergency procedure updates are attended</li> <li>• Reports Incidents/Accidents &amp; Hazards as per CDHB Health and Safety policies</li> </ul>

## **HEALTH & SAFETY:**

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager if unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment as required, and reports faulty equipment promptly
- Actively practice clinical standard precautions

## **QUALITY:**

Every staff member within CDHB 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

- Registered Nurse
- Current practicing certificate with New Zealand Nursing Council

Desirable

- Previous neonatal experience
- Postgraduate Neonatal Certificate

## **ATTRIBUTES AND COMPETENCIES**

A positive nursing identity and ability to act as a role model

- proven communication and interpersonal skills
- a demonstrated high standard of clinical knowledge and skill to plan, implement and evaluate neonatal care
- effective problem solving and decision making skills
- effective written skills
- a commitment to adopting Neonatal and Canterbury DHB policies
- knowledge of principles and practices of parent teaching
- a commitment to team building
- knowledge of the physiology of lactation and breast feeding
- commitment to ongoing nursing development
- commitment to ensuring a safe environment for both colleagues, patients and visitors

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.