

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

Sept 2016

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 (CDHB) is 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 well being of the people living in Canterbury.

Organisational Values

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

POSITION TITLE:

COMMUNITY MENTAL HEALTH NURSE

REPORTS TO (Title):

Clinical Manager/Nurse Consultant

REPORTS ON A DAILY BASIS TO:

Clinical Manager/Clinical Nurse Specialist

PRINCIPAL OBJECTIVES

The Community Nurse will utilise nursing knowledge and skills to provide safe and effective nursing care to consumers that have complex mental health needs within the Mental Health Service. The Community Nurse assists other nurses in providing complex nursing care. Critical thinking skills will be utilised to make safe autonomous decisions regarding the management of nursing care. The Community Nurse will contribute to nursing team development and leadership, and provide nursing input into multi-disciplinary forums.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

Director of Nursing
Service Manager
Clinical Manager
Nurse Consultant
Clinical Manager
Clinical Nurse Specialist
Duty Manager / Clinical Team Co-ordinator
Members of multidisciplinary team and other health professionals
Te Korowai Atawhai
Consumer and family Advisors

EXTERNALLY:

Other Health Care Providers

SUPERVISES:

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

KEY PERFORMANCE OBJECTIVES:

Task

To demonstrate professional responsibility, complying with CDHB Policy and Procedures and working within the Mental Health Service philosophical framework.

Expected Result

- Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements
- Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice
- Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others, and utilises more experienced RNs to assist with problem solving and setting priorities
- Promotes an environment that enables patient safety, independence, quality of life and health
- Practices nursing in a manner that the patient determines as being culturally safe
- Reads and adheres to Mental Health Policy and Procedures, and practices in accordance with relevant mental health nursing ethical frameworks and codes of conduct.
- Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing

Task

To demonstrate professional accountability in the management of nursing care embodying the Code of Health & Disability Services Consumers Rights.

Expected Result

- Provides planned nursing care in partnership with the patient to achieve identified outcomes
- Undertakes a comprehensive and accurate nursing assessment of consumers in a variety of settings
- Ensures documentation is accurate and maintains confidentiality of information
- 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 intervenes appropriately
- Monitors acuity to maintain a safe and therapeutic environment.
- Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary
- Demonstrates risk assessment and management skills, and practises within a restraint minimisation and safe practice framework.

- Provides health education appropriate to the needs of the patient within a nursing framework
- Educates patients and family groups effectively by assessing learning readiness; providing teaching; evaluating knowledge and lifestyle changes and maximising opportunities for patient learning and independence. Promotes recovery in all aspects of patient treatment
- 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, unit teachings, in-service education and external programmes as approved by his/her line manager/Nurse Consultant
- Participates in teaching others, including students of nursing

Task
Expected Result

- | To demonstrate effective interpersonal relationship skills | |
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| | <ul style="list-style-type: none"> • Establishes, maintains and concludes therapeutic interpersonal relationships with patients. • Practises nursing in a negotiated partnership with the patient where and when possible • Communicates effectively with patients and members of the health care team • Maintains privacy and confidentiality at all times. <hr/> <ul style="list-style-type: none"> • Involves family/whanau in treatment planning. • Able to utilise appropriate mental health therapeutic interventions. • Incorporates therapeutic risk management in to daily practice. |

Task

To participate in inter-professional health care and quality improvement

Expected Result

- Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care
- Recognises and values the roles and skills of all members of the health care team in the delivery of care
- Initiates referrals to other members of the health care team in a timely manner
- 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
- Participates in activities which monitor/audit delivery of quality patient care e.g. accreditation processes, and current or retrospective nursing audits
- May be the unit/team representative on professional nursing and/or other committees
- Shares specialist knowledge and networks with nursing colleagues within and external to CDHB
- When required, assists in formulating and reviewing nursing standards, procedures and guidelines
- Develops and/or participates in activities which monitor and audit nursing practice and quality patient health outcomes

Task

To contribute to the administration of the Service, working effectively within the multidisciplinary team and act as a professional role model.

Expected Result

- Contributes to the running of the service through participation in tasks that support patient recovery
- Provides leadership within the service and effectively co-ordinates patient care
- Demonstrates awareness of factors which impact on patient care in her/his environment
- Prioritises own workload to enable support, assistance and supervision for other nurses when necessary
- Actively participates in clinical and service business meetings to enhance multi-disciplinary team functioning
- Uses appropriate channels of communication
- Utilise resources in a cost-effective manner
- Acts as a mentor / preceptor in the orientation of new staff and nursing students
- Educates nurses, nursing students and other staff clinical procedures following CDHB Policy and Procedure, in conjunction with more experienced RNs and the Clinical Nurse Specialist
- 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. Countering Discrimination, Mental Health Act resource or other area of designated responsibility or expertise
- When requested, will train and act as a Duly Authorised Officer.
- Has a knowledge of ethical principles and assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary
- Undertakes safe autonomous practice supported by the multi-disciplinary team

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| Task | To participate in the annual performance review process in conjunction with the line manager (or nominated appraiser) and professional advisor (or delegate). |
| Expected Result | <ul style="list-style-type: none"> • Prepares for and participates in her/his annual performance review • Identifies and documents professional goals in conjunction with her/his line manager and professional advisor. • Maintains a professional nursing portfolio • Presents Annual Practising certificate in a timely manner |

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| Task | To implement emergency procedures and maintain a safe and secure environment by following relevant Canterbury District Health Board policies, protocols and standards. |
| Expected Result | <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Demonstrates competence in emergency procedures, e.g. fire, restraint procedures, CPR • Completes mandatory Mental Health Service training and updates regularly as required by CDHB's policies and procedures • Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents • Assists in the maintenance of unit equipment and where necessary, promptly reports unsafe or malfunctioning equipment • Maintains standards for safety, infection control, and medico-legal requirements |

LIMITATIONS OF AUTHORITY:

Matters which must be referred to the Clinical Manager/Duty Co-ordinator/Nurse Consultant/Clinical Nurse Specialist

- Security breaches and quality standard failures.
- Any matters which are not clearly identified or do not comply with Canterbury 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 excellent therapeutic communication skills.
- Have the ability to work as part of a multi-disciplinary team.
- Adhere to Canterbury DHB's policies and procedures.

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

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

- 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)
- 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 communicate effectively with family/whanau, colleagues and others
- Stress management skills
- Motivated and ability to show initiative
- Accepts responsibility for actions

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.