

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

**Canterbury**

District Health Board

Te Poari Hauora o Waitaha

June 2017

**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.**

<b>Position Title:</b>	Registered Nurse	
<b>Reports to:</b>	Charge Nurse Manager, Clinical manager	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"><li>▪ Team</li><li>▪ Radiology staff</li><li>▪ CDHB clinicians and other staff</li><li>▪ Quality team</li><li>▪ Clinical Nurse Specialist</li><li>▪ Clinical Nurse Educator</li></ul>	<b>External:</b> <ul style="list-style-type: none"><li>▪ Patients and their support people</li><li>▪ Professional bodies</li><li>▪ Health providers</li></ul>
<b>Organisational Vision:</b>	The Canterbury District Health Board's vision is to promote, enhance and facilitate the health and well being of the people of the Canterbury District.	
<b>Organisational Values &amp; Philosophy:</b>	The Canterbury DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organisation: <ul style="list-style-type: none"><li>▪ Care &amp; respect for others</li><li>▪ Integrity in all we do</li><li>▪ Responsibility for outcomes</li></ul>	
<b>Role Purpose:</b>	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.	
<b>Complexity:</b>	Most challenging duties typically undertaken or most complex problems solved: Managing daily, weekly workload across multiple Radiology modalities.	

## **KEY ACCOUNTABILITIES:**

	<p>Meeting patient needs within agreed triaged referral timeframes</p> <p>Ensuring standardised, quality and consistent imaging and patient care provided at all times across all locations</p> <p>Ongoing commitment to continuous quality improvement in the delivery of patient care and management within the context of the wider radiology service</p>
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### **The RN will be successful when:**

#### **1. The RN will demonstrate professional responsibility, complying with DHB vision, purpose, values, policies and procedures.**

- 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 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 DHB vision, values, policies and procedures
- Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing.

#### **2. The RN will demonstrate professional accountability in the management of nursing care embodying the Code of Health & Disability Services Consumer Rights.**

- Provides planned nursing care to achieve identified outcomes
- Undertakes a comprehensive and accurate nursing assessment of patients 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
- 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

## **KEY ACCOUNTABILITIES:**

### **3. The RN will demonstrate effective interpersonal relationship skills**

- 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 time

### **4. The RN will participate in inter-professional health care and quality improvement**

- 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. certification processes, and current or retrospective nursing audits
- May be the ward/department representative on professional nursing and/or other committees
- Shares specialist knowledge and networks with nursing colleagues within and external to DHB
- 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

### **5. The RN will contribute to the administration of the workplace, working effectively within the nursing team and acting as a professional role model**

- Contributes to the smooth running of the ward/unit through participation in administrative tasks, which support patient care activities
- Provides leadership within the unit and co-ordinates patient care as required.
- Assists the Charge Nurse Manager/Nursing Line Manager through performance reviews of junior nursing staff as directed
- Assists the Charge Nurse Manager/Nursing Line Manager with recruitment of nursing staff to the area as directed.
- Demonstrates awareness of factors which impact on patient care in her/his clinical setting e.g. relationships with other providers
- Prioritises own workload to enable support, assistance and supervision for other nurses when necessary
- Uses stock in a cost effective manner within budget constraints
- Participates in ward meetings and ward decision making
- Uses 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 resource people where necessary

### **6. The RN Will participate in the annual performance review process in conjunction with the Charge Nurse Manager (or nominated appraiser)**

- Prepares for and participates in his/her 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

## **KEY ACCOUNTABILITIES:**

### **7. The RN will implements emergency procedures and maintain a safe and secure environment by following relevant District Health Board policies, protocols and standards**

This includes but is not limited to:

- Demonstrates competence in emergency procedures e.g. fire, and CPR
- Promptly initiates first aid/emergency actions and summons emergency response personnel and provides further emergency assistance
- Completes Fire, IV and CPR training and updates regularly as required by DHB's policies and procedures
- Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents
- Assists in the maintenance of department equipment and where necessary, promptly reports unsafe or malfunctioning equipment
- Maintains standards for safety, hygiene and medico-legal requirements

### **8. Communication**

- Positive and professional behaviours in all relationships are role modelled
- Communication is clear, open, accurate and responsible
- Confidentiality is maintained
- Communicates clearly and proactively seeks feedback
- Regular briefings and meetings are attended with relevant health professionals that work within or have input into the service. Minutes that are recorded and circulated are read and actioned appropriately
- The RN team member will contribute to a supportive environment in order to create a high functioning team.

### **9. 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

### **10. Quality**

- Conduct as required the regular Quality control tests.
- Will promote health and safety of staff and patients.
- Will record any safety-related problems according to departmental protocols, e.g. contrast media reactions during his/her duty.

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

### **11. Health and Safety**

All Te Whatu Ora safe work procedures and instructions are observed

- Own safety and that of others is ensured
- All hazards or potential hazards are immediately reported
- Protective equipment is used when appropriate and protective clothing is worn when required
- Unsafe work situations are made safe or, if they cannot, the supervisor or manager is informed
- Workplace hazards and employees health is monitored
- All accidents or incidents are promptly reported to your manager
- The Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work, is activated when required
- Advice is sought from your manager if you are unsure of any work practice

## **PERSON SPECIFICATION:**

## **KEY ACCOUNTABILITIES:**

<b>Leadership Capabilities</b> <i>(as per the Leadership Capability Framework)</i>	
<b>Level 2</b>	
<b>Dimension</b>	<b>Description</b>
Display self-knowledge	Actively seeks feedback and opportunities to improve
Think and act strategically	Identifies short term opportunities
Communicate a vision and sense of purpose	Lead others to achieve agreed visions and goals
Stimulate innovation and create immediate wins	Model and cultivate innovation and creative practices
Consolidate and continuously improve on strategic change	Consolidate improvements and remove barriers to change
Fosters a positive culture	Promote collaborative and ethical decision making
<b>Qualifications &amp; Experience</b> <i>(indicate years of experience required and level of learning)</i>	
<b>Essential</b> <ul style="list-style-type: none"><li>- Be registered with the Nursing Council of New Zealand as a Registered Nurse</li><li>- 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)</li><li>- Hold a current Nursing Council of New Zealand annual practising certificate</li><li>- Proficient verbal communication skills and an ability to communicate to a wide variety of people in a manner appropriate to the individual</li><li>- Be committed to their personal and professional development, and to the provision patient focused services</li><li>- Demonstrate a team approach to work and a collaborative working relationship with the management team</li><li>- Ability to “work together” in a truthful and helpful manner</li><li>- Ability to “work smarter” by being innovative and proactive</li><li>- Accepts responsibility for actions</li><li>- Time management and organisational skills and an ability to prioritise work.</li><li>- Ability to work under pressure</li><li>- Ability to work well in a multidisciplinary team and be accustomed to working in a team environment</li><li>- Have a genuine empathy with patients, the general public and staff at all levels</li><li>- Be an innovative thinker, who can adapt to changes in service delivery</li></ul> <p>The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified</p>	

## **RADIOLOGY – RN works across both Burwood and Christchurch Hospital Radiology sites**

### **AREA SPECIFIC**

Participates on Radiology nurses roster working 8-hour shifts between 0700-2300 Mon – Friday and weekend work 1100-1930 and on call as required. This includes weekend work.

### **CT**

- Monitor and provide competent nursing care for all patients while in the radiology department, assisting nursing colleagues with workloads as required.
- Observe patient status, assessing need for pain relief, closer monitoring
- Assist with IV cannulation, monitoring of patients pre and post imaging/procedure
- Return to ward with unstable patients as required
- Assist MRTs with preparation of in and outpatients prior to their CT scan.
- Ensures patients are consented and appropriate tests available before the scan

## **KEY ACCOUNTABILITIES:**

- Perform IV cannulation and assist MRTs with administration of IV contrast
- Observe, assess and monitor patients' condition
- Monitor patients for possible contrast reaction and/or extravasation of IV contrast
- Assist Anaesthetic team when patient undergoing GA
- Take baseline recordings and close observation of patients having cardiac CTA
- Assessment and monitoring of unstable patients and liaise with ward staff as required
- Assist with daily checking of emergency equipment, e.g. Oxygen/suction, medication boxes

## **MRI**

- Assist MRTs with patient care as required, e.g. IV cannulation, administration of IV contrast
- Monitor patients for possible contrast reaction
- Monitor patients who have a pacemaker before, during and after an MRI
- Assist with patients undergoing GA's as required
- Administration of oral sedation Adult and Paediatrics
- Assessment and monitoring of unstable patients and liaise with ward staff as required
- Assist with daily and weekly checking of emergency equipment, e.g., Oxygen/suction, medication boxes, emergency trolley.

## **BIOPSIES**

- Prepare patients for biopsy, including checking blood coagulation and appropriate results for procedure to be performed.
- Prepare all equipment required for biopsy and assist radiologist with procedure
- Correctly label all biopsies, understand cytology mediums and documentation of laboratory forms
- Monitor patient during and post biopsy
- Return to ward with unstable patients as required
- Liaise with ward staff as required

## **INTERVENTIONAL RADIOLOGY**

- Prepare patients for Interventional procedure e.g. IV cannulation for administration of conscious sedation and/or antibiotics
- Be part of the surgical IR safety sign in, time out, sign out.
- Maintains the principles of Sterile Technique
- Administers and observes patients receiving IV conscious sedation
- Administers other medication as required maintaining the 7 medication rights
- Assist with preparation of room and equipment required for procedure
- Assist with all procedures (e.g. but not limited to – MSK ablations, Angiography, stenting, embolisations, nephrostomy/biliary tube insertions and abscess drainages) either as 'scrub' or 'circulation' nurse
- Closely observe/monitor patients undergoing interventional procedures, including comfort/pain levels and vital signs
- Documentation on Cortex, med chart and patient track
- Tidying and cleaning of procedure rooms, restocking of equipment and disposal of equipment following procedure
- Observe and monitor patients prior to return to ward
- Participates within the radiology nursing vascular access team e.g. acts as resource person and PICC inserter.