

# 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

Our Organization is committed to the principles of Te Tiriti o Waitangi |Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

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| <b>Position Title:</b>    | Registered Nurse                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Reports to:</b>        | Clinical Nurse Manager General Ward CCU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Key Relationships:</b> | <b>Internal:</b> <ul style="list-style-type: none"> <li>• Consumers, family/whānau and carers</li> <li>• All Te Whatu Ora, Te Tai o Poutini West Coast staff including staff from other disciplines.</li> <li>• Central Region leadership (i.e. Director of Nursing, Nurse Directors, Nurse Consultants, Duty Nurse Managers, TrendCare Coordinator, Allied Health, Mental Health NC)</li> <li>• Northern Region leadership (i.e. Operations Manager (Northern), CNMs, ACNMs)</li> <li>• Interprofessional team</li> <li>• Learning &amp; Development</li> <li>• Māori Health Team</li> <li>• People &amp; Capability</li> <li>• Quality Team</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>External:</b> <ul style="list-style-type: none"> <li>• Community stakeholders</li> <li>• Te Whatu Ora, Waitaha Canterbury</li> <li>• Unions</li> <li>• West Coast Primary Health Organisation (PHO)</li> <li>• ARC facilities</li> <li>• Trauma Network Team</li> <li>• Education Providers</li> <li>• St John Services</li> <li>• Police</li> <li>• Fire Service</li> <li>• Voluntary organisations such as Victim Support</li> <li>• Tour Companies</li> <li>• ACC</li> </ul> |
| <b>Role Purpose:</b>      | <p>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.</p> <p>Key functions of the role include:</p> <ol style="list-style-type: none"> <li>1. As a registered nurse in a rural setting you will be expected to work over a number of different Medical / Surgical cases supporting staff with critically unwell patients, using your skills and knowledge ensuring excellence in nursing care.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                    | <ol style="list-style-type: none"> <li>Ensures that you work within your scope of practice and keep abreast of best practice guidelines.</li> <li>Adheres to legislative requirements and ensures documentation of such is provided to high standard. E.g. Fall's risk, Family violence assessment, smoking cessation status, pressure area prevention and Alcohol status.</li> <li>Supports sustainable service changes informed by best practice guidelines and quality initiatives, local strategy, and promoting integration to further embed the Te Whatu Ora, Te Tai o Poutini West Coast model of care</li> <li>Supporting service and practice development; developing processes in conjunction with the team to ensure patients and their families health needs are met.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Complexity:</b> | <p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> <li>Effectively manages time and patient flow in an acute session</li> <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 Te Whatu Ora, Te Tai o Poutini West Coast 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> <li>Demonstrates Knowledge of Australasian triage and Trauma care and promotes an environment conducive to critically unwell patients.</li> <li>Works with Administrators to ensure patients details are correct within the system</li> </ul> |

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**Health New Zealand**  
**Te Whatu Ora**

## **ORGANISATIONAL VISION & VALUES:**

our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

### **All activities of Te Whatu Ora, Te Tai o Poutini West Coast reflect the values of:**

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga – family & relationships
- Pono - truth

### **He mihi**

*E ngā mana E ngā reo  
E ngā iwi o te motu  
Tēnei te mihi ki a koutou katoa*

### **He whakatauki**

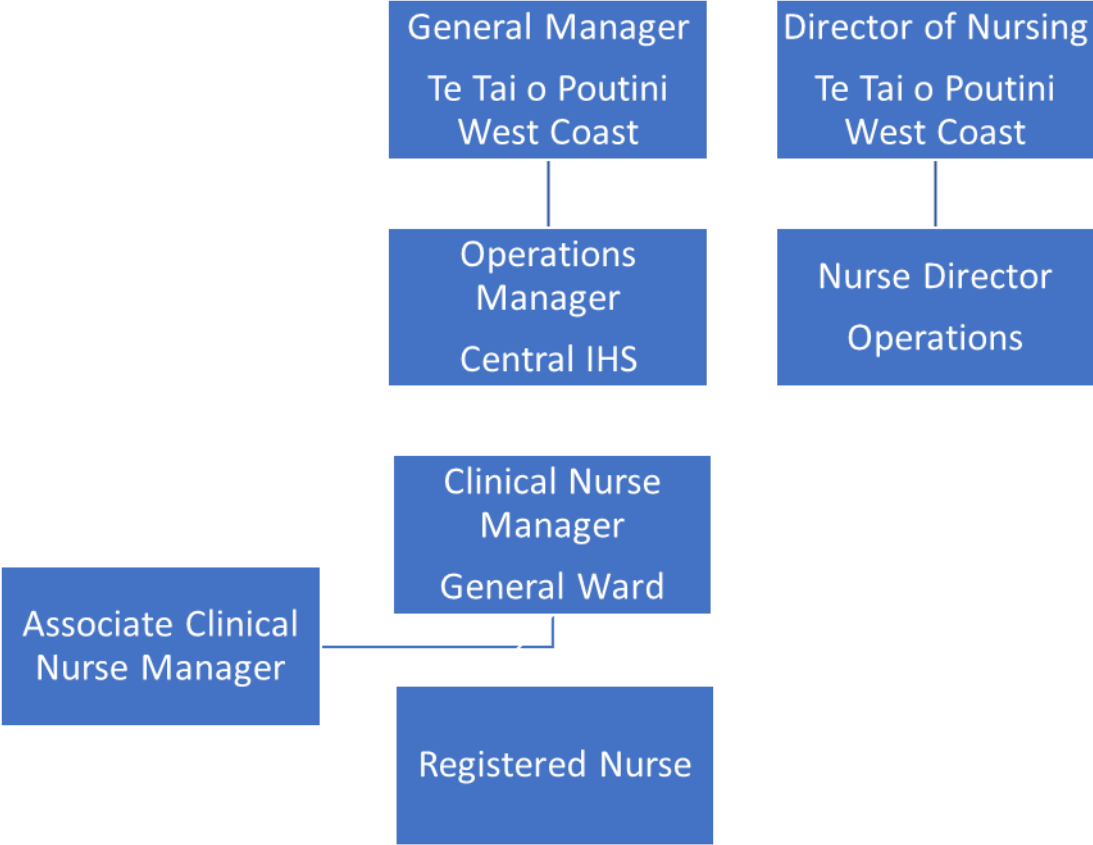
*Ko tau rourou, ko taku rourou, ka ora ai te iwi*

With your contributions and my contribution, we will be better able to serve the people.

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PLACE IN THE ORGANISATION:



KEY ACCOUNTABILITIES:

| The Registered Nurse is responsible for:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | The Registered Nurse will be successful when:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>1. Professional responsibility</b></p> <p>Promoting a quality practice environment that supports the teams’ abilities to provide safe, effective, ethical, and culturally competent practice.</p> <p>Demonstrating professional, legal, and ethical responsibilities; and cultural safety.</p> <p>Complying with all Te Whatu Ora, Te Tai o Poutini West Coast policies and procedures.</p> <p>Demonstrating evidence-based knowledge and clinical judgement.</p> <p>Accepting accountability for own actions and decisions.</p> | <ul style="list-style-type: none"><li>• Role models and reinforces team responsibility for ensuring own decisions, practice, and conduct meets the professional, ethical, and legal standards outlined in relevant legislation, codes of conduct, and organisational policy</li><li>• Role models and leads adherence to all Te Whatu Ora, Te Tai o Poutini West Coast policies and procedures, and practice in accordance with relevant ethical frameworks</li><li>• Identifies, discusses, documents, and manages ethical issues with line manager</li><li>• Role models and promotes practice that is deemed by all patients and family to be culturally safe</li></ul> |

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| <p>Escalating professional issues appropriately.</p>                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Role models and promotes practice that is deemed by tangata whenua and whānau to be culturally safe and based on the principles within the Treaty of Waitangi in order to achieve equity of health outcomes for Māori</li> <li>• Contributes to an environment that values and prioritises the access, leadership, and needs of tangata whenua/Māori and all Pacific peoples, including the achievement of equitable health outcomes</li> <li>• Role models and promotes professional communication, decision-making, accountability, and autonomy</li> <li>• Role models and promotes accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, Enrolled Nurses, and others; and utilising more experienced members of the health care team to assist with problem solving and setting priorities</li> <li>• Represents the organisation and the nursing profession positively; projecting a professional image of nursing both inside and outside the organisation</li> <li>• Promotes an environment that enables patient and staff safety and independence.</li> <li>• Briefs line manager and team regarding any emerging issues</li> <li>• Refers all matters and concerns related to professional practice to line manager and relevant Executive Clinical Lead (i.e. Nursing Director operations), including:               <ul style="list-style-type: none"> <li>• Deficiencies in quality care and professional standards</li> <li>• Incidents related to consumers, which may affect wellbeing</li> <li>• Matters of noncompliance with the Te Whatu Ora, Te Tai o Poutini West Coast policies and procedures</li> <li>• Matters of unresolved staff conflict</li> <li>• Security breaches and quality standards failure</li> </ul> </li> </ul> |
| <p><b>2. Management of nursing care</b></p> <p>Promoting an environment that contributes to ongoing demonstration and evaluation of nursing competencies.</p> <p>Promoting evidence-based nursing knowledge in the holistic management of clinical care.</p> <p>Working with patients, family/whānau, and other</p> | <ul style="list-style-type: none"> <li>• Promotes: planned, effective, timely, clinical management of patients to enable:               <ul style="list-style-type: none"> <li>• Person/whānau led care</li> <li>• Excellence in Māori health and disability outcomes</li> <li>• Excellence in rural health and disability outcomes</li> <li>• The Te Whatu Ora, Te Tai o Poutini West Coast vision and values</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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health professionals to provide timely access to care in order to optimise outcomes.

Role models professional communication and negotiation skills to ensure appropriate and timely care from a range of services is coordinated in a cohesive way across the care continuum; embedding integration of services.

Promoting accurate and professional documentation and maintenance of data security at all times.

Preventing, managing, and escalating matters of clinical risk appropriately.

- Utilises current research and evidence-based practice to support effective, collaborative decision-making regarding the care of patients within the service. This decision making includes holistic:
  - Assessment
  - Diagnostic inquiry
  - Planning
  - Interventions/treatment
  - Evaluation of clinical care
- Promotes evidence-based, approved assessment tools to inform assessment
- Promotes an organisational environment that values and prioritises the input of all consumers and their families/whānau/community; ensuring that consumers and their whānau are active and informed partners in the holistic planning and delivery of their care (with a focus on prevention and continuity)
- Supports the team to collaboratively identify health promotion and care management goals that are important to the patient and their whānau
- Effectively and safely prioritises and manages care coordination and own caseload
- Supports the care team to explain the rationale, preparation, nature, and anticipated effects of any tests and/or therapies to the patient, their whānau, and other members of the care team. Promotes documentation of these conversations as well as the patient response to these interventions.
- Encourages the care team to work in partnership with the patient/whānau to link into relevant Māori Health services
- Ensures the patient and their whānau are provided with culturally and cognitively appropriate information about: their rights, the range of treatment options available, and the effects and risks associated with these treatment options; seeking and documenting informed consent
- Supports the care team to identify patient/whānau educational needs to improve health literacy and empower wellness
- Provides education to patients and whānau effectively by assessing learning readiness, and evaluating existing knowledge and determinants of health that may impact on learning and utilisation of new knowledge

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- Advocates on behalf of the patient, whānau, and/or team as appropriate
- When Identifying barriers related to access of services and patient satisfaction works with the CNM and interprofessional team to remove these
- Communicates, collaborates, and coordinates care with other health professionals to ensure best outcomes for patients and their whānau
- Uses advanced nursing skills to establish and negotiate meaningful, strategic relationships with colleagues from all relevant services (internal and external Te Whatu Ora, Te Tai o Poutini West Coast). Relationships are formed based on mutual, patient-centred goals. Works proactively to maintain these.
- Facilitates care planning in collaboration with the interprofessional team, including cross-sectorial team members; communicating and coordinating referrals to appropriate services and seeking advice from others as required
- Coordinates regular interprofessional reviews of patient care In partnership with the patient, their whānau, and the interprofessional team; evaluating the patients care plan to ensure it is achieving the planned, prioritised care management goals
- Promotes that principles of care management include maintaining continuity of plan and provider
- Ensures care is being coordinated in a timely manner to facilitate smooth transition of the patient between services and along their care plan
- Promotes restraint minimisation as per Te Whatu Ora, Te Tai o Poutini West Coast policy and procedure
- Ensures all documented information is entered and compliant with WCDHB policy
- Ensures all collected information is stored and access-protected in accordance with the Health Information Privacy Code (1994)
- Documents in a professional, accurate, confidential, and timely manner (within 24 hours), and ensures patient/whānau involvement in decision-making is visible
- Ensures all information is documented in the appropriate place (i.e. paper clinical file/electronically) to ensure effective communication and continuity of care. This includes reporting of data as required.

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|                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Demonstrates an ability to collaboratively prevent, escalate, and manage adverse events/crises/emergencies, including unexpected patient responses and situations that may compromise the safety of the patients or others</li> <li>• Acknowledges own limitations in complex situations and utilises appropriate resource people when necessary</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>3. Interpersonal relationships</b><br><br>Role modelling and promoting effective interpersonal skills and relationships.                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Establishes, maintains, and concludes therapeutic interpersonal relationships with patients and whānau</li> <li>• Promotes practice in a negotiated partnership with the patients and whānau (where and when possible)</li> <li>• Role models professional communication in all interactions</li> <li>• Establishes and maintains professional relationships with key stakeholders working within Te Whatu Ora, Te Tai o Poutini West Coast, and South Island; ensuring the service is well connected and informed, while also sharing a rural perspective</li> <li>• Promotes a work environment conducive to harmonious work relationships and high staff morale</li> <li>• Role models and promotes professional conflict resolution</li> <li>• Coordinates de-fusing and de-briefing activities within the service and outside the service (as appropriate)</li> <li>• Promotes a 'zero-tolerance' approach to bullying</li> <li>• Promotes the development of a culture of appreciation among staff</li> </ul> |
| <b>4. Interprofessional health care and quality improvement</b><br><br>Supporting the interprofessional care team to plan, provide, and evaluate the effectiveness of care delivery. Supporting the wider care team to provide safe, effective, integrated care that is also sustainable. | <ul style="list-style-type: none"> <li>• Promotes and participates in an environment that encourages collaboration between members of the health care team to facilitate and coordinate care</li> <li>• Role models the principles of interprofessional practice, and respects and values the contributions of others within the care team. Can articulate how interprofessional practice helps to achieve high quality, patient-centred care.</li> <li>• Coordinates multi-disciplinary team meetings and family conferences; representing the nursing perspective of patient needs, and enacting outcomes appropriately</li> <li>• Promotes referrals to other members of the health care team in a timely manner</li> <li>• Promotes a nursing perspective within the care team</li> </ul>                                                                                                                                                                                                                                                                |



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| <p><b>5. Supporting and facilitating the development of others</b></p> <p>Working alongside others to help develop their practice by: sharing own knowledge and experiences, preceptoring, coaching, mentoring, and guiding.</p> <p>This includes supporting students, new graduates, and new members of staff.</p> | <ul style="list-style-type: none"> <li>• Prioritises own workload to free up time to support and assist others in the team</li> <li>• Works alongside staff to skilfully coach, guide, and mentor in order to support practice development of an individual and/or team</li> <li>• Promotes a practice environment that encourages learning and evidence-based practice</li> <li>• Educates colleagues, students, and other staff according to Te Whatu Ora, Te Tai o Poutini West Coast policy and procedure, and in collaboration with others</li> <li>• Ensures a quality standard of preceptorship is maintained when working alongside others to enhance their skills and experience</li> <li>• Utilises contemporary teaching principles and learning models, as outlined by Te Whatu Ora, Te Tai o Poutini West Coast and/or relevant educational body</li> <li>• Demonstrates a willingness to support colleagues who are in their first year of practice, utilising the NETP and PDRP programme frameworks</li> <li>• Promotes de-fusing and de-briefing activities within the service and outside the service (as requested), as well as professional/clinical supervision as an important form of professional development</li> <li>• Empowers, motivates, and encourages others to extend their knowledge and skills; supporting each member of the team to reach their full potential, enabling quality care, and promoting retention of a satisfied workforce</li> </ul> |
| <p><b>6. Quality/Health and safety</b></p> <p>To participate in inter-professional health care and quality improvement</p>                                                                                                                                                                                          | <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</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                                                                                                                                                                                                                              | <p>conferences, representing the nursing perspective of patient needs, and enacting outcomes appropriately</p> <ul style="list-style-type: none"> <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 Te Whatu Ora, Te Tai o Poutini West Coast</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> <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> |
| <p><b>7. Resource utilisation and financial performance</b></p> <p>Promoting a sustainable work environment that is fiscally responsible.</p> <p>Supporting the effective management of equipment resources to enable high quality care.</p> | <ul style="list-style-type: none"> <li>• Alongside the CNM, accepts fiscal responsibility regarding allocated resources to optimise the provision of high quality, cost-effective, rural health care</li> <li>• With guidance from the CNM, advises and provides direction on best use of resources to meet the service's strategic direction and commitments contained in the Te Whatu Ora, Te Tai o Poutini West Coast Annual Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Assists the CNM to ensure equipment is maintained in a serviceable and cost-efficient manner</li> <li>Supports the efficient use and ordering of centralised supplies to ensure adequate stocks are maintained within agreed levels</li> <li>Ensures the accuracy of personal timesheets and manages leave in accordance to Te Whatu Ora, Te Tai o Poutini West Coast.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>8. Professional Accountability</b><br><br>Demonstrates professional accountability in the management of nursing care embodying the Code of Health & Disability Services Consumers Rights. | <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> <li>Ensures the patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options</li> <li>Acts appropriately to protect oneself and others when faced with unexpected patient responses, confrontation, personal threat or other crisis situations</li> <li>Evaluates patient's progress toward expected outcomes in partnership with patients</li> <li>Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience</li> <li>Recognises early and subtle changes in the patient's health status and/or circumstances and intervene appropriately</li> <li>Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary</li> <li>Provides health education appropriate to the needs of the patient within a nursing framework</li> <li>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</li> </ul> |

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|                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care</li> <li>• 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</li> <li>• Participates in teaching others, including students of nursing</li> <li>• Maintains privacy and confidentiality at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>9. Own competence and professional development</b></p> <p>Maintaining competence according to the Nursing Council of New Zealand's competencies for Registered Nurses.</p> <p>Demonstrating a personal commitment to maintaining requirements of continuing competence, including professional development hours.</p>                                                | <ul style="list-style-type: none"> <li>• Maintains organisational requirements around mandatory training and other professional development requirements relevant to role</li> <li>• Undertakes professional development activities as approved/requested by line manager, to keep abreast of current trends and issues in nursing</li> <li>• Participates in own annual competence/performance review, with feedback utilised proactively as an opportunity for professional growth</li> <li>• Maintains ongoing education at least to the level required to maintain own Annual Practicing Certificate</li> <li>• Notifies line manager of any changes to scope/conditions of practice</li> <li>• Participates in regular peer review</li> <li>• Participates in regular clinical/professional supervision to facilitate reflection and growth for self and others</li> <li>• Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)</li> </ul> |
| <p><b>10. Honouring diversity and challenging inequity</b></p> <p>Demonstrating commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.</p> <p>Consistently demonstrating awareness and sensitivity of cultural differences when working with patients and their whanau, and when working with clinical and non-clinical colleagues.</p> | <ul style="list-style-type: none"> <li>• Role models culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework</li> <li>• Recognises Māori as tangata whenua and works in collaboration with with Te Whatu Ora, Te Tai o Poutini West Coast Māori Health Team and others to develop strategies aimed at achieving equity for Māori within the service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Consistently demonstrates awareness and sensitivity of cultural differences when working with consumers and their families/whānau, and when working with clinical and non-clinical colleagues across Te Whatu Ora, Te Tai o Poutini West Coast</li> <li>Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues</li> <li>Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>11. Health and Safety</b></p> <p>Maintaining a high quality, safe, and secure work environment by following relevant Te Whatu Ora, Te Tai o Poutini West Coast policies, protocols, and standards.</p> <p>Actively managing risk.</p> | <p>All Te Whatu Ora, Te Tai o Poutini West Coast staff are required to meet all Health &amp; Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant Te Whatu Ora, Te Tai o Poutini West Coast policies and procedures. This includes:</p> <ul style="list-style-type: none"> <li>Personal commitment to zero harm</li> <li>Reporting for duty in a fit state, free from the influence of alcohol or other drugs</li> <li>Ensuring personal health, safety, and wellbeing - and that of others</li> <li>Reporting and/or investigating actual or potential hazards via the Safety1st incident reporting system</li> <li>Assisting with responding to, and resolving, patient concerns or complaints in a way that is professional and sensitive</li> <li>Using all protective equipment provided, as appropriate</li> <li>Cooperating with the monitoring of workplace hazards, including attending all relevant safety training, contributing to the maintenance of hazards registers, and complying with all safety instructions</li> <li>Ensuring that all accidents or incidents are promptly reported to line manager(s)</li> <li>Reporting any pain or discomfort to the line manager(s) as soon as it develops</li> <li>Seeking advice from the line manager(s) if unsure of any work practices</li> <li>Contributing to initiatives aimed at improving health, safety, and wellbeing</li> <li>Complying with all health and safety policies when providing care in the community</li> <li>Complying with all organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances</li> </ul> |



# 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

|                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><b>12. Quality</b></p> <p>Ensuring a quality service is provided and taking an active role in quality activities, identifying areas of improvement.</p> <p>Actively managing threats to a quality service</p> | <p>Every Te Whatu Ora, Te Tai o Poutini West Coast staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none"> <li>• Identifying and actioning quality improvement activities in collaboration with line manager(s) and other key stakeholders</li> <li>• Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes</li> <li>• Contributing to relevant audits in collaboration with key stakeholders to evaluate clinical standards and patient outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions.</li> <li>• Supporting timely investigation and management of complaints</li> <li>• Contributing to the development of relevant policies and procedures as required</li> <li>• Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations</li> <li>• Working alongside the WCDHB Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving the patient journey and care standards</li> </ul> |
| <p><b>13. Special projects and other duties</b></p>                                                                                                                                                              | <p>14. Is a member of groups and/or committees as directed by line manager</p> <p>15. Fulfils the role of resource person with regards to particular interest areas, as approved by line manager</p> <p>16. Deputises for line manager as required</p> <p>Receives delegations from line manager as required</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>17. Reporting line, base, hours of work, and work resources</b></p> <p>Maintains appropriate practice hours to maintain clinical competence.</p>                                                           | <ul style="list-style-type: none"> <li>• Reports daily to line manager</li> <li>• Negotiates all hours of work with line manager</li> <li>• Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate</li> <li>• Notifies line manager of any changes to scope/conditions of practise</li> <li>• Meets monthly with line manager to review progress against key deliverables</li> <li>• Ensures that all monthly reporting is timely and accurate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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## PERSON SPECIFICATION:

| Qualifications & Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Essential</b> <ul style="list-style-type: none"><li>• New Zealand Registered Nurse with a current Annual Practising Certificate with no conditions on practise that may prevent ability to fulfil requirements of the role</li><li>• Completion of, or personal commitment to undertake, cultural competency training</li><li>• Full 'clean' NZ driver's license and the ability to drive a manual transmission vehicle</li><li>• Computer literacy (i.e. Microsoft suite)</li><li>• Has ability to work with Children</li><li>• Staff working within CCU will hold or be willing to work towards a Graduate Certificate in Nursing and relevant Post-graduate qualification.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Desirable</b> <ul style="list-style-type: none"><li>• Previous experience in a senior nursing position</li><li>• Current portfolio as part of the Professional Development and Recognition Programme (PDRP)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Professional skills/attributes:</b> <ul style="list-style-type: none"><li>• Clinically credible, respected, and person-centred</li><li>• Demonstrates high standards in terms of personal competence and professional practice</li><li>• Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services</li><li>• Proven assessment and communication skills, including the ability to think critically</li><li>• Emotional intelligence</li><li>• Well-developed interpersonal and interprofessional skills</li><li>• Has an ability to consistently form therapeutic relationships with consumers and their families/whānau</li><li>• Demonstrated passion and commitment to professional development of self and others</li><li>• Ability to work autonomously, use own initiative and accept responsibility for own actions</li><li>• Flexible, adaptable, embraces change</li><li>• Self-motivated</li><li>• Proven ability to work as part of a team and positively contribute to the achievement of shared goals/outcomes</li><li>• Able to work under pressure and prioritise competing demands</li></ul> | <b>Knowledge of (but not limited to):</b> <ul style="list-style-type: none"><li>• Health Practitioners Competence Assurance Act (2003)</li><li>• Treaty of Waitangi and its application to health</li><li>• He Ara Oranga and the government's response to the NZ Mental Health Inquiry</li><li>• He Korowai Oranga/Māori Health Strategy (2002)</li><li>• New Zealand Health Strategy (2016)</li><li>• Misuse of Drugs Act (1977) and Regulations</li><li>• Nursing Council New Zealand Code of Conduct (2012)</li><li>• Health and Disability Act</li><li>• Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)</li><li>• Privacy Act (1993) and Health Information Privacy Code (1994)</li><li>• Health and Safety in Employment Act (2015)</li></ul> |

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.

# POSITION DESCRIPTION

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**Health New Zealand**  
**Te Whatu Ora**

*Signed on behalf of Health NZ  
Te Whatu Ora  
Te Tai o Poutini West Coast*

*I accept the terms and conditions as outlined in  
this Position Description*

**Signed:**\_\_\_\_\_

**Signed:**\_\_\_\_\_

**Date**\_\_\_\_\_

**Date**\_\_\_\_\_

**Name**\_\_\_\_\_

**Name**\_\_\_\_\_

**Position**\_\_\_\_\_

**Registered Nurse**

[TeWhatuOra.govt.nz](https://www.tewhatuora.govt.nz)

Health New Zealand |Te Whatu Ora

Te Tai o Poutini West Coast PO Box 387,  
Greymouth 7805

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

May 2024