

# Clutha Health First Position Description

**Position Title:** Registered Nurse

**Location:** Clutha Community Health Company Ltd *trading as*  
Clutha Health First

**Prepared/Reviewed:** January 2019

## Place in Organisation



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Team Leader's Name :** \_\_\_\_\_

**Team Leader's Signature :** \_\_\_\_\_

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

## **Treaty of Waitangi**

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## **Health and Safety**

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## **Quality and Risk**

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## **Purpose of the Position**

- Responsible and accountable for the assessment, planning, delivery and evaluation of safe and appropriate patient centred nursing care.
- Contributes to teaching / education, support, service delivery and the provision of services

## Nature & Scope of Responsibilities: Domains of Competence

<b>Domain One: Professional Responsibility</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
1. Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements	<ul style="list-style-type: none"> <li>- Practises nursing in accord with relevant legislation/codes/policies and upholds client/patient rights derived from that legislation</li> <li>- Accepts responsibility for actions and decision making within scope of practice</li> <li>- Identifies breaches of law that occur in practice and reports them to the appropriate person(s)</li> <li>- Demonstrates knowledge of, and accesses policies and procedural guidelines that have implications for practice</li> <li>- Uses professional standards of practice</li> </ul>
2. Demonstrates the ability to apply the principles of the Treaty of Waitangi/ Te Tiriti o Waitangi, to nursing practice	<ul style="list-style-type: none"> <li>- Understands the Treaty of Waitangi / Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/ New Zealand</li> <li>- Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori</li> <li>- Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice</li> </ul>
3. Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others	<ul style="list-style-type: none"> <li>- Understands accountability for directing, monitoring and evaluating nursing care provided by nurse assistants, enrolled nurses and others</li> <li>- Seeks advice from a senior registered nurse if unsure about the role and competence of nurse assistants, enrolled nurses and other when delegating work</li> <li>- Takes into consideration the role and competence of the staff when delegating work</li> <li>- Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses, nurse assistants and others</li> </ul>
4. Promotes an environment that enables client/patient safety, independence, quality of life and health	<ul style="list-style-type: none"> <li>- Identifies and reports situations that affect client/patient or staff health and safety</li> <li>- Accesses, maintains and uses emergency equipment and supplies</li> <li>- Maintains infection control principles</li> <li>- Recognises and manages risks to provide care which best meets the needs and interests of the client/patients and public</li> </ul>
5. Practices nursing in a manner that the client/patient determines as being culturally safe	<ul style="list-style-type: none"> <li>- Applies the principles of cultural safety in own nursing practice</li> <li>- Recognises the impact of the culture of nursing on client/patient care and endeavours to protect the client/patients' well being within this culture</li> <li>- Practices in a way that respects the client/patients' identity and right to hold personal beliefs, values and goals</li> <li>- Assists the client/patient to gain appropriate support and representation from those who understand the</li> </ul>

	<p>client/patient's culture, needs and preferences</p> <ul style="list-style-type: none"> <li>- Consults with members of cultural and other groups as requested and approved by the client/patient</li> <li>- Reflects on his/her practice and values that impact on nursing care in relation to the client/patient's age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability</li> <li>- Avoids imposing prejudice on others and provides advocacy when prejudice is apparent</li> </ul>
<b>Domain Two: Professional Responsibility</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
1. Provides planned care to achieve identified outcomes	<ul style="list-style-type: none"> <li>- Contributes to care planning, involving client/patients and demonstrating an understanding of client/patients' rights to make informed decisions</li> <li>- Demonstrates understanding of the processes and environments that support recovery</li> <li>- Identifies examples of the use of evidence in planned nursing care</li> <li>- Undertakes practice procedures and skills in a competent and safe way</li> <li>- Administers interventions, treatments and medications , (for example intravenous therapy, calming and restraint), within legislation, codes and scope of practice; and according to authorised prescription, established policy and guidelines</li> </ul>
2. Undertakes a comprehensive and accurate nursing assessment of client/patients in a variety of settings	<ul style="list-style-type: none"> <li>- Undertakes assessment in an organised and systematic way</li> <li>- Uses suitable assessment tools and methods to assist the collection of data</li> <li>- Applies relevant research to underpin nursing assessment</li> </ul>
3. Ensures documentation is accurate and maintains confidentiality of information	<ul style="list-style-type: none"> <li>- Maintains clear, concise, timely, accurate and current client/patient records within a legal and ethical framework</li> <li>- Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery</li> </ul>
4. Ensures the client/patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options	<ul style="list-style-type: none"> <li>- Provides appropriate information to client/patients to protect their rights and to allow informed decisions</li> <li>- Assesses the readiness of the client/patient to participate in health education</li> <li>- Makes appropriate professional judgement regarding the extent to which the client/patient is capable of participating in decisions related to his/her care</li> <li>- Discusses ethical issues related to health care/nursing practice, (for example: informed consent, privacy, refusal of treatment and rights of formal and informal client/patients)</li> <li>- Facilitates the client/patient's access to appropriate therapies or interventions and respects the client/patient's right to choose amongst alternatives</li> </ul>

	<ul style="list-style-type: none"> <li>- Seeks clarification from relevant members of the health team regarding the individual's request to change and/or refuse care</li> <li>- Takes the client/patient's preferences into consideration when providing care</li> </ul>
5. Acts appropriately to protect oneself and others when faced with unexpected client/patient responses, confrontation, personal threat or crisis situations	<ul style="list-style-type: none"> <li>- Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation</li> <li>- Takes action in situations that compromise client/patient safety and wellbeing</li> <li>- Implements nursing responses , procedures and protocols for managing threats to safety within the practice environment</li> </ul>
6. Evaluates client/patient's progress toward expected outcomes in partnership with client/patients	<ul style="list-style-type: none"> <li>- Identifies criteria for evaluation of expected outcomes of care</li> <li>- Evaluates effectiveness of the client/patient's response to prescribed treatments, interventions and health education in collaboration with the client/patient and other health care team members. (Beginning registered nurses would seek guidance and advice from experienced registered nurses)</li> <li>- Reflects on client/patient feedback on the evaluation of nursing care and health service delivery</li> </ul>
7. Provides health education appropriate to the needs of the client/patient within a nursing framework	<ul style="list-style-type: none"> <li>- Checks client/patient's level of understanding of health care when answering their questions and providing information</li> <li>- Uses informal and formal methods of teaching that are appropriate to the client/patient's or group's abilities</li> <li>- Participates in health education, and ensures that the client/patient understands relevant information related to their health care</li> <li>- Educates client/patient to maintain and promote health</li> </ul>
8. Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care	<ul style="list-style-type: none"> <li>- Identifies one's own level of competence and seeks assistance and knowledge as necessary</li> <li>- Determines the level of care required by individual client/patients</li> <li>- Accesses advice, assistance, debriefing and direction as necessary</li> </ul>
9. Maintains professional development	<ul style="list-style-type: none"> <li>- Contributes to the support, direction and teaching of colleagues to enhance professional development</li> <li>- Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice</li> <li>- Takes responsibility for one's own professional development and for sharing knowledge with others</li> </ul>

<b>Domain Three: Interpersonal Relationships</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
1. Establishes, maintains and concludes therapeutic interpersonal interactions, working in partnership with the client/patient	<ul style="list-style-type: none"> <li>- Initiates, maintains and concludes therapeutic interpersonal interactions with client/patients</li> <li>- Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for client/patients with mental health needs</li> <li>- Utilises effective interviewing and counselling skills in interactions with client/patients</li> <li>- Demonstrates respect, empathy and interest in client/patients</li> <li>- Establishes rapport and trust with client/patient</li> </ul>
2. Practises nursing in a negotiated partnership with the client/patient where and when possible	<ul style="list-style-type: none"> <li>- Undertakes nursing care that ensures client/patients receive and understand relevant and current information concerning their health care that contributes to informed choice</li> <li>- Implements nursing care in a manner which facilitates the independence, self esteem and safety of the client/patient and an understanding of therapeutic and partnership principles</li> <li>- Recognises and supports the personal resourcefulness of people with mental and/or physical illness</li> <li>- Acknowledges family/whanau perspectives and supports their participation in services</li> </ul>
3. Communicates effectively with client/patients and members of the health care team	<ul style="list-style-type: none"> <li>- Uses a variety of effective communication techniques</li> <li>- Employs appropriate language to context</li> <li>- Provides adequate time for discussion</li> <li>- Endeavours to establish alternative communication methods when client/patients are unable to verbalise</li> <li>- Accesses an interpreter when appropriate</li> <li>- Discussions concerning client/patients are restricted to settings, learning situations and or relevant members of the health care team</li> </ul>
<b>Domain Four: Inter-professional Health Care &amp; Quality Improvement</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
1. Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care	<ul style="list-style-type: none"> <li>- Promotes a nursing perspective within the inter-professional activities of the health care team</li> <li>- Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area</li> <li>- Collaborates with the client/patient and other health team members to develop and plan of care</li> <li>- Maintains and documents information necessary for continuity of care and recovery</li> <li>- Develops a discharge plan and follow up care in consultation with the client/patient and other members of the health care team</li> </ul>

	<ul style="list-style-type: none"> <li>- Makes appropriate referrals to other health care team members and other health related sectors for client/patients who require consultation</li> </ul>
2. Recognises and values the roles and skills of all members of the health care team in the delivery of care	<ul style="list-style-type: none"> <li>- Contributes to the co-ordination of care to maximise health outcomes for the client/patient</li> <li>- Collaborates, consults with and provides accurate information to the client/patient and other health professionals about the prescribed interventions or treatments</li> <li>- Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them</li> </ul>
3. Participates in quality improvement activities to monitor and improve standards of nursing	<ul style="list-style-type: none"> <li>- Reviews policies, procedures and provides, based on relevant research</li> <li>- Recognises and identifies researchable practice issues and refers them to appropriate people</li> <li>- Distributes research findings that indicate changes to practice to colleagues</li> </ul>

<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>• The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position.</li> </ul>	<ul style="list-style-type: none"> <li>• That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain high standards of performance</li> </ul>	<ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</li> <li>• Undertake annual CPR, OSH, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the provision of a safe and clean environment for patient, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the Manager.</li> <li>• Practice is safe and meets legal requirements.</li> <li>• Practice protects and enhances individual rights.</li> <li>• All records are maintained to meet policy and procedure requirements.</li> <li>• Maintain knowledge of fire and Civil Defence procedures</li> <li>• Be familiar with and implement Infection Control in all daily activities.</li> </ul>

<b>Accountabilities and Performance Measures</b>	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>Maintain good communication and interpersonal relationships within Clutha Health First</li> </ul>	<ul style="list-style-type: none"> <li>Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the facility</li> </ul>
<ul style="list-style-type: none"> <li>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> </ul>

### **Problem Complexity**

- Problems will vary dependent on the numerous clinical situations the registered nurse encounters and the complexity of patient care.
- Works in partnership with Medical and Allied Health staff to ensure best outcomes for the patients.
- The registered nurse is responsible to the Team Leader, for the standard of care delivered, management of resources and issues relating to professional practice.
- Will be expected to deal with unexpected and emergency situations.
- Will take a coordinating/leading role as delegated or required.
- Will be expected to recognise and consult with the Team Leader on actual or potential factors that may impinge on effective service delivery.

### **Scope for Action**

- The registered nurse is accountable for the day-to-day delivery of care and management of own workload.
- Issues and problems outside the scope of practice and knowledge and skills of the registered nurse should be referred to the Team Leader.
- Though individual accountability is paramount, the registered nurse is also expected to function within an interdisciplinary team.
- Service and staff performance issues must be referred to the Team Leader.
- The registered nurse has no authority for budget expenditure.



### **Scope of Practice**

- The Scope of Practice for Registered Nurses is defined but not limited to the following Professional, Organisational, Service Specification and National documentation, legislation and regulations.
  - Clutha Health First Policies and Procedures and other relevant documentation – Scope of Practice: Nursing & Midwifery.
  - Health Practitioners Competence Assurance Act 2003.
  - Nursing Council of New Zealand Code of Conduct for Nurses and Midwives 1998
  - Privacy Act 1993 and the Health Information Privacy Code
  - Health and Safety in Employment Act 1992
  - Code of Health Disability Services (Consumer Rights) Act 1996

### **Performance Measures**

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader and Chief Executive.

### **Relationships**

- Internal :**
- Clients / Family / Whanau / Caregivers
  - Medical and clerical staff
  - Interdisciplinary members of the health service team including independent contractor
- External :**
- Primary Health Care Providers
  - Community Team

## Person Specifications

### Training, Work Experience and Qualifications

- New Zealand Registered Nurse
- Current practising certificate
- Registered Nurses are required to work at the minimum competent Level 2 status
- New Graduates are required to attain competent (Level 2) status within one year of commencing work at Clutha Health First
- Bachelor of Nursing or similar - desirable
- Post Graduate Studies (certificate, diploma, masters) or work towards same – desirable

### Skills and Knowledge

- Competent practitioner
- Competent assessment skills
- Ability to reflect assessment to planning of care
- Ability to observe and apply analytical skills
- Sensitivity to cultural / ethnic customs, beliefs and values
- Understanding of the principles of the Treaty of Waitangi
- Knowledge of adult teaching and learning
- Ability to develop own performance measures
- Takes responsibility for own actions
- Ability to manage stress / care for self
- Commitment to excellence of practice
- Able to work within Clutha Health First's aims, objectives and values.
- Able to maintain confidentiality and use discretion.
- Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau.
- Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- A commitment towards ongoing self-development.
- Ability to work as an effective member of a team.
- Flexible attitude to work outside boundaries of the position when requested.
- Alert, reliable, thorough, mature, have integrity and initiative.
- Professional demeanour. Have an appropriate presentation and standard of personal care and grooming.
- Able to maintain a current New Zealand driver's licence.

### Physical Task Requirements

A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position:

Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery/equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required

## **Addendum to Position Description Registered Nurse: Practice Nurse**

### **General Service Statement**

The Practice Nurse provides primary care nursing support, patient interventions and treatment within the Medical Centre. As part of the general practice team he/she will work within her scope of practice and be responsible for providing patient-centred, culturally appropriate, and individual holistic care to patients.

The Practice Nurse works closely with the doctors and other team members to provide efficient, effective, professional nursing services.

Patients should feel that they have been dealt with in a friendly, courteous manner and that all that can be done for them, has been done. "Going the extra mile" is our philosophy.

### **Nature & Scope of Responsibilities are outlined in the Registered Nurse Job Description. In addition the Practice Nurse's responsibilities include, but are not limited to:**

- Education and supervision of long term chronic care eg via CarePlus programmes etc
- Preventative health strategies eg smoking cessation, vaccination programmes etc
- Clinical oversight of testing eg laboratory tests

### **Attributes:**

- Excellent customer service skills
- Demonstrated ability to be flexible to meet the requirements of the service

### **Work experience / Qualifications:**

- Registered Nurse with current Annual Practicing Certificate
- Experience or interest in general practice nursing an advantage
- Sound knowledge of:
  - Wound care*
  - Diabetes management*
  - Patient management system including Medtech*
  - Sexual Health*
  - Triage experience*

### **Competencies / Skills:**

- IV Certification
- IV Cannulation/Venepuncture
- Level 4/6 CPR (as determined by Team Leader)
- Immunisation Certification
- Cervical Smear Certification
- Lab Analysis (as determined by Team Leader)

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Team Leader: \_\_\_\_\_

Date: \_\_\_\_\_