



"Healthy People, Healthy Families, Healthy Communities"

Registered Nurse Allocation Pool - Position Description

Position:	Registered Nurse
Reports to:	Nurse Manager – Central Coordination
Responsible for:	N/A
Working hours	Rostered and Rotating
Date:	October 2018

ORGANISATIONAL CONTEXT

The Hutt Valley DHB (HVDHB) serves a mainly urban population of approximately 145,310 people. HVDHB has an executive leadership team and is governed by a board of members and is the centre for five tertiary/regional and sub-regional services - Plastic, Maxillofacial and Burns Services; Rheumatology; School Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Hutt Valley DHB vision:

"Healthy People, Healthy Families, Healthy Communities"

Hutt Valley DHB mission:

Working together for health and wellbeing - a commitment to a cooperative way of working; staff working co-operatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.

Hutt Valley DHB Values:

- Always Caring – Respectful, Kind, Helpful
- 'Can do' – leading, innovating and acting courageously
- In Partnership – Welcoming, Listens, Communicates, Involves
- Being Our Best – Innovating, Professional, Safe

PURPOSE OF ROLE

The Registered Nurse (RN) utilises nursing knowledge, critical thinking and problem solving skills to assess health needs, provide advice and care, and to support people to manage their health.

The RN practices independently and in collaboration with other health professionals and will provide patient centred nursing assessment which are developed, implemented, evaluated and form part of an integrated care plan. The RN provides nursing interventions in accordance with a patient's culture, values and based on substantial scientific and professional knowledge and skills.

The RN provides direction and delegation to Enrolled Nurses (EN), unregulated healthcare workers and student nurses. The RN may also use their expertise to manage, teach, evaluate and research nursing practice.

By working as part of the Allocation Pool the RN in the role is on rostered and rotating shifts, and will be allocated on the day to areas of highest need within the hospital.

KEY WORKING RELATIONSHIPS

Functional:

- Duty Nurse Managers
- Ward/Department Managers/Nurses/Midwives
- Integrated Operations Centre Manager

Internal:

- Clinical Nurse Managers
- Associate Directors of Nursing
- Service Group Managers
- Clinical Nurse Specialists (CNS) and Educators (NE)
- Medical Staff
- Practice Development Unit
- Ward staff
- Allied Health Staff
- Laboratory and radiology services staff

External:

- Families/Whanau/Caregivers
- Patient Visitors
- Community Health Services and Agencies

KEY JOB RESPONSIBILITIES

KEY RESPONSIBILITIES	Performance Indicators/Outcomes
<p>Professional Responsibility Accepts professional responsibility for actions and decisions while promoting a safe environment for care.</p>	<ul style="list-style-type: none"> • Practises nursing in accordance with relevant legislation/codes/policies and upholds patient rights derived from that legislation • Accepts responsibility for actions and decision making within scope of practice • Identifies breaches of law that occur in practice and reports them to the appropriate person(s) • Demonstrates knowledge of, and uses, professional standards of practice, policies and procedural guidelines relevant to practice • Understands accountability for directing, monitoring and evaluating nursing care provided by EN's, unregulated healthcare workers and student nurses • Seeks advice from a senior RN if unsure about the role and competence of others when delegating work • Takes into consideration the role and competence of staff when delegating work • Makes appropriate decisions when assigning care, delegating activities and providing direction for EN's and unregulated healthcare workers • Identifies and reports situations that affect patient or staff members' health or safety • Implements nursing responses, procedures and protocols for managing threats to safety within the practice environment • Maintains infection control principles • Recognises and manages risks to provide care that best meets the needs and interests of patients and the public • Applies the principles of cultural safety in own nursing practice • Recognises the impact of the culture of nursing on patient care and endeavours to protect the patient's wellbeing within this culture • Practises in a way that respects each patient's identity and right to hold personal beliefs, values and goals • Assists the patient to gain appropriate support and representation from those who understand the patient's culture, needs and

	<p>preferences</p> <ul style="list-style-type: none"> • Consults with members of cultural and other groups as requested and approved by the patient • Reflects on his/her own practice and values that impact on nursing care in relation to the patient's age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability
<p>Management of Nursing Care Uses nursing knowledge and evidence-based research to assess and manage patient care in a manner that is responsive to identified needs</p>	<ul style="list-style-type: none"> • Contributes to care planning, involving patients and demonstrating an understanding of patients' rights, to make informed decisions • Demonstrates understanding of the processes and environments that support recovery • Identifies examples of the use of evidence in planned nursing care • Undertakes practice procedures and skills in a competent and safe way • Administers interventions, treatments and medications, within legislation, codes and scope of practice; and according to authorised prescription, established Hutt Valley DHB policy and guidelines • Undertakes assessment in an organised and systematic way • Uses suitable/Hutt Valley DHB approved assessment tools and methods to assist the collection of data • Applies relevant research to underpin nursing assessment • Maintains clear, concise, timely, accurate and current patient records within a legal and ethical framework • Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery • Provides appropriate information to patients to protect their rights and to allow informed decisions • Assesses the readiness of the patient to participate in health education • Makes appropriate professional judgement regarding the extent to which the patient is capable of participating in decisions related to his/her care. • Discusses ethical issues related to health care/nursing practice and uses ethical decision making framework to achieve resolution • Facilitates the patient's access to appropriate therapies or interventions and respects the patient's right to choose alternatives • Seeks clarification from relevant members of the health care team regarding the individual's request to change and/or refuse care • Takes the patient's preferences into consideration when providing care • Understands emergency procedures and plans and lines of communication to maximize effectiveness in a crisis situation • Accesses, maintains and uses emergency equipment and supplies • Takes appropriate actions in situations that compromise patient safety and well-being • Identifies appropriate criteria for evaluation of expected outcomes of care • Evaluates the effectiveness of the patient's response to prescribed treatments, interventions and health education in collaboration with the patient and other health care team members • Reflects on patient feedback on the evaluation of nursing care and health service delivery • Checks patients' level of understanding of health care when answering their questions and providing information • Uses informal and formal methods of teaching that are appropriate to the patient's or group's abilities • Participates in health education, and ensures that the patient understands relevant information related to their health care • Educates patient to maintain and promote health
<p>Interpersonal Relationships Establishes effective therapeutic</p>	<ul style="list-style-type: none"> • Initiates, maintains and concludes therapeutic interpersonal interactions with patients

<p>communication with patients, and interpersonal communication and documentation with other health professionals.</p>	<ul style="list-style-type: none"> • Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for patients with mental health needs • Utilises effective interviewing and counselling skills in interactions with patients • Demonstrates respect, empathy and interest in patient • Establishes rapport and trust with the patient • Undertakes nursing care that ensures patients receive and understand relevant and current information concerning their health care that contributes to informed choice • Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the patient and an understanding of therapeutic and partnership principles • Recognises and supports the personal resourcefulness of people with mental and/or physical illness • Acknowledges family/whanau perspectives and supports their participation in services • Uses a variety of effective communication techniques • Employs appropriate language to context • Provides adequate time for discussion • Endeavours to establish alternative communication methods when patients are unable to verbalise • Accesses an interpreter when appropriate • Discussions concerning patients are restricted to settings, learning situations and or relevant members of the health care team
<p>Interprofessional Health Care & Quality Improvement</p>	<ul style="list-style-type: none"> • Promotes a nursing perspective and contribution within the interprofessional activities of the health care team • Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area • Collaborates with the patient and other health team members to develop and plan of care • Maintains and documents information necessary for continuity of patient care and recovery • Develops a discharge plan and follow up care in consultation with the patient and other members of the health care team • Makes appropriate formal referrals to other health care team members and other health related sectors for patients who require consultation • Contributes to the co-ordination of care to maximise health outcomes for the patient • Collaborates, consults with and provides accurate information to the patient and other health professionals about the prescribed interventions or treatments • Demonstrates a comprehensive knowledge of community services and resources and actively supports patients to use them • Reviews policies, processes, procedures based on relevant research • Recognises and identifies researchable practice issues and refers them to appropriate people
<p>Maintains Professional Development</p>	<ul style="list-style-type: none"> • Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care • Identifies one's own level of competence and seeks assistance and knowledge as necessary • Determines the level of care required by individual patients • Accesses advice, assistance, debriefing and direction as necessary • Contributes to the support, direction and teaching of colleagues to enhance professional development • Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice

	<ul style="list-style-type: none"> • Demonstrates personal commitment to the Professional Development and Recognition Programme (PDRP)
Health and Safety	<ul style="list-style-type: none"> • Displays commitment through actively supporting all health and safety initiatives. • Ensures all staff maintain adequate safety standards on the job through consultation, training and supervision. • Ensures own and others safety at all times. • Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion. • Is involved in health and safety through participation and consultation.
Treaty of Waitangi	<ul style="list-style-type: none"> • Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand. • Demonstrates knowledge of differing health and socioeconomic status of Maori and non-Maori. • Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. • Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation. • Consultation is undertaken with appropriate Maori communities.

PERSON SPECIFICATION
<u>Qualifications and Experience</u> <ul style="list-style-type: none"> • Registered Nurse with current practising certificate • Recent clinical experience as a registered nurse in New Zealand • Excellent understanding of contemporary health trends and issues • Competent with health computer programmes e.g. TrendCare
CORE DHB COMPETENCIES
<u>Team Work</u> <ul style="list-style-type: none"> • Builds and participates in collaborative relationships to accomplish work goals • Treats teams members with dignity, respect and honesty • Recognises and appreciates the contributions of others • Offers and accepts assistance as needed <u>Communication Skills:</u> <ul style="list-style-type: none"> • Practices attentive and active listening • Clearly conveys information, using appropriate communication modes • Ensures clarity and understanding when giving and receiving information • Uses appropriate interpersonal skills to interact with others • Demonstrates tolerance when engaged with frustrating situations and individuals
JOB SPECIFIC COMPETENCIES
<u>Interpersonal Skills:</u> <ul style="list-style-type: none"> • Motivates and inspires staff to always do their best • Promotes a positive attitude towards change • Encourages teamwork and cooperation between staff • Promotes and models a strong customer focus <u>Written Communication Skills:</u> <ul style="list-style-type: none"> • Has sound written communication skills e.g. patient documentation • Clearly conveys information, using appropriate communication modes <u>Fit with HVDHB Values:</u> <ul style="list-style-type: none"> • Takes personal responsibility for making things happen

- Reinforces Hutt Valley DHB values with others and leads by example
- Supports and advocates Hutt Valley DHB's position on all issues
- Demonstrates personal ownership of decisions made by the management team
- Acts ethically and with integrity
- Is open and honest with others
- Actively pursues self-learning and development
- Has integrity and high personal and professional standards

Problem Solving:

- Is highly flexible in approach and is responsive to new ideas
- Encourages others to improve by sharing own knowledge
- Demonstrates excellent research and analytical skills
- Is adaptable to changing environments / situations

Date Effective:

Manager's Signature:

**Employee's
Signature:**
