Position Description

Position:	Registered Nurse
Vulnerable Children Act:	This position is a Core Children's worker under the VCA & requires full safety checks completed before any new employment starts
Group/Service:	Medical and Acute Care Directorate
Reports to:	Jennie Dean
Direct Reports	Nil
Location:	Hutt Valley DHB
Approved by:	Service Manager

Organisational context

Hutt Valley District Health Board (DHB) is one of 20 DHBs in New Zealand responsible for providing, or funding the provision of, health services in their district. Hutt Valley DHB works to improve, promote and protect the health of the people living in the Hutt Valley and takes the lead in planning, funding and providing public health services for them, regardless of where their services are provided. Hutt Valley District Health Board has an executive leadership team and is governed by a board of members. It was founded in 2001 and employs around 2,400 staff, with many based at Hutt Hospital's campus.

Hutt Valley DHB serves a mainly urban population of around 140,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 270 beds. In addition, Hutt Valley DHB 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 cooperatively, 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 and helpful

Can-do – positive, learning and growing and appreciative

In Partnership – welcoming, listens, communicates and involves

Being our Best – innovating, professional and safe.

Hutt Valley DHB Goals:

The strategic goals of the HVDHB are the 'Triple Aim Plus One': Improved population health outcomes, including reduced inequalities; improved patient journeys through our health system; best value for money from our resources; and building a thriving organisation.

Position Title: Registered Nurse, Coronary Care Unit

Role purpose:

- The CCU Registered Nurse (RN) role requires extensive nursing knowledge and complex nursing judgement to assess health needs, provide care, and advise and support people to manage their health and discharge from hospital. He/she is part of a multidisciplinary team where excellence in care of the patient and family is the prime focus.
- The RN practices in collaboration with other health professionals to provide comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care, and provide nursing interventions based on substantial scientific and professional knowledge and skills.
- The RN provides direction and delegation to unregulated healthcare workers and student nurses.
- The RN uses their expertise to manage, teach, evaluate and research nursing practice.
- The RN will work closely with highly skilled nursing colleagues, medical staff and cardiology teams.
- Most patients admitted to the 12-bedded CCU are acute admissions with diagnoses of unstable angina, myocardial infarction, arrhythmias or heart failure. Other admissions include rheumatology and higher needs medical patients.

Key working relationships

Direct reports
Nil

Within the DHB
Nursing, Healthcare workers and Medical staff across inpatient and outpatient services
Administration staff
Clinical support staff such as orderlies, laboratory
Maori and Pacific Health Teams

Externally
General practice staff, other community providers and pharmacies

Key accountabilities and outcomes

Professional Responsibility Accepts professional responsibility for actions and decision while promoting a safe environment for care.	• Practises nursing in accord 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 unregulated healthcare workers and student nurses. • 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, staff and the public. • Applies the principles of cultural safety in own nursing practice. • 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 preferences.
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.	• 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 early discharge planning and recovery. • 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 HVDHB policy and guidelines. • Undertakes assessment in an organised and systematic way following HVDHB guidelines and protocols. • Is able to prioritise and manage time, including when under pressure in times of increased workload. • Uses suitable/HVDHB 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. • Understands emergency procedures and plans and lines of communication to

	- maximize effectiveness in a crisis situation. - Accesses, maintains and uses emergency equipment and supplies. - 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.
Interpersonal Relationships Establishes effective therapeutic communication with patients, and interpersonal communication and documentation with other health professionals.	- Sets a positive attitude by being motivated and committed to working in a team. - Maintains a welcoming atmosphere for patients', their visitors and all health professionals. - Initiates, maintains and concludes therapeutic interpersonal interactions with patients. - 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. - 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.
Interprofessional Health Care & Quality Improvement Evaluates the effectiveness of care and promotes a nursing perspective within the interprofessional activities of the team.	- 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.
Maintains Professional Development	• 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. • 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. • Takes responsibility for one's own professional development and for sharing knowledge with others.
Health and Safety	• Displays commitment through actively supporting all health and safety initiatives. • 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, training and consultation.

Competencies required for role

Interpersonal Skills:
- Personable and friendly, relates well to most people.
- Builds an effective level of rapport with people within a short period of time.
- Reads situations effectively, and tailors their responses to reflect the needs of the situation.
- Effectively communicates in situations requiring tact and diplomacy.
- Able to communicate complex and involved (e.g. technical, medical) ideas to others.
- Able to identify and proactively manage tension between people.
- Able to influence individuals or small groups of people in relation to straightforward/non-contentious issues.
- Works within scope of practice with a strong team focus

General Accountabilities:
- Respond to the changing needs of the DHB, performing other tasks as required
- Champion equality and diversity in the workplace including the Treaty of Waitangi.
- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHB's Code of Conduct

Written Communication Skills:
- Has sound written communication skills e.g. patient documentation, formal referrals, meeting minutes.
- Able to communicate in writing with people with a wide range of backgrounds (e.g. team members, internal groups, patients/clients, etc).
- Pitch, style, tone and couching of message is appropriate for context and purpose required (although may have occasional uncertainties).
- A good range of specialist terminology in their own and related health fields.
- Scope of written documentation can cover several complex topics, within the same field.

Person specification

Essential qualifications, skills and experience

Qualifications/knowledge
- RN Practising Certificate
- Post Graduate qualification
- Deep knowledge of the NZ heath system and the DHB environment
- Comprehensive knowledge of the DHB clinical environment, systems and processes
- Knowledge of the trends and emerging issues for the nursing profession.

Experience
- Recent experience in a relevant clinical setting

Skills
- Excellent computer skills

Capability profile

Competencies
Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Elements
Process Management	- Good at figuring out the processes necessary to get things done - Knows how to organize people and activities - Understands how to separate and combine tasks into efficient work flow - Knows what to measure and how to measure it - Can see opportunities for synergy and integration - Gets more out of fewer resources
Directing Others	- Is good at establishing clear directions - Distributes the workload appropriately - Lays out work in a well-planned and organized manner - Maintains two-way dialogue with others on work and results - Brings out the best in people - Is a clear communicator
Ethics and Values	- Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times - Acts in line with those values - Rewards the right values and disapproves of others
Customer Focus	- Is dedicated to meeting the expectations and requirements of customers - Gets first-hand customer information and uses it for improvements in services - Acts with customers in mind - Establishes and maintains effective relationships with customers and gains their trust and respect
Drive for Results	- Can be counted on to exceed goals successfully - Is constantly and consistently one of the top performers - Steadfastly pushes self and others for results
Strategic Agility	- Sees ahead clearly - Can anticipate future consequences and trends accurately - Has broad knowledge and perspective - Is future oriented - Can articulately paint credible pictures and visions of possibilities and likelihoods

Competency	Elements
Integrity and Trust	- Is widely trusted - Is seen as a direct, truthful individual - Keeps confidences - Admits mistakes
Dealing with Ambiguity	- Can effectively cope with change - Can comfortably handle risk and uncertainty
Motivating Others	- Creates a climate in which people want to do their best - Empowers others Makes each individual feel his/her work is important - Is someone people like working with
Interpersonal Skill	- Relates well to all kinds of people inside and outside the organization - Builds appropriate rapport - Builds constructive and effective relationships - Uses diplomacy and tact - Can diffuse high-tension situations comfortably
Decision Quality	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement

Date Effective: _____

Manager's Signature: _____

Employee's Signature: _____

HUTT VALLEY DHB

Our shared values and behaviours @ Hutt Valley DHB

		WE WILL...	WE WON'T...
ALWAYS CARING			
	Respectful	• Value differences, treat everyone as an individual • Protect people's privacy and dignity. Be culturally safe • Respect other people's time	• Disrespect people, their views or culture • Disrespect privacy, gossip, talk behind people's backs • Waste people's time, keep people waiting unnecessarily
	Kind	• Show kindness, empathy and compassion for others • Be mana enhancing in every contact with every person	• Be rude, aggressive, shout, intimidate or bully • Be abrupt, belittling, or create stress and anxiety
	Helpful	• Be supportive and attentive to the needs of others • Be willing to go the extra mile to make a difference	• Fail to take notice and leave others to struggle • Resist looking for ways to make things better for others
CAN DO			
	Positive	• Bring a positive attitude to work • Encourage and enable others • Look for solutions, have an 'it's up to us' attitude	• Be grumpy, moaning, moody, have a negative attitude • Complain but not act to change things
	Learning and growing	• Always learn and develop ourselves & others • Seek out, welcome and give feedback to others	• Be closed to new ideas and restrict development • Reject feedback from others, give a 'telling off'
	Appreciative	• Say 'thank you' and value people's contributions • Share and celebrate success and achievements	• Nit pick, criticise, undermine or pass blame • Make people feel undervalued or inadequate
IN PARTNERSHIP			
	Welcoming	• Be welcoming, friendly, smile, introduce ourselves • Acknowledge people	• Be closed, cold, make people feel a nuisance • Ignore people
	Listens	• Listen to people, hear and value their views • Take time to answer questions and to clarify	• 'Tell', dictate to others and dismiss their views • Fail to allow time for / value people's questions
	Communicates	• Explain clearly in ways people can understand • Update people on what's happening now and next	• Use language / jargon people don't understand • Leave people not knowing what's happening
	Involves	• Trust others and act to create trust in ourselves • Involve people in decisions that affect them	• Be judgmental, make assumptions, ignore people • Exclude people, withhold info, micromanage
BEING OUR BEST			
	Innovating	• Look for new and better ways to do things • Be curious and courageous, embracing change	• Be resistant to exploring new ideas and ways of working • Criticise or ignore others with different ways of thinking
	Professional	• Be calm, patient and make time for people • Take responsibility and be reliable, accountable, honest	• Rush, come across as 'too busy' • Say it's 'not my job' and pass work to others
	Safe	• Consistently follow agreed best-practice • Speak up whenever we have a concern	• Cut corners and not follow best practice • 'Walk past' safety concerns or poor behaviour