

Position Description



Position:	Registered Nurse – Early Supported Discharge
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:	Te Herenga Tangata: Community Older Persons, Rehabilitation and Allied Health team
Reports to:	Team Leader, Te Herenga Tangata
Direct Reports	N/A
Location:	Hutt Valley DHB
Approved by:	Director of Nursing

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

Always caring – respectful, kind and helpful

CAN DO

Can-do – positive, learning and growing and appreciative

IN PARTNERSHIP

In Partnership – welcoming, listens, communicates and involves

BEING OUR BEST

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

Service Perspective

Te Herenga Tangata, Community Older Persons, Rehabilitation and Allied Health, will offer a range of intervention options to people of all ages, (who meet the eligibility criteria), with the objective of optimising social and physical function.

Using funding from the DHB, ACC, and the Ministry of Health the service will offer a range of interventions options including;

- Early Supported Discharge and Rapid Response to prevent avoidable admissions
- Comprehensive Geriatric Assessment
- Outcome focussed Inter-disciplinary rehabilitation
- Assessment and appropriate support for people with disabilities, long-term conditions and life limiting illnesses
- Brief, single discipline interventions where this will effectively meet the needs of clients
- Consultancy and support to colleagues in the Residential Care sector, Home and Community Support Services, Primary care and other community agencies.

The team will take a population approach to developing services that work effectively for Maori and Pacific people, people on low incomes, and people with complex health conditions/disabilities.

Co-design will support the on-going development of services that facilitate early assessment, community based recovery, rehabilitation and self-management.

There will be a developing focus on wellness, prevention and early intervention to reduce avoidable functional decline and physical/mental ill health. Integration with Primary health, Cultural and Social Services will support this objective and more effectively address the social determinants which influence health outcomes.

Assessment and intervention is generally provided in the client's home environment but may occur in outpatient or community clinics, or by virtual consultation where appropriate.

ROLE PURPOSE

The Early Supported Discharge (ESD) team aims to reduce unnecessary time in hospital, supporting early return of people to their own homes for assessment and restorative recovery over a time limited period. The team includes Health Care Assistants (HCAs), Rehabilitation Assistants (RAs), Allied Health staff and, where appropriate, uses inter-professional practice approaches to ensure the best experience for patients.

RNs in the team;

- Use in-depth knowledge to provide nursing care and expertise, both in delivering direct patient care, and in supporting other staff caring for patients within the community
- Use their experience in Community practice to co-ordinate and manage complex patient's care across the primary/secondary interface immediately post discharge, to minimise hospital admission and avoid re-admission whilst ensuring quality patient care.
- Have particular expertise in Comprehensive Geriatric assessment, along with the ability to oversee post-injury rehabilitation for patients recovering under the Non-Acute Rehabilitation contract.
- Have ability to apply a range culturally appropriate practice models, particularly when working with Maori and Pacific people

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

KEY WORKING RELATIONSHIPS

Within the DHB

Te Herenga Tangata, Community Older Persons, Rehabilitation and Allied Health team colleagues
Community Health service
Emergency Department, Assessment and Planning Unit, Inpatient wards
Chief Nursing Officer 2DHB
Associate Directors of Nursing (ADoNs)
Nursing (incl HCAs), Allied Health & Medical staff
Administration/Clerical Staff
Clinical Support Services
Infection Prevention and Control
Integrated Operations Centre
Maori Health Unit
Non-Clinical Support Services
Pacific Health Service
Practice Development Unit
Service Quality & Innovation
Care Capacity Demand Management (CCDM) Unit

Externally

Primary & Community Care
Service Coordination Centre
ACC
Staff from other DHBs

KEY ACCOUNTABILITIES AND OUTCOMES

General Accountabilities

- Ensure that your health and safety practice meets the requirements of health and safety at work legislation, applies the DHB's policies and processes and contributes to a culture of safe practice.
- Maintain a strict sense of professional ethics, confidentiality and privacy and abide by the DHB's Code of Conduct.
- 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.

Professional Responsibility

- 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 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 enrolled nurses (ENs) 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 preferences.
- 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

Management of Nursing Care

- 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. (Beginning RNs seek guidance and advice from experienced RNs).
- 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.

Interpersonal Relationships

- 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.
- 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.

Interprofessional Health Care & Quality Improvement

- 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.
- 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.
- Demonstrates personal commitment to the Professional Development and Recognition Programme (PDRP).

PERSON SPECIFICATION

Essential qualifications, skills and experience

Qualifications/knowledge

- RN Practising Certificate (Essential)
- Comprehensive knowledge of the NZ health system and the DHB environment, systems and processes
- Knowledge of the trends and emerging issues for the nursing profession.
- NZ Driver's License (Essential)
- Service Accreditation with Enable NZ (desirable)

Experience

- 3-4 year post-registration experience including Medical, Surgical, Older Persons and Rehabilitation and in Community settings

Skills

- Has required technical skills, certification or credentials
- Competent 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	<ul style="list-style-type: none">• 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 simplify complex processes• Gets more out of fewer resources
Directing Others	<ul style="list-style-type: none">• Is good at establishing clear directions• Sets stretching objectives• 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	<ul style="list-style-type: none">• 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• Practices what he/she preaches
Customer Focus	<ul style="list-style-type: none">• Is dedicated to meeting the expectations and requirements of internal and external 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	<ul style="list-style-type: none">• Can be counted on to exceed goals successfully• Is constantly and consistently one of the top performers• Very bottom-line oriented

Competency	Elements
	<ul style="list-style-type: none"> • Steadfastly pushes self and others for results
Strategic Agility	<ul style="list-style-type: none"> • Sees ahead clearly • Can anticipate future consequences and trends accurately • Has broad knowledge and perspective
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted • Is seen as a direct, truthful individual • Keeps confidences • Admits mistakes • Does not misrepresent him/herself for personal gain
Dealing with Ambiguity	<ul style="list-style-type: none"> • Can effectively cope with change • Is adaptable and flexible • Can decide and act without having the total picture • Can comfortably manage risk and uncertainty
Motivating Others	<ul style="list-style-type: none"> • Creates a climate in which people want to do their best • Can effectively delegate tasks • Invites input from each person and shares ownership and visibility • Makes each individual feel his/her work is important • Is someone people like working for and with
Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people • Builds appropriate rapport • Builds constructive and effective relationships • Uses diplomacy and tact
Decision Quality	<ul style="list-style-type: none"> • Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement • Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time • Sought out by others for advice and solutions

Date Effective:

Manager's Signature:

Employee's Signature:



Our shared values and behaviours @ Hutt Valley DHB

WE WILL...

WE WON'T...

ALWAYS CARING	WE WILL...	WE WON'T...
Respectful	<ul style="list-style-type: none"> Value differences, treat everyone as an individual Protect people's privacy and dignity. Be culturally safe Respect other people's time 	<ul style="list-style-type: none"> Disrespect people, their views or culture Disrespect privacy, gossip, talk behind people's backs Waste people's time, keep people waiting unnecessarily
Kind	<ul style="list-style-type: none"> Show kindness, empathy and compassion for others Be mana enhancing in every contact with every person 	<ul style="list-style-type: none"> Be rude, aggressive, shout, intimidate or bully Be abrupt, belittling, or create stress and anxiety
Helpful	<ul style="list-style-type: none"> Be supportive and attentive to the needs of others Be willing to go the extra mile to make a difference 	<ul style="list-style-type: none"> Fail to take notice and leave others to struggle Resist looking for ways to make things better for others
CAN DO		
Positive	<ul style="list-style-type: none"> Bring a positive attitude to work Encourage and enable others Look for solutions, have an 'it's up to us' attitude 	<ul style="list-style-type: none"> Be grumpy, moaning, moody, have a negative attitude Complain but not act to change things
Learning and growing	<ul style="list-style-type: none"> Always learn and develop ourselves & others Seek out, welcome and give feedback to others 	<ul style="list-style-type: none"> Be closed to new ideas and restrict development Reject feedback from others, give a 'telling off'
Appreciative	<ul style="list-style-type: none"> Say 'thank you' and value people's contributions Share and celebrate success and achievements 	<ul style="list-style-type: none"> Nit pick, criticise, undermine or pass blame Make people feel undervalued or inadequate
IN PARTNERSHIP		
Welcoming	<ul style="list-style-type: none"> Be welcoming, friendly, smile, introduce ourselves Acknowledge people 	<ul style="list-style-type: none"> Be closed, cold, make people feel a nuisance Ignore people
Listens	<ul style="list-style-type: none"> Listen to people, hear and value their views Take time to answer questions and to clarify 	<ul style="list-style-type: none"> 'Tell', dictate to others and dismiss their views Fail to allow time for / value people's questions
Communicates	<ul style="list-style-type: none"> Explain clearly in ways people can understand Update people on what's happening now and next 	<ul style="list-style-type: none"> Use language / jargon people don't understand Leave people not knowing what's happening
Involves	<ul style="list-style-type: none"> Trust others and act to create trust in ourselves Involve people in decisions that affect them 	<ul style="list-style-type: none"> Be judgmental, make assumptions, ignore people Exclude people, withhold info, micromanage
BEING OUR BEST		
Innovating	<ul style="list-style-type: none"> Look for new and better ways to do things Be curious and courageous, embracing change 	<ul style="list-style-type: none"> Be resistant to exploring new ideas and ways of working Criticise or ignore others with different ways of thinking
Professional	<ul style="list-style-type: none"> Be calm, patient and make time for people Take responsibility and be reliable, accountable, honest 	<ul style="list-style-type: none"> Rush, come across as 'too busy' Say it's 'not my job' and pass work to others
Safe	<ul style="list-style-type: none"> Consistently follow agreed best-practice Speak up whenever we have a concern 	<ul style="list-style-type: none"> Cut corners and not follow best practice 'Walk past' safety concerns or poor behaviour