

Position Description

Position	Enrolled Nurse
Team / Service	Outpatient Department, Hutt Valley
Directorate	Surgical, Womans and Children Service
District	Capital, Coast & Hutt Valley
Responsible to	Clinical Nurse Manager – Outpatient Department
Children’s Act 2014	This position is classified as a children’s worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Hutt Valley Campus

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- Provide secondary and tertiary, medical and surgical hospital services alongside community based health care

- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Surgical and Women's Children's Health Service Perspective

Surgical and Women's Children's Health is one of three service groups in the Provider Services Group. The service group is led and managed by a Service Group Manager and Clinical Director. They work in partnership with the Director of Midwifery, Service Managers, an Associate Director of Nursing, an Associate Director of Allied Health, Scientific & Technical Staff (AHST), who provide professional and operational input and support into the overall management of the service group.

The Surgical and Women's Children's Health Service Group is split into five sub-groups:

- Plastics, Dental, Maxillofacial, ENT, Audiology & Ophthalmology
- General Surgery, Orthopaedics & Outpatient Services
- Surgical Support - Anaesthetics, Theatres, Perioperative Care, CSSD
- Women's & Children's Health – Obstetrics & Gynaecology, Child Health & Child Development Services and the VI Programme.
- Planned Care – Elective Booking

Purpose of the role

The Enrolled Nurse (EN) utilises nursing knowledge and nursing judgement to assess health needs, provide care, and advice and support people to manage their health.

The EN works within the scope of the EN as prescribed by the Nursing Council of New Zealand (NCNZ), that is in a team with a Registered Nurse (RN) or Nurse Practitioner (NP) who is responsible for directing and delegating nursing interventions and who maintains overall responsibility for the nursing care. 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.

Enrolled Nurses are accountable for their nursing actions and practise competently in accordance with legislation to their level of knowledge and experience.

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
General Accountabilities	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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.▪ Practices in accordance with the EN scope of practice, under the direction and delegation of a RN▪ Seeks advice from a 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 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.

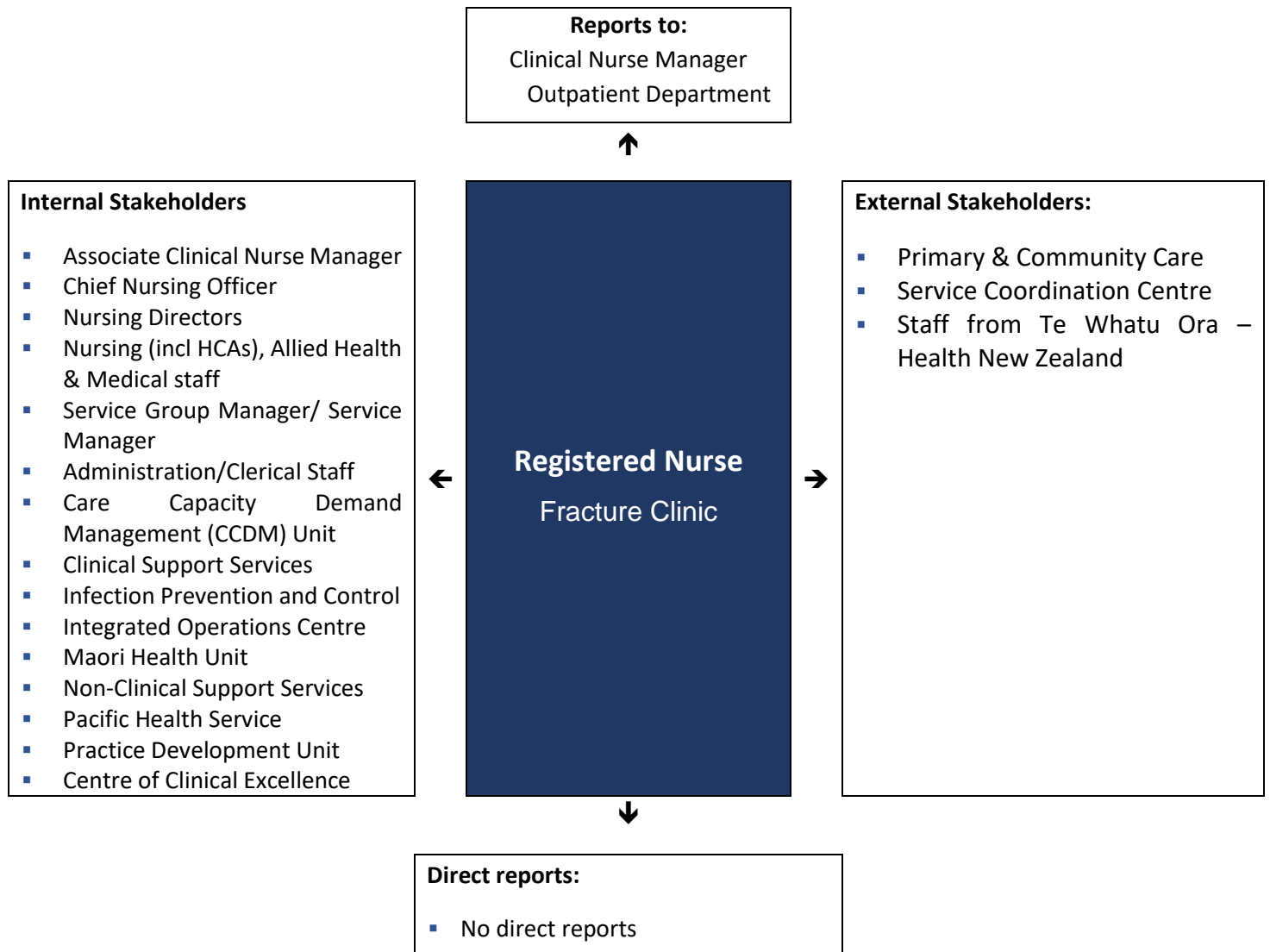
	<ul style="list-style-type: none"> ▪ Recognises and manages risks to provide care that best meets the needs and interests of patients and the public. ▪ Applies the principles of cultural safety in own nursing practice. ▪ Recognises the impact of the culture of nursing on patient care and endeavours to 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 ▪ Actively seeks advice and support for the RN in situations that may be new, unfamiliar and/or outside the EN scope ▪ Feedback to the RN in regards to delegated nursing cares is appropriate in terms of timing and information given
<p>Management of Nursing Care</p>	<ul style="list-style-type: none"> • Contributes to care planning, involving patients and demonstrating an understanding of patients' rights, to make informed decisions in collaboration with the RN and patient • Actively seeks clarification in regards to responsibilities for planned care with the RN • 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 policies and guidelines. • Undertakes assessment in an organised and systematic way. • Uses suitable/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.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<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.
Maintains Professional Development	<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. • Demonstrates personal commitment to the Professional Development and Recognition Programme (PDRP).
Continuous improvement and innovation	<ul style="list-style-type: none"> ▪ Establish a culture of continuous improvement, ensuring linked and cohesive 2DHB view of the support services function that identifies opportunities and co-designs innovative solutions to meet the changing needs, from local customers through to district services or whole sector.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to • Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance • Cultural competence is grown across the team, supporting inclusion and partnership.

Health & Safety	<ul style="list-style-type: none">▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature▪ Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply.▪ Maintain a proactive culture of Health & Safety supported by systems.▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities
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Key Relationships & Authorities



Capability Profile

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

Competency	Behaviours
Interpersonal Savvy	<ul style="list-style-type: none"> ▪ Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation ▪ Builds appropriate rapport ▪ Builds constructive and effective relationships ▪ Uses diplomacy and tact ▪ Can diffuse even high-tension situations comfortably
Organising	<ul style="list-style-type: none"> ▪ Can marshal resources (people, funding, material, support) to get things done ▪ Can orchestrate multiple activities at once to accomplish a goal ▪ Uses resources effectively and efficiently ▪ Arranges information and files in a useful manner
Planning	<ul style="list-style-type: none"> ▪ Accurately scopes out length and difficulty of tasks and projects ▪ Sets objectives and goals ▪ Breaks down work into the process steps ▪ Develops schedules and task/people assignments ▪ Anticipates and adjusts for problems and roadblocks ▪ Measures performance against goals ▪ Evaluates results
Decision Quality	<ul style="list-style-type: none"> ▪ Makes good decisions (without considering how much time it takes) 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
Problem Solving	<ul style="list-style-type: none"> ▪ Uses rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems' ▪ Is excellent at honest analysis ▪ Looks beyond the obvious and doesn't stop at the first answer
Quality & Innovation	<ul style="list-style-type: none"> ▪ Provides quality service to those who rely on one's work. ▪ Looks for ways to improve work processes - suggests new ideas and approaches. ▪ Explores and trials ideas and suggestions for improvement made by others. ▪ Shows commitment to continuous learning and performance development.
Negotiating	<ul style="list-style-type: none"> ▪ Can negotiate skilfully in tough situations with both internal and external groups; ▪ Can settle differences with minimum noise; ▪ Can win concessions without damaging relationships; ▪ Can be both direct and forceful as well as diplomatic; ▪ Gains trust quickly of other parties to the negotiations; ▪ Has a good sense of timing

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Recent clinical experience
- 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.

B. Essential Professional Qualifications / Accreditations / Registrations:

- RN Practising Certificate
- Current or working towards PDRP

C. Someone well-suited to the role will place a high value on the following:

- Building and developing therapeutic relationships with patients all ages and cultures
- Promoting health and wellbeing
- Attention to detail

**Ma tini, ma mano, ka rapa te whai
By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Date Effective:

Manager's Signature:

Employee's Signature:
