# POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION:</th>
<th>Registered Nurse (Staff Nurse) Agency Casual</th>
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<tbody>
<tr>
<td>RESPONSIBLE TO:</td>
<td>Service Manager Medical Management Unit &amp; Hospital Support Services</td>
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<td>Professional report to Clinical Nurse Director for HSS</td>
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<tr>
<td>LOCATION:</td>
<td>Rotorua</td>
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<tr>
<td>FUNCTIONAL RELATIONSHIPS:</td>
<td><strong>Internal:</strong> Patients and families/whanau, Clerical Staff, Nursing Staff including district nursing, Allied Health Staff, Medical Staff, Maori Health Teams, Other Departments <strong>External:</strong> General Practices</td>
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<td>FINANCIAL DELEGATIONS: (if applicable)</td>
<td>Nil</td>
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<td>DATE:</td>
<td>October 2016</td>
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## PRIMARY PURPOSE(S) OF THE POSITION
- To facilitate the delivery of effective clinical services ensuring quality patient care and a safe patient journey across the care continuum.
- To provide nursing care based on current best practice and collaborative working within the interdisciplinary team.

## KEY OBJECTIVES

1. **Nursing Practice**
   - Delivers quality nursing care in line with registration and current practising certificate competency requirements of the Nursing Council of New Zealand.

### Expected Outcomes:
- Demonstrates continuing achievement of competencies within the four domains for registration with Nursing Council of New Zealand ([Appendix 1](#))
  - Professional Responsibility
ii. Management of nursing care  
iii. Interpersonal relationships  
v. Inter-professional health care and quality improvement

- Meets practice and educational hours in accordance with NCNZ minimum requirements.  
- Maintains currency in organisational core certification as relevant to the clinical area.  
- Meets the orientation and ongoing knowledge and skill requirements for relevant clinical areas.  
- Must comply with any specific conditions on practice as determined by NCNZ

2. **Contribution to effective clinical service delivery.**  
Provides support to line manager/CNM in achieving the aims of the department.

**Expected Outcomes:**
- Undertakes and manages a specific portfolio of responsibilities as agreed with the CNM  
- Actively facilitates and role models team working and flexibility between clinical and support staff members  
- Works proactively with medical specialists and nurse specialists to ensure effective services to patients using the department.  
- Provides care which enables effective patient journeys through the care continuum.

3. **Quality & Risk**  
Patient safety is paramount to the service we deliver at Lakes District Health Board. This is achieved in a clinical governance framework identifying and managing risk and utilizing opportunities to improve.

**Expected Outcomes:**
- Proactively encourage all staff and lead by example implementing a culture of continuous quality.  
- Identify all risks that will prevent Lakes DHB from achieving it's goals.  
- Report and manage risks appropriately.  
- Put the patient at the centre of all improvement.  
- Use evidence based improvement methodologies when appropriate for all improvements.  
- Promote Certification where appropriate to showcase quality.

4. **Health & Safety**  
Each individual is responsible for ensuring the safety of themselves, their colleagues, patients and their visitors and to comply with all organisational health and safety policies, procedures and guidelines.

**Expected Outcomes:**
- Implementation and reinforcement of a proactive healthy work place culture which reflects current Lakes DHB tertiary accreditation status and relevant Lakes DHB and legislative requirements.  
- Healthy lifestyles are actively promoted and participated in, within the work area.  
- Employees participate in Health and Safety within areas of work.  
- Health and Safety activities are appropriately documented within specified timeframes.  
- Any opportunities for improving Health and Safety are reported and acted upon in a timely manner.  
- All near misses/incident/accidents are reported to the appropriate line manager within 24 hours.

5. **Maori Health**
Maori philosophies and values of health are reflected in work practice.

**Expected Outcomes:**
- Relationships are established and maintained with Te Huinga Takiora Maori in the planning and delivery of services.
- Demonstrates knowledge of, and practices in a manner that is consistent with, the Treaty of Waitangi in the provision of health care services and support to Maori clients and their whanau.
- Assists in the facilitation of safe services to Maori, including access to Maori treatment options and involvement of whanau in planning and delivery of care.
- Recognises and facilitates the rights of Maori clients and their whanau to participate in cultural activities.
- Has a working knowledge of the Lakes DHB Maori communities.

**PERSON SPECIFICATION**

**Essential:**
- Registration with the Nursing Council of New Zealand (NCNZ)
- Current Annual Practising Certificate

**Qualifications:**
- A relevant nursing qualification. In some instances particular experience and/or on-the-job training may be required

**HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003**

1. You are required to maintain your current competency based practicing certificate.
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority).
3. You must complete the requirements of any competency programme.
4. You must notify the employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. You are required to know the provisions of the HPCAA as the governing legislation.

**Experience:**
- Recent hospital clinical practice

**Knowledge of Relevant Legislation and Regulations including:**
- Health and Disability Code of Consumer Rights 1996
- Health Information Privacy Code 1994
- Health Practitioners Competency Assurance Act 2003
- Human Rights Act 1993
- Lakes District Health Board Quality Framework
- Medicines Act 1981 and Medicines Regulation 1984
- Misuse of Drugs Act 1975 and Regulations 1977
- Nursing Council of New Zealand Code of Conduct 2004
- Nursing Council of New Zealand Competencies for Scope of Registered Nurse 2005
- Treaty of Waitangi Act 1975 and its application to the health setting.

**Personal Attributes:**
Contributes positively to the culture of the organisation, is a team player, takes direction and accounts for performance. Demonstrate a caring and compassionate attitude towards clients, whanau and co-workers.

**Work Tasks (may include any combination of the following):**
• Assesses, plans, implements and evaluates nursing care for patients according to accepted nursing practice and standards;
• Works in consultation with other health professionals and members of health teams, and co-ordinating the care of patients;
• Provides interventions, treatments and therapies such as medications, and monitors responses to treatment and care plans;
• Promotes health and assists in preventing ill health by participating in health education and other health promotion activities;
• Answers questions and providing information to patients and families about treatment and care;
• Supervises and co-ordinating the work of enrolled nurses and other health care workers.

Work Environment
• Works indoors in hospital wards and clinics and other health care facilities in private and public hospitals and medical centres and specialist practices and clinics.
• Works in adequately lit, heated, ventilated and clean, well maintained and hygienic workspaces

Work Function or Activity
• Light to heavy physical demand.
• Sits occasionally during patient briefings, writing reports and at staff meetings.
• Stands and walks frequently to monitor and examine patients, gather and use equipment, medications and deliver other medical interventions.
• Lifting up to a heavy demand will be required when moving patients to carry out nursing procedures.
• Occasional bending, squatting, crouching, stretching, twisting and reaching may be required when carrying out nursing procedures.
• Frequent contact with body fluid and materials will necessitate the use of protective clothing and gloves and safety procedures will be adhered to.
• Occasional repetitive hand and finger movements will be necessary when using computers and writing notes.
• There will be frequent use of surgical and medical equipment and materials including medicines, medical instruments, blood pressure and temperature taking equipment, medical dressings and sterilising equipment.
• Mental activities necessary include a high level of cognitive functioning with nursing, observation, evaluation, assessment, communication, interpersonal, organisational, problem solving and decision-making capabilities.

Further Comments
• Frequently works shifts.

Highly Desirable:
• Commitment to ongoing post graduate education
• Evidence of relevant professional development in speciality clinical knowledge and skills
• Professional affiliation
• Non-smoker preferred.

Signatures:

Line Manager:
(position description approved):

Employee:
(acceptance of position description):

(Please also initial all other pages to show acceptance of position description.)
ABOUT LAKES DISTRICT HEALTH BOARD
At Lakes District Health Board we place the highest of value on the people of our community, including employees and patients, and as such all staff are expected to play a part in the creation and promotion of an environment which lives the following vision, mission and values:

VISION
Healthy Communities – Mauriora! In this vision Mauriora refers to the Mauri - being the life essence and the source of well being, and ora - describing the state of wellness.

MISSION
- Improve health for all
- Maximise independence for people with disabilities
- With tangata whenua, support a focus on health

VALUES
Lakes DHB has three core values:
1. Manaakitanga  Respect and acknowledgement of each other’s intrinsic value and contribution
2. Integrity  Truthfully and consistently acting collectively for the common good
3. Accountability  Collective and individual ownership for clinical and financial outcomes and sustainability

Treaty of Waitangi
Lakes DHB embraces the three principles of the Treaty of Waitangi. In practical terms this means:
- Partnership; working together with iwi, hapu, whanau and Maori communities to develop strategies for improving the health status of Maori.
- Participation; involving Maori at all levels of the sector in planning, development and delivery of health and disability services that are put in place to improve the health status of Maori.
- Protection; ensuring Maori wellbeing is protected and improved as well as safeguarding Maori cultural concepts values and practices.

Lakes DHB is committed within the framework of the New Zealand Public Health and Disability Act (2000) to supporting the Crown in its Treaty relationship.

ORGANISATION STRUCTURE
Appendix 1: NCNZ REGISTERED NURSE SCOPE OF PRACTICE

Registered Nurses utilise nursing knowledge and complex nursing judgement to assess health needs and provide care and to advise and support people to manage their health.

They practice independently and in collaboration with other health professionals, perform general nursing functions and delegate to and direct Enrolled Nurses and Nurse Assistants. They provide comprehensive nursing assessments to develop, implement and evaluate an integrated plan of health care and provide nursing interventions that require substantial scientific and professional knowledge and skills. This occurs in a range of settings in partnership with individuals, families, whānau and communities. Registered Nurses may practice in a variety of clinical contexts depending on their educational preparation and practice experience. Registered Nurses may also use this expertise to manage, teach, evaluate and research nursing practice. There will be conditions placed on the scope of practice of some Registered Nurses according to their qualifications or experience limiting them to a specific area of practice.

NCNZ Competency Framework for Registered Nurses:

1. Professional responsibility

This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgement and being accountable for own actions and decisions, while promoting an environment that maximises client safety, independence and quality of life and health.

- Accepts responsibility for ensuring that his/her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.
- Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.
- Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others.
- Promotes an environment that enables client safety, independence, quality of life and health.
- Practices nursing in a manner that the client determines as being culturally safe.

2. Management of nursing care

This domain contains competencies related to client assessment and managing client care, which is responsive to client needs and which is supported by nursing knowledge and evidence-based research.

- Provides planned nursing care to achieve identified outcomes.
- Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.
- Ensures documentation is accurate and maintains confidentiality of information.
- Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.
- Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.
- Evaluates client's progress toward expected outcomes in partnership with clients.
- Provides health education appropriate to the needs of the client within a nursing framework.
- Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.
- Maintains professional development.
3. **Interpersonal Relationships**

This domain contains competencies related to interpersonal and therapeutic communication with clients, other nursing staff and inter-professional communication and documentation.

- Establishes, maintains and concludes therapeutic interpersonal relationships with client.
- Practices nursing in a negotiated partnership with the client where and when possible.
- Communicates effectively with clients and members of the health care team.

4. **Inter-professional healthcare and quality improvement**

This domain contains competencies to demonstrate that, as a member of the health care team, the nurse evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.

- Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care.
- Recognises and values the roles and skills of all members of the health care team in the delivery of care.
- Participates in quality improvement activities to monitor and improve standards of nursing.
### Registered Nurse Levels of Practice
**Professional Development and Recognition Programme**

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<tr>
<th><strong>Beginning Practitioner</strong></th>
<th><strong>Competent Practitioner</strong></th>
<th><strong>Proficient Practitioner</strong></th>
<th><strong>Expert Practitioner</strong></th>
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<tbody>
<tr>
<td>- Is a Registered Nurse with a practicing certificate</td>
<td>- Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe</td>
<td>- Participates in changes in the practice setting that recognise and integrate the principles of Te Tiriti o Waitangi and cultural safety</td>
<td>- Guides others to apply the principles of Te Tiriti o Waitangi and to implement culturally safe practice to clients</td>
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<tr>
<td>- Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner that the client determines is culturally safe</td>
<td>- Effectively applies knowledge and skills to practice</td>
<td>- Has consolidated nursing knowledge and skills to practice</td>
<td>- Engages in Post Graduate level education (or equivalent)</td>
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<td>- Is a multi-skilled beginner nurse with theoretical and practical student experiences</td>
<td>- Has developed an holistic overview of the client</td>
<td>- Has developed an holistic overview of the client</td>
<td>- Contributes to specialty knowledge</td>
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<td>- Is able to manage and prioritise assigned client care / workload with some guidance</td>
<td>- Is confident in familiar situations</td>
<td>- Is confident in familiar situations</td>
<td>- Acts as a role model and leader</td>
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<td>- Is reliant on learning from the experience of other nurses and her/his own experience</td>
<td>- Is able to manage and prioritise assigned client care / workload</td>
<td>- Demonstrates increasing efficiency and effectiveness in practice</td>
<td>- Demonstrates innovative practice</td>
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<td>- Learns and is developing confidence in practical situations</td>
<td>- Demonstrates increasing efficiency and effectiveness in practice</td>
<td>- Is able to anticipate a likely outcome for the client with predictable health needs</td>
<td>- Is responsible for clinical learning/development of colleagues</td>
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<td>- Is guided by procedures policies &amp; protocols</td>
<td>- Is able to identify unpredictable situations, act appropriately and make appropriate referrals</td>
<td>- Is able to identify unpredictable situations, act appropriately and make appropriate referrals</td>
<td>- Initiates and guides quality improvement activities</td>
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<td>- Initiates and guides changes in the practice setting</td>
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<td>- Acts as a role model and a resource person for other nurses and health practitioners</td>
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<td>- Demonstrates leadership in the health care team</td>
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<td>- Participates in changes in the practice setting</td>
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<td>- Demonstrates in-depth understanding of the complex factors that contribute to client health outcomes</td>
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<td>- Participates in quality improvements in the practice setting</td>
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