

**Gore Health Ltd  
Position Description**

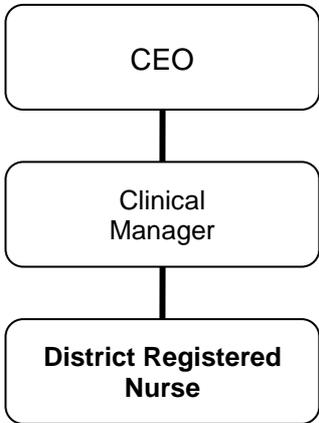
**Position Title:** District Registered Nurse

**Location:** Gore Health Ltd - Gore Hospital

**Responsible to:** Clinical Manager

**Employment Conditions:**

**Organisational Relationship**



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Clinical Manager Name :** \_\_\_\_\_

**Clinical Manager Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## Te Tiriti o Waitangi

GHL recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Te Tiriti o Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## Health and Safety

GHL is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of GHL, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your CEO.

Participate in, and comply with, the requirements of the Health & Safety at Work Act 2015 plus regulations and associated GHL procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with GHL incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## Quality and Risk

GHL is committed to continuous quality improvement and service excellence. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## General Responsibilities

### 1. PROFESSIONAL RESPONSIBILITIES

As an employee of Gore Health you are required to:

- Gain CPR Certification within one month of commencing employment with Gore Health
- Maintain competency on work-related knowledge, best practices and legislation
- Make a personal contribution towards effective and efficient working relationships within Gore Hospital
- Implementation of practice is customer-focused and meets professional standards
- In conjunction with the Clinical Manager, identify your own training needs and plan to meet these needs
- Manage your own time and prioritise your work effectively

### 2. LEGISLATION, REGULATIONS AND COMPANY POLICIES

You are required to:

- Be familiar with and adhere to the provisions of:
  - all relevant acts and regulations,
  - all company, hospital and department policies,
  - relevant procedure manuals

### 3. RISK MANAGEMENT

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced

- Be especially aware of those risks that have high cost or safety implications
- Complete a HAIR report form for any accident, incident or near miss that has taken place at work
- Respond to complaints according to appropriate policies

#### **4. OCCUPATIONAL HEALTH AND SAFETY**

You are required to:

- Carry out your work in a healthy and safe manner
- Encourage and assist others to work in the same way
- Report and rectify any unsafe workplace conditions/practices
- Complete HAIR report form for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours
- Co-operate with, support and promote occupational health and safety actions and initiatives in the workplace
- Read and understand the health and safety manual, any relevant chemical information, and the emergency plan
- Keep your knowledge of identified hazards up to date

#### **5. SECURITY**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties
- Notify Personnel of any changes required for your ID badge
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator
- Complete a HAIR report form for any incident which has or might have compromised the safety of staff, patients and visitors

#### **6. CONFIDENTIALITY**

- Adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information. Maintain strict confidentiality of knowledge gained in the course of your work concerning patient, colleague and Gore Health Business at all times while working for Gore Health and upon termination of employment.

### **PURPOSE OF POSITION**

This position aims to provide clinical nursing in community based practice in order to bring about continual improvement in patient care outcomes. The District Registered Nurse will enhance community based nursing practice through the application of nursing knowledge and education to foster the advancement of high quality District Nursing Services.

The District Registered Nurse provides comprehensive nursing assessments to develop implement and evaluate integrated plans of care and interventions. This occurs in a range of settings in partnership with individuals, families, whanau and communities.

The Registered Nurse will participate in the clinical running requirements of Gore Health Ltd District Nursing service on a day to day basis and develop a close working relationship with other members of the multidisciplinary team within Gore Hospital and other relevant stakeholders.

When required the District Registered Nurse will participate in the inpatient care delivery area.

## LOCATION

- Gore Health service areas
- Gore Hospital
- Residential Care Facilities (as per access criteria)

## KEY TASKS

<b>Provision of Clinical care in the District Nursing Service Environment</b>	
Accepts responsibility for the delivery of safe quality treatment and support services in the person's home or designated clinical area which meets the needs of the patients, care givers and service requirements optimally at a time convenient to the recipient.	
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>• Ensure that patients needs are met in accordance with professional standards of nursing practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of clinical and non - clinical standards and protocols within the home environment,</li> <li>• Gore Health Ltd policy standards and protocol and NZNO Nursing Standards</li> </ul>
<ul style="list-style-type: none"> <li>• Care is provided within the framework of nursing theory/process and is accurately documented</li> </ul>	<ul style="list-style-type: none"> <li>• Documented evidence that team members are providing individual care, incorporating nursing process components of assessment, planning, intervention and evaluation</li> <li>• Individual care plans are reviewed and updated timely and as per policy</li> <li>• Discharge planning is evident and occurs in a timely manner to meet the patient's individual needs</li> </ul>
<ul style="list-style-type: none"> <li>• Specialised clinical practice skills and competencies are current and meet client and service requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Specialised knowledge is reflected in practice</li> <li>• Care delivery method is known to all team members including the multidisciplinary team</li> <li>• Accountability for your own practice is exhibited</li> <li>• Maintenance of current and appropriate clinical practice skills/competencies</li> <li>• Safe Nursing practice and correct use of equipment and resources</li> </ul>

<b>Leadership and Teamwork</b>	
Provides clear leadership, direction and vision within the team environment to ensure a safe supportive and efficient environment exists within the community area	
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>• As required by the Clinical Manager participate in inpatient clinical care</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in inpatient clinical care delivery when requested</li> </ul>
<ul style="list-style-type: none"> <li>• Communication and Interpersonal skills promote open and effective team work</li> </ul>	<ul style="list-style-type: none"> <li>• Open communication exists within community service</li> </ul>
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>• The service vision and direction is understood</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of staff understanding and commitment to the service vision and direction</li> <li>• Evidence that staff understand SDHB funding and ACC service objectives, criteria and volumes</li> </ul>

<b>Health and Safety</b> To promote a sound and safe work environment in a community based setting	
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Equipment and vehicles are safely managed and maintained</li> </ul>	<ul style="list-style-type: none"> <li>Car and equipment maintenance as per Gore Health Ltd policy</li> <li>Reporting of all HAIR's</li> </ul>
<ul style="list-style-type: none"> <li>Gore Health Ltd policies and procedures are adhered to for the protection of patients, staff and the public</li> </ul>	<ul style="list-style-type: none"> <li>Participation in Gore Health Ltd education for Health &amp; Safety issues</li> <li>Evacuation Plan/Fire Drill procedures are practised</li> <li>HAIR policy is adhered to</li> </ul>
<ul style="list-style-type: none"> <li>Infection Control Policy applied appropriately and consistently to ensure client and staff safety</li> </ul>	<ul style="list-style-type: none"> <li>Attend education in and adhere to the Infection Control Policy</li> </ul>

<b>Advocacy</b> Participate in a team environment which enables and encourages team members to act as their patient advocate	
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Patient rights, dignity, confidentiality, privacy and cultural needs are respected and maintained</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that Privacy Act is adhered to</li> <li>Evidence that cultural needs, dignity is respected and adhered to</li> <li>Patient/staff rights are acknowledged and reflected in nursing care and practice</li> </ul>

<b>Cultural Safety</b> Provide culturally safe care to patients, their families, and visitors in their home environment or other clinical setting	
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Cultural and spiritual needs are met with sensitivity, including those of the family/whanau and significant others</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate requests for special needs are met</li> <li>Demonstrated evidence of awareness and knowledge of the cultural and spiritual needs of patients, staff, visitors and colleagues</li> </ul>
<ul style="list-style-type: none"> <li>Services are delivered in a supportive manner that respects the dignity, rights, needs, abilities and cultural values of the client their family/whanau</li> </ul>	<ul style="list-style-type: none"> <li>Service levels are uniform and exhibit adaptability to the individuals, rights, needs, culture and personal philosophy</li> </ul>

<b>Continuous Quality Improvement</b> Participate in continuous improvement programme to enhance client care and to meet the Gore Health Ltd Quality Plan	
<b>Expected Outcome</b>	<b>Performance Measure</b>
<ul style="list-style-type: none"> <li>Accepts procedures and work practice patterns are carried out in an efficient and cost effective manner for the service</li> </ul>	<ul style="list-style-type: none"> <li>Adheres to continuing audit programmes and follow up processes including problem identification, action plans, and feedback</li> <li>Undertakes critical evaluation of work practice patterns</li> <li>Participates in policy development and review</li> <li>Participates in service initiatives effectively</li> </ul>

### Professional Development

Accepts responsibility for own professional development to maintain and expand current knowledge base and skills

Expected Outcomes	Performance Measures
Ongoing goals and objectives are set annually with the Clinical Manager for further development of knowledge and skills	<ul style="list-style-type: none"><li>• Completed yearly Performance Appraisal is agreed to and signed by both parties</li><li>• Evidence of achieving goals and objectives within agreed timeframes.</li></ul>
Maintain high standards of performance	<ul style="list-style-type: none"><li>• Undertake annual CPR, Fire Training and any other service requirement training as per GHLCQI plan and procedures.</li><li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of knowledge base.</li></ul>
Maintain good communication and interpersonal relationships within GHLC and other stakeholders	<ul style="list-style-type: none"><li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital</li><li>• Act in a professional manner in interactions with clients, family/whanau and all stakeholders</li></ul>

## Person Specification

- Qualifications & Work Experience**
- Registered Nurse/Comprehensive Nurse with current Practising Certificate
  - A minimum of one - two years clinical practice
  - Current driver's licence with good driving record
- Skills/Knowledge & Personal Qualities**
- High professional, personal and clinical standards
  - Demonstrate a genuine interest in working in the community
  - Experience in wound and palliative care
  - Ability to work autonomously as well as within a team
  - Efficient, thorough and organised work practices
  - Professional attitude and work ethic
  - Excellent communication and interpersonal skills
  - Commitment towards ongoing professional development (with relevance to district nursing and community practice)
  - Commitment to organisational goals, values and standards
  - Demonstrates competence with computers
  - Ability to learn new technologies and cope with change

## Relationships

- Internal Relationships:**
- GHL CEO
  - Clinical Manager
  - Patient Services Coordinator
  - Administration Manager
  - Nursing & Maternity staff
  - Medical Officers
  - Allied Health staff
  - Administration staff
  - Service providers and tenants of GHL
- External Relationships:**
- Primary and Secondary Health Providers
  - Consumers
  - ACC

**Note:** This job description has been prepared to assist in appointment. All GHL job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.