

**Gore Health Ltd
Position Description**

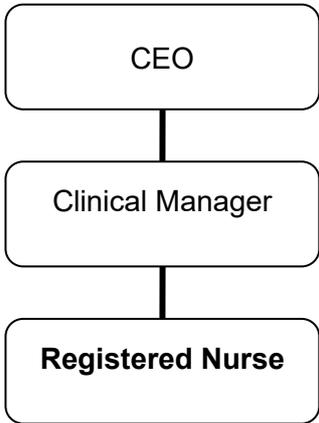
Position Title: Registered Nurse

Location: GHL (GHL) – Gore Hospital and other locations as required.

Responsible to: Clinical Manager

Employment Conditions:

Organisational Relationship



Position Holder's Name : _____

Position Holder's Signature : _____

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 and 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 THIS POSITION

This position aims to provide nursing service and clinical competencies in order to bring about continual improvement inpatient care outcomes. Nursing practice will be enhanced through the application of versatile nursing knowledge to foster the advancement of high quality Nursing Service.

It is envisaged that the applicant will participate in the clinical running requirements of Gore Hospital on a day to day basis and develop a close working relationship with other members of the multidisciplinary team within the hospital.

Incorporated within this position is an on call component. This will involve the applicant being available for ambulance transfers and ward work on a rostered on-call basis.

KEY TASKS AND RESPONSIBILITIES

1. Provision of Clinical care

Accepts responsibility for the delivery of safe quality nursing care within the clinical area which meets the needs of the patients, care givers and service requirements

Expected Outcome

Performance Measure

<ul style="list-style-type: none"> Ensure that patient needs are met in accordance with professional standards of nursing practice. 	<ul style="list-style-type: none"> Maintenance of clinical and non - clinical standards and protocols within the clinical area Gore Health Ltd policy standards and protocol and NZNO Nursing Standards
<ul style="list-style-type: none"> Care is provided within the framework of nursing theory/process and is accurately documented 	<ul style="list-style-type: none"> Discharge planning is evident and occurs in a timely manner to meet the patient's individual needs Documented evidence that team members are providing individual care, incorporating nursing process components of assessment, planning, intervention and evaluation
<ul style="list-style-type: none"> Specialised clinical practice skills and competencies are current and meet client and service requirements 	<ul style="list-style-type: none"> Specialised knowledge is reflected in practice Care delivery method is known to all team members including multidisciplinary team Each team member accepts accountability for their own practice Maintenance of current and appropriate clinical practice skills/competencies Safe Nursing practice and correct use of equipment and resources Demonstrated knowledge and adherence to the correct use of equipment and resources

2. Leadership and Teamwork

Provides clear leadership, direction and vision to Enrolled Nurses and students to ensure a safe supportive and efficient environment exists within the clinical area

Expected Outcome	Performance Measure
<ul style="list-style-type: none"> Communication and Interpersonal skills promote open and effective team work 	<ul style="list-style-type: none"> Open communication exists within the services in Gore Health Ltd Individual views are respected, listened to and valued
<ul style="list-style-type: none"> The service vision and direction is recognised and understood within Gore Health Ltd 	<ul style="list-style-type: none"> Evidence of staff understanding and commitment to the service vision and direction Evidence that staff understand SDHB/ACC funding and service volumes

3. Health and Safety

To promote a sound and safe work environment

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

4. Advocacy

Participate in a team environment which enables and encourages team members to act as their patient advocate

Expected Outcome	Performance Measure
<ul style="list-style-type: none"> Patient rights, dignity, confidentiality, privacy and cultural needs are 	<ul style="list-style-type: none"> Evidence that Privacy Act is adhered to Evidence that cultural needs, dignity is respected and adhered to Patient/staff rights are acknowledged and reflected in nursing

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

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

7. Professional Development	
Accepts responsibility for own professional development to maintain and expand current clinical knowledge base	
Expected Outcome	Performance Measure
<ul style="list-style-type: none"> Participate in annual performance appraisal meeting 	<ul style="list-style-type: none"> Completed Performance Appraisal is agreed to and signed by each party
<ul style="list-style-type: none"> Ongoing goals and objectives are set at least annually with the Clinical Manager for further development of knowledge and skills 	<ul style="list-style-type: none"> Evidence of achieving goals and objectives within agreed time frames

8. Emergency Management	
If RN is working the Emergency Department, he/she accepts responsibility of the leadership role for Emergency Management after-hours.	
Expected Outcome	Performance Measure
<ul style="list-style-type: none"> Understanding of policies and procedures for Emergency Management Awareness of key contacts 	<ul style="list-style-type: none"> Recognises the potential for situations to escalate. Demonstrates the knowledge and ability to lead in the event of an emergency. Facilitates notification to key personnel. Provides direction and delegation to staff in the event of an emergency. Acts as Building Fire Warden as necessary.

Person Specification

Qualifications & Work Experience

- Registered in accordance with the Health Practitioners Competence Assurance Act 2003 and its amendments as a General & Obstetric Nurse or Comprehensive Nurse
- Current Practising Certificate
- Current Drivers Licence
- Current clinical practice preferably Post Graduate experience of at least one year
- Knowledge and understanding of SDHB specifications

Skills/Knowledge & Personal Qualities

- Proven clinical credibility and theory based practice.
- An ability to participate in a team in the achievement of goals and outcomes
- Proven commitment to the provision of quality nursing care
- Excellent communication and interpersonal skills
- Education of patients and their families which encourages self care and independence
- Demonstrates cultural safety in the practice setting
- Demonstrates innovation and is proactive
- Ability to effectively manage, plan and co-ordinate workload
- Innovative
- Proactive
- Supportive
- Sense of Humour
- Respectful
- Caring

Emergency Department Specific

- New Zealand Resuscitation CORE Advanced
- Experience:- external applicants must have two years of post-graduate experience (including a minimum of 6 months ED experience). Current Registered Nurses can orientate to ED after two years of post-graduate experience.
- College of Emergency Nurses NZ Triage Course. ED nurses must obtain this qualification within 6 months of orientation/employment.
- Australian College of Emergency Nursing Trauma Nursing Core Course (TNCC) - preferred
- Cannulation, phlebotomy and Intravenous certified
- Plastering proficiency (preferred)

Relationships

Internal Relationships: GHL CEO
Clinical Manager
Patient Services Co-ordinator
Medical Officers
Nursing Staff
Administration Manager
Allied Health staff
Administration staff
Service providers and tenants of GHL

External Relationships: Primary and Secondary Health Providers
Consumers

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