



POSITION DESCRIPTION

Registered Nurse

Mission

Motivated by our Christian heritage, and in partnership with others, we work across the generations for positive change, strong families and healthy communities.

Whakatakanga

Mai i aua whakaponu a te karaitianatanga me aua rangapu o o ratou, kia mahi tahi ai i te tahataha o nga reanga katoa hei whakaumu pai, hei whakapakari ai te whanau nga hapori hoki.

Vision

Presbyterian Support Otago works for a fair, just and caring community.

MoeMoea

Kaihapai Perehipitiriana o Otakou i mahi ai mo te tika me te hapori e manaaki ana.

Location	
Purpose of position	<p>The Registered Nurse is responsible for:</p> <ul style="list-style-type: none"> • assessment, planning, delivering and evaluating a plan of care that supports the lives and wellbeing of older people living in this residential service. • leading, delegating to and directing ENs and Carerworkers <p>The RN is:</p> <ul style="list-style-type: none"> - legally accountable for their actions - legally accountable to work within defined scope of practice <p>The RN is expected to maintain practice standards and behaviour consistent with professional and legislative expectations and both the NZNC and PSO Code of Conduct.</p>
Reports to	Manager, Unit Nurse Manager, Clinical Manager, Clinical Coordinator (circle as applicable)
Responsible for	<p>Residents and their family/whanau, friends</p> <p>Other Registered Nurses, Enrolled Nurses and Care Workers</p> <p>Other health providers</p> <p>Other Presbyterian Support Otago staff</p>

Key Relationships	Residents and their family/whanau, friends Registered Nurses, other Enrolled Nurses, Care Workers Other health providers Other Presbyterian Support Otago staff
Hours and days of work	As per letter of offer of employment

Relevant competencies are found at the end of each section – as appropriate	
Leadership and Direction	
Key Accountabilities	Expected Outcomes
Supporting the implementation of a service model based on the Enliven Philosophy, person-centred high quality care and continuous improvement.	<ul style="list-style-type: none"> • Role modelling interaction and support for older persons in a manner consistent with the service philosophy/model • Supporting older persons to live their lives in a manner that reflects their choices and goals • Promoting the acceptance of a culture of continuous review and improvement
Leading and supporting Care Working staff	<ul style="list-style-type: none"> • Assist with rostering, staff replacement and staffing organization • Direct ENs and Careworkers in the most efficient and effective manner to provide care and support for residents • Ongoing assessment & evaluation of ENs and Care Workers performance and skills around directed and delegated activities, including assisting with performance reviews for ENs and Careworkers as required • Follow up with ENs and Care Workers on any identified performance issue and notify UNM/Manager as required. • Demonstrating understanding and application of the principles of direction and delegation.
Supporting staff development	<ul style="list-style-type: none"> • Participate in the orientation of new staff members as required. • Providing staff with regular, honest constructive feedback. • Participating in ongoing training and coaching of staff, including education sessions on care related subjects for ENs and Care Workers as required.
Supporting team development	<ul style="list-style-type: none"> • Demonstrating nursing leadership that inspires a sense of team and a positive service environment • Fostering a team culture based on open communication, continuous quality improvement and best practice based care • Attending and contributing positively at all staff forums as required.
Relevant NCNZ Competencies (Registered Nurse Scope of Practice) Competency 1.3	

<p>Demonstrates accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, enrolled nurses, and others.</p> <p>Competency 1.4</p> <p>Promotes an environment that enables client safety, independence, quality of life, and health.</p> <p>Competency 3.3</p> <p>Communicates effectively with clients and members of the health care team.</p> <p>Competency 4.2</p> <p>Recognises and values the roles and skills of all members of the health care team in the delivery of care.</p>	
Nursing	
Key Accountabilities	Expected Outcomes
Managing resident lifestyle support planning, evaluation and ongoing reviews to ensure care delivered is person-centred to individual need	<ul style="list-style-type: none"> Contributing collaboratively with the RN in developing a person-centred lifestyle support plan for residents, ensuring input from resident, family/whanau and other care and health providers Ensuring self and others works within this plan. Working and communicating effectively with all members of the health team as required and contribute to all reviews as required
Providing nursing care that is safe, effective, timely and within the ENs scope of practice.	<ul style="list-style-type: none"> Administering interventions, treatments, and medications within scope of practice and according to prescription, policy and guidelines. Demonstrating and role modelling best practice in all aspects of Infection Prevention and Control. Follow up issues raised by other staff and health professionals, updating care plan as necessary.
Managing documentation.	<ul style="list-style-type: none"> Clearly documenting all stages of support (assessing, planning, implementation, and evaluation) Recording best practice basis for care planning decisions including consequences and alternative options. Documenting information provided to residents and their family/whanau to enable informed decision making. Ensuring all information relating to each resident is recorded accurately against that resident Ensuring the documentation in the lifestyle notes written by all staff is clear and accurate, signed including designation, and dated and timed. Ensuring that you and staff maintain privacy and confidentiality of information at all times
Work with people in a culturally appropriate manner	<ul style="list-style-type: none"> Demonstrating application of PSO policies and procedures for supporting people of all cultural backgrounds Supporting PSO's obligations as a partner to the Treaty of Waitangi/Te Tiriti o Waitangi by working together with clients, iwi, hapu, whanau and health providers. Involving clients in decision making, planning, development and delivery of services.
Contributes to effective relationships, resident advocacy and professional boundaries	<ul style="list-style-type: none"> Demonstrating application of PSO policies and procedures for supporting people of all cultural backgrounds

	<ul style="list-style-type: none"> • Supporting PSO's obligations as a partner to the Treaty of Waitangi/Te Tiriti o Waitangi by working together with residents, iwi, hapu, whanau and health providers. • Involving residents in decision making, planning, development and delivery of services. • Assisting residents to protect and improve their health while respecting their cultural values and practices
Managing relationships, resident advocacy and professional boundaries	<ul style="list-style-type: none"> • Working in a collaborative and inclusive manner with residents, family, whanau/friends, GPs, primary and secondary care services, and needs assessment agencies • Promoting and role-modelling awareness and practice of advocacy at all times • Keeping current your awareness of legislation and the roles of external agencies e.g. Privacy Act (1993), Health and Disability Commissioner's Act (1994) relevant to care of older people. • Communicating constructively and openly with management, doctors, physiotherapist, occupational therapist, dietician, pharmacist, podiatrist, chaplain, kitchen staff, household and administration.. • Dealing with conflict confidentially and discreetly. • Referring to Health and Disability Advocates in consultation with the Manager • Dealing with conflict confidentially and discreetly.
<p style="text-align: center;">Relevant NCNZ Competencies (Registered Nurse Scope of Practice)</p> <p style="text-align: center;">Competency 1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislative requirements.</p> <p style="text-align: center;">Competency 1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice</p> <p style="text-align: center;">Competency 1.4 Promotes an environment that enables client safety, independence, quality of life, and health.</p> <p style="text-align: center;">Competency 1.5 Practices nursing in a manner which the client determines as being culturally safe.</p> <p style="text-align: center;">Competency 2.1 Provides planned nursing care to achieve identified outcomes.</p> <p style="text-align: center;">Competency 2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.</p> <p style="text-align: center;">Competency 2.3 Ensures documentation is accurate and maintains confidentiality of information.</p> <p style="text-align: center;">Competency 2.4 Ensures the client has adequate explanation of the effects, consequences, and alternatives of proposed treatment options.</p> <p style="text-align: center;">Competency 2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat, or other crisis situations.</p> <p style="text-align: center;">Competency 2.6 Evaluates client's progress toward expected outcomes in partnership with clients.</p> <p style="text-align: center;">Competency 2.7 Provides health education appropriate to the needs of the client within a nursing framework</p> <p style="text-align: center;">Competency 2.8</p>	

<p>Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</p> <p>Competency 3.1</p> <p>Establishes, maintains and concludes therapeutic interpersonal relationships with clients.</p> <p>Competency 3.2</p> <p>Practices nursing in a negotiated partnership with the client where and when possible.</p> <p>Competency 4.1</p> <p>Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.</p>	
<p>Health and Safety</p>	
Key Accountabilities	Expected Outcomes
<p>Promote health and safety in the workplace and comply with all legislative, contractual, standards based and internal policy requirements relating to health and safety</p> <p>Work safely to eliminate or reduce the risk of injury to yourself and others</p>	<ul style="list-style-type: none"> • Reporting and documenting accurately, as soon as possible and on the same day, all incidents and accidents according to the incident/accidents reporting policy, and ensuring that staff do so • Promptly notifying Manager of serious or notifiable incidents • Promptly notifying the manager of new hazards or changes to existing hazards in the workplace • Ensure you work to control hazards (as detailed in the Significant Risk Register) and adhere at all times to specific instructions relating to the use of equipment and machinery • Attending compulsory in-service training and being aware of emergency preparedness requirements • Attending other in-service training as agreed with your manager • Ensuring that all equipment used is appropriately and safely maintained and stored correctly • Ensuring any chemicals are used and stored correctly, complying with instructions on Safety Data Sheets (SDS) • Ensuring all residents have a plan of care relating to manual handling developed in conjunction with a physiotherapist where appropriate • Ensuring Manual Handling / transfer plan is in resident file and displayed in resident room and adhered to by self and other staff at all times. • Monitoring Manual Handling techniques, recommending and demonstrating correct techniques for individual staff/residents and referring residents to the physiotherapist if problems and/or injuries arise; and using equipment as per care plans and instructions • Carrying out building security procedures • Otherwise fulfilling all obligations related to your position as outlined in relevant policies

	<ul style="list-style-type: none"> Promptly advise Manager of any issue or event, both clinical and non-clinical, that may cause risk or adverse impact to resident, staff, volunteer, or other or the Organisation
<p align="center">Relevant NCNZ Competencies (Registered Nurse Scope of Practice)</p> <p align="center">Competency 1.1</p> <p>Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislative requirements.</p> <p align="center">Competency 2.5</p> <p>Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat, or other crisis situations</p>	
<p align="center">Professional Development</p>	
Key Accountabilities	Expected Outcomes
<p>Proactively identify and initiate training and career development opportunities, ensure your own continuous professional development.</p>	<ul style="list-style-type: none"> Maintaining a Professional Development Portfolio Taking responsibility for maintaining sufficient hours of ongoing professional development to meet NZNC requirements. Participating fully in your annual performance appraisal and working to achieve goals set.. Arranging own attendance at ongoing professional development and education to meet identified goals. Completing identified core compulsory training and competencies requirements within required timeframes Attending other education within this or other PSO facilities to meet requirements to improve knowledge Seeking out and utilizing experience and knowledge base of senior and multi-disciplinary team members to support your learning and development. Show willingness to take on additional roles eg Infection Prevention & Control, restraint Minimisation Coordinator as required Completing InterRAI training as required Undertaking Post – Graduate education as opportunities arise.
<p align="center">Relevant NCNZ Competencies (Registered Nurse Scope of Practice)</p> <p align="center">Competency 2.8</p> <p>Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</p> <p align="center">Competency 2.9</p> <p>Maintains professional development.</p>	

Quality	
Key Accountabilities	Expected Outcomes
Continuously improve the quality of services provided.	<ul style="list-style-type: none"> • Demonstrating knowledge of and compliance with Presbyterian support policies • Encouraging all colleagues to understand and comply, and raising concerns with staff members when required. • Participating actively in quality improvement forums • Suggesting and participating in quality activities including audits, introduction of new products, forms or processes, and quality improvement projects • Ensuring the provision of a safe, secure and responsive home-like environment for residents • Participating in PSO wide quality related groups such as Continuous Quality Improvement groups as required.
Relevant NCNZ Competency (Registered Nurse Scope of Practice) Competency 4.3 Participates in quality improvement activities to monitor and improve standards of nursing.	
PSO Generic Competencies	
Key Competencies	
The organisational competencies are behaviours and skills expected to be demonstrated by an ideal, professional job-holder and are linked to the Performance Management System.	
Key Accountabilities	Expected Outcomes
Relationship building and personal integrity	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
Team work	Demonstrates commitment to team-work, and our 'one team' philosophy, where individual teams work together but are also part of the collective team.
Communication	Practises relevant interpersonal and written communication so that others are informed, involved, respected and valued.
Leadership and strategic thinking	Provides strong, positive, proactive leadership with a long-term approach that is aligned with our mission and culture.
People management	Selects the right people, and manages them effectively so that they feel valued, make a positive contribution, and are committed to continuous improvement.
Service focus	Demonstrates commitment to being 'of service' to our people both inside and outside our organisation, supporting them and making a positive difference for them.
Confidence, resilience and emotional intelligence	Reflects on own behaviour and its impact on others, and demonstrates confidence in own ability and ideas, while being prepared to overcome challenges positively.
Personal effectiveness	Manages personal ability to meet job outcomes effectively, is accountable, punctual, and maintains an appropriate level of personal presentation.
Learning and developing	Learns from experience and shares knowledge, suggests or implements improvements appropriately and seeks opportunities for self-development and career enhancement.

Problem-solving and responding to change	Uses sound judgement and a systematic approach to problem-solving, and responds well to change.
Technical/professional knowledge and skills (specific to each role)	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on key accountabilities both professionally and effectively.
Leadership and strategic thinking	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
Embracing diversity	Interacts and deals effectively with all people regardless of race, nationality, culture, disability, age, gender, orientation or political views

Ideal Applicant Specification, Education, Skills and Experience

- Well-developed documentation, communication and gerontology assessment skills
- Demonstrated time management skills
- Demonstrated ability to work well within a team
- Registered Nurse with current annual practicing certificate
- Be licenced to use InterRAI
- A minimum of 3 years post graduate experience.
- Experience in care of older people, in any or all of residential, community or rehabilitation settings.
- Ability to demonstrate exceptional planning, organisational skills and the ability to manage complex and competing priorities effectively.
- Possess highly developed interpersonal skills including relationship and advocacy skills.
- Skills and experience in computer systems to maximise the use of technology for improved service provision.
- A reasonable fitness level is required to meet the physical requirements of this job, which include but are not limited to walking, bending, lifting, carrying/pushing/pulling and manually handling people.

Following consultation, this position description may be reviewed and altered at any time

Expenditure	Delegated authorities	Contractual
May authorise expenditure up to:	Has delegated authority to:	Has authority to:
<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Replace staff within facility policy and requirements 	<ul style="list-style-type: none"> • Not applicable

Print name
(Employee)

Signed:

Print name:
(Employer)

Signed

Date: