



**Presbyterian Support
Otago**

**POSITION DESCRIPTION
Registered Nurse**

Our Mission

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

Our Vision

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

Position's location	(Name and address of residence)
Responsible to	Manager/Unit Nurse Manager/Team Leader
Key relationships	Residents and their family/whanau, friends Other Registered Nurses, Enrolled Nurses and Care Workers Other site staff Other health providers Other Presbyterian Support Otago staff
Position's purpose	<p>The Registered Nurse provides comprehensive nursing assessment to develop, deliver and evaluate a plan of care that supports the lives and wellbeing of older people living in this residential service.</p> <p>The RN is</p> <ul style="list-style-type: none"> - contractually responsible to the Facility Manager. - legally accountable for their actions - legally accountable to work within defined scope of practice <p>The RN scope of practice includes the responsibility for the direction of Enrolled Nurses, and Care Workers,</p> <p>The RN is expected to maintain practice standards and behaviour consistent with professional and legislative expectations.</p>

Section 1 – Key Accountabilities

Key accountabilities	Successfully demonstrated by
Leadership and direction	
Support the implementation of a service model based on Valuing Lives, person-centered 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 • Promoting the acceptance of a culture of continuous review and improvement • Ensuring all activities reflect the goals that residents have identified based on what is important to them
Leading, supporting and directing staff	<ul style="list-style-type: none"> • Supporting rostering, staff replacement and staffing organization • Ongoing assessment & evaluation of ENs and Care Workers performance and skills around directed and delegated activities. • Following up with ENs and Care Workers on any identified performance issue and notify UNM/Manager. • Providing advice to ENs and Care Workers in a timely and constructive manner. • Demonstrating understanding and application of the principles of direction and delegation.
Encourage staff development	<ul style="list-style-type: none"> • Participating in the orientation of new staff members. • Providing staff with regular, honest constructive feedback. • Participating in ongoing training and coaching of other staff , . • Providing education sessions on care related subjects for ENs and Care Workers as required. • Providing input as requested for performance Appraisals for Care Workers and EN's.
Encourage 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, quality and best practice based care and continuous improvement. • Contributing positively at all staff forums. • Assisting Manager/Unit Nurse Manager/Team Leader with annual staff training and learning development plans for care workers and EN's.

Relevant NCNZ Competencies
(Registered Nurse Scope of Practice)

Competency 1.3

Demonstrates accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, enrolled nurses, and others.

Competency 1.4

Promotes an environment that enables client safety, independence, quality of life, and health.

Competency 3.3

Communicates effectively with clients and members of the health care team.

Competency 4.2

Recognises and values the roles and skills of all members of the health care team in the delivery of care.

Key accountabilities	Successfully demonstrated by
Nursing	
<p>Manage lifestyle support planning and ongoing clinical review to ensure care delivered is responsive to each resident's needs</p>	<ul style="list-style-type: none"> • Comprehensively assessing residents on admission, when health status changes, after an incident or accident and as part of any clinical review event. • Collaboratively developing a person-centered 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 Doctors to ensure residents' reviews are conducted at least 3-monthly • Managing 3/12 clinical reviews to maximise and ensure ongoing input from RNs, ENS, Nurse Practitioners, Allied health staff, Care workers, and resident /family/whanau.
<p>Provide nursing care that is safe, effective and timely.</p>	<ul style="list-style-type: none"> • Completing and documenting comprehensive and appropriate assessment of residents, including risk assessments whenever needed. • Documenting and communicating plan of care for residents with any change to health status / after an incident or accident. • Reviewing residents progress and recording it to facilitate consistent care. • Administering interventions, treatments, and medications within scope of practice and according to prescription, policy and guidelines. • Demonstrating and role modeling best practice in all aspects of Infection Prevention and Control.
<p>Manages documentation.</p>	<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 that sufficient information is provided to residents and their family/whanau to enable informed consent. • Developing lifestyle support plans that accurately reflect the level of care and progress of each resident • Evaluating and updating lifestyle support plans at least 3-monthly and as health status changes occur • 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
<p>Work with people in a culturally appropriate manner</p>	<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, by involving clients in decision making, planning, development and delivery of services, and by protection and improvement of clients' health status while safeguarding cultural concepts, values and practices

<p>Manage relationships and resident advocacy</p>	<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.
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Relevant NCNZ Competencies
(Registered Nurse Scope of Practice)

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.

Competency 1.2

Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice

Competency 1.4

Promotes an environment that enables client safety, independence, quality of life, and health..

Competency 1.5

Practices nursing in a manner which the client determines as being culturally safe.

Competency 2.1

Provides planned nursing care to achieve identified outcomes.

Competency 2.2

Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.

Competency 2.3

Ensures documentation is accurate and maintains confidentiality of information.

Competency 2.4

Ensures the client has adequate explanation of the effects, consequences, and alternatives of proposed treatment options.

Competency 2.5

Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat, or other crisis situations.

Competency 2.6

Evaluates client's progress toward expected outcomes in partnership with clients.

Competency 2.7

Provides health education appropriate to the needs of the client within a nursing framework

Competency 2.8

Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.

Competency 3.1

Establishes, maintains and concludes therapeutic interpersonal relationships with clients.

Competency 3.2

Practices nursing in a negotiated partnership with the client where and when possible.

Competency 4.1

Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.

Key accountabilities	Successfully demonstrated by
Health and safety	
<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>	<ul style="list-style-type: none"> • Working in a way that eliminates or reduces the risk of injury to yourself and others • 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 the manager of new hazards or changes to existing hazards in the workplace • Attending compulsory in-service training (fire safety, back care, moving and handling, and cardiopulmonary resuscitation) and being aware of emergency preparedness requirements • Attending other in-service training as agreed with your manager • Ensuring that all equipment used is safely maintained and stored correctly • Ensuring any chemicals are used and stored correctly • Ensuring all residents have a plan of care relating to moving and handling developed in conjunction with a physiotherapist where appropriate • Ensuring Moving and handling / transfer plan is in resident file and displayed in resident room and adhered to by self and other staff at all times. • Monitoring moving and 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 security procedures • Otherwise fulfilling all obligations related to your position as outlined in relevant policies

Relevant NCNZ Competencies
(Registered Nurse Scope of Practice)

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.

Competency 2.5

Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat, or other crisis situations

Key accountabilities	Successfully demonstrated by
Professional development	
Proactively identify and initiate training and career development opportunities, ensure your own continuous professional development.	<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 for audit. • Participating fully in your annual performance appraisal. • Identifying your professional development goals [ongoing and at annual performance appraisal] • Arranging own attendance at ongoing professional development and education to meet identified goals. • Attending identified core compulsory training requirements • Attending other in service education within this or other PSO facilities to meet requirements of Health Sector Standards for certification and ensure safe and knowledgeable practice • Seeking out and utilizing experience and knowledge base of senior and multi disciplinary team members to support your learning and development. • Participating in staff meetings and encouraging contributions from others. This includes staff meetings, RN meetings and Professional Development meetings. • Show willingness to take on additional roles eg Infection Prevention & Control, restraint Minimisation Coordinator.

Relevant NCNZ Competencies
(Registered Nurse Scope of Practice)

Competency 2.8
Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.

Competency 2.9
Maintains professional development.

Key accountabilities	Successfully demonstrated by
Quality	
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 • Participating in quality activities, e.g. 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 work streams.

Relevant NCNZ Competency
(Registered Nurse Scope of Practice)

Competency 4.3
Participates in quality improvement activities to monitor and improve standards of nursing.

Section 2 PSO Competencies

Competency Descriptors		Behaviour / Outcome Descriptors
1	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
2	Team work	Demonstrates commitment to team work and our 'one team' philosophy, where individual teams work together but also part of a collective team.
3	Communication	Practises relevant interpersonal and written communication so that others are informed, involved, respected and valued.
4	Leadership and strategic thinking (for those who lead and manage others)	Provides strong, positive, proactive leadership with a long-term approach that is aligned with our mission and culture
5	People management (for those who lead and manage others)	Selects the right people, and manages them effectively so that they feel valued, make a positive contribution, and are committed to continuous improvement
6	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
7	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
8	Personal effectiveness	Manages personal ability to meet job outcomes effectively, is accountable, punctual, and maintains an appropriate level of personal presentation
9	Learning and developing	Learns from experience and shares knowledge, suggests or implements improvements appropriately, and seeks opportunities for self-development and career enhancement
10	Problem solving and responding to change	Uses sound judgement and a systematic approach to problem-solving, and responds well to positive change
11	Technical/professional knowledge and skills (specific to each role)	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on the key accountabilities both professionally and effectively
12	Embracing diversity	Interacts and deals effectively with all people regardless of race, nationality, culture, disability, age, gender, orientation or political views

Section 3

Ideal Person Specification

<p>Education</p> <ul style="list-style-type: none"> Registered Nurse with current annual practising certificate 	<p>Specific Skills</p> <ul style="list-style-type: none"> Excellent Communication skills Demonstrated time management skills Demonstrated ability to work well within a team Competence with computers 	
<p>Experience</p> <ul style="list-style-type: none"> A minimum of 3 years post graduate experience. Experience in care of older people, in either or all of residential, community or rehabilitation setting. Well developed gerontology assessment and documentation skills. <p>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 moving and handling of people.</p>		
<p>Authorities</p>		
<p>Expenditure</p> <ul style="list-style-type: none"> May authorise expenditure up to: Not Applicable 	<p>Delegated Authority</p> <ul style="list-style-type: none"> Has delegated authority to: Not Applicable 	<p>Contractual</p> <ul style="list-style-type: none"> Has authority to: Not Applicable

This position description may be reviewed and altered at any time following consultation.

Print Name

Signed

Employee

Print Name

Employer

Signed :

Date: