Te Whatu Ora
Health New Zealand
Te Tai Tokerau

# Job Description

## Registered Nurse (RN)

## Kaitaia Hospital

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|---|---|
| **Position Title:** | Registered Nurse (RN) |
| **Organisation Unit:** | General Ward / A&M |
| **Location:** | Kaitaia, Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora) |
| **Responsible to:** | Clinical Nurse Manager, Operational Manager, Te Whatu Ora |
| **Primary Functions of the Position:** | Context for the role:<br>● Provides care within the scope of Registered Nurse for identified patients/tūroro/tangata whai ora and their whānau.<br>● Practises independently and in collaboration with other health professionals.<br>● Is accountable for ensuring that all health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.<br><br>About the Role:<br>The Registered Nurse role is to meet the needs of patients/tūroro/tangata whai ora and their family/whānau using contemporary nursing care, which is safe, appropriate and effective. The care is based on comprehensive assessment, ensures continuity, and is patient/tūroro/tangata whai ora centred, culturally sensitive and evidence-based. |

## Values

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

| Values | Supporting Statement |
|---|---|
| **Tāngata i te tuatahi**<br>People First | He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata.<br>Our people are central to all we do. |
| **Whakaute (tuku mana)**<br>Respect | He whakaaro nui ki ētahi atu.<br>We treat others, as they would like to be treated. |
| **Manaaki**<br>Caring | Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui. |

| | |
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| | We nurture those around us, and treat all with dignity and compassion. |
| **Whakawhitiwhiti Kōrero**<br>Communication | Whakawhitiwhiti kōrero i runga te tika, te pono me te aroha.<br>We communicate openly, safely and with respect to promote clear understanding. |
| **Te Hiranga**<br>Excellence | Kia kaha, kia māia, kia manawa nui.<br>Our attitude of excellence inspires confidence and innovation. |

## Key Responsibilities and Expected Outcomes

| Key Responsibility Area | Expected Outcomes |
|---|---|
| **Te Tiriti o Waitangi** | • Contributes to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures.<br>• Includes the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes.<br>• Ensures that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner.<br>• Attends the Te Whatu Ora Te Tiriti o Waitangi Training. |
| **Professional Responsibilities**<br>Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate judgement and accountability for own actions and decisions | • Maintains professional portfolio and annual practice registration.<br>• Practice in accordance with legal, ethical, culturally safe and professional standards.<br>• Maintains and develops own clinical expertise and knowledge in specific area/s of nursing practice.<br>• Fosters inquiry and critical thinking amongst colleagues to advance nursing practice and patient/tūroro/tangata whai ora care.<br>• Participates in peer review/feedback.<br>• Pro-actively participates in own performance development and review.<br>• Attends educational opportunities relevant to staff nurse role and scope of practice. |

| Key Responsibility Area | Expected Outcomes |
|---|---|
| **Management of Nursing Care**<br>Includes accountability related to the patient/tūroro/tangata whai ora assessment and management of nursing care that is supported by nursing knowledge and evidenced based research | • Uses nursing knowledge and skills to assess, plan, implement and evaluate patients/tūroro/tangata whai ora/ family / whānau health needs.<br>• Provides direct nursing care for patients/tūroro/tangata whai ora to achieve best health outcomes.<br>• Evaluates clinical outcomes and reports variance to clinical pathway, protocols or best practice guidelines.<br>• Educates and provides information to patients/tūroro/tangata whai ora/family/Whānau to improve knowledge of disease/illness, self-management and prevention of complications and promotion of recovery.<br>• Contributes to effective discharge planning and/or referral processes to health care providers and support agencies to meet identified health needs.<br>• Accurately documents assessments of patients/tūroro/tangata whai ora health status, diagnosis and response to nursing and others interventions and treatments.<br>• Applies diagnostic reasoning and professional judgement to nursing practice issues/ decisions.<br>• Role models culturally safe nursing practice.<br>• Fosters the provision of positive patient/tūroro/tangata whai ora outcomes and person- centred care. |
| **Interpersonal Relationships**<br>Includes accountability for interpersonal and therapeutic communication with patients/tūroro/tangata whai ora and members of the health care team. | • Collaborates and communicates with multidisciplinary team to co-ordinate care to achieve best health outcomes.<br>• Promotes effective teamwork and collaborative relationships within the multi-disciplinary team.<br>• Fosters the implementation of organisational and nursing goals and values.<br>• Promotes Te Whatu Ora Te Tai Tokerau as a center of excellence for nursing practice. |
| **Inter-Professional Health Care and Quality Improvement**<br>Includes accountability for evaluating the effectiveness of care and promotion of a nursing perspective within the health care team | • Identifies situations of clinical risk and takes appropriate action to ensure a safe environment for patients/tūroro/tangata whai ora, family/whānau and staff.<br>• Contributes to evidence based nursing practice in specialty area.<br>• Demonstrates commitment to quality improvements, risk management and resource utilisation.<br>• Provides input into clinical standards/protocols and policies and undertakes clinical audits as required.<br>• Evaluates the effectiveness, efficiency and safety of clinical practice.<br>• Participates in the implementation of nursing models of care appropriate to patient/tūroro/tangata whai ora population needs.<br>• Assists in the implementation of initiatives to address differential access to healthcare services for Māori.<br>• Acts to identify and minimise organisational risk.<br>• Contributes to and participates in policy development.<br>• Participates in case review and debriefing activities as required. |

| Key Responsibility Area | Expected Outcomes |
|---|---|
| **Health and Safety** | • Ensures compliance with designated responsibilities detailed in Te Whatu Ora Health and Safety Policy and annual objectives.<br>• Promotes an environment of physical, occupational, cultural, ethical and legal safety.<br>• Participates in the organisation's Health and Safety Management training programme.<br>• Observes and promotes safe work practices, rules and instructions relating to work, and be pro-active in hazard management.<br>• Willingly co-operates in the achievement of all health and safety goals and initiatives by:<br>  ○ Practising and observing safe work methods;<br>  ○ Using equipment safely;<br>  ○ Reporting unsafe conditions or equipment; and<br>  ○ Reporting and documenting all accidents or incidents. |
| **Privacy and Confidentiality** | • Undertakes all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora.<br>• Completes mandatory induction training on privacy responsibilities. |
| **Equity** | • Commits to helping patients/tūroro/tangata whai ora achieve equitable health outcomes.<br>• Demonstrates critical consciousness and on-going self-reflection and self- awareness in terms of the impact of their own culture on interactions and service delivery.<br>• Supports the dismantling of policies, procedures and practices that contributes to inequity.<br>• Supports Māori-led responses.<br>• Supports Pacific-led responses. |
| **Whānau-centric** | • Supports improved service engagement with whānau.<br>• Supports people and service user experience in the design, delivery and evaluation of services. |
| **Resilient Services** | • Demonstrates performance improvement and efficiency.<br>• Supports the implementation of agreed continuous improvement initiatives. |
| **Risk** | • Actively participates in the Te Whatu Ora Te Tai Tokerau approach to risk management. |
| **Digital Recordkeeping** | • Supports digital tools that foster organisational effectiveness.<br>• Creates accurate and appropriate records to support and evidence business activities and regularly files to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date. |

## Matters which must be referred to the Charge Nurse/Manager

- Identified nursing safety and quality issues
- Identified clinical standards failure
- Any nursing and or professional issue that may affect the reputation of Te Whatu Ora Te Tai

Tokerau

## Authorities

Delegated financial authority N/A

## Functional Relationships

The registered nurse will develop and maintain excellent relationships with:

| Internal | External |
|---|---|
| • Patients/tūroro/tangata whai ora/family/whānau and caregivers<br>• Clinical Nurse Manager<br>• Nurse Manager<br>• Nurse Educators<br>• Nursing Staff<br>• Multidisciplinary Team<br>• Te Poutokomanawa<br>• Duty Managers<br>• Nursing & Midwifery Directorate Staff<br>• Patient Safety Quality Improvement Staff | • Nursing Council of New Zealand<br>• Professional bodies and associations<br>• College of Nursing Aotearoa<br>• External providers relevant to area of practice<br>• Tertiary Education Providers |

## About you – to succeed in this role

### You will have

| Essential | Desirable |
|---|---|
| • Registration with Nursing Council of New Zealand (NCNZ)<br>• A current Annual Practicing Certificate (APC)<br>• A commitment to biculturalism<br>• A commitment to achieving equitable outcomes for Māori<br>• A personal commitment to on-going learning and development | • Competent Professional Development and Recognition Programme (PDRP) or equivalent |

### You will be able to

| Essential | Desirable |
|---|---|
| • Demonstrate an understanding of the articles and principles of Te Tiriti o Waitangi, including how to apply the principles in a meaningful way in your role<br>• Demonstrate alignment with Te Whatu Ora Te Tai Tokerau values<br>• Work as part of a team | • Experience in an equivalent clinical setting to which you are being employed into |

## Critical Competencies

*Teamwork*

- Collaborates with fellow team members and work groups to achieve specific objectives.
- Seeks out opportunities to support others in achieving goals.
- Actively contributes to and accepts decisions.
- Recognises and respects individual differences.

*Bicultural Approach*

- Understands the significance of, and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way.
- Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Māori.

*Self-Management*

- Sets high personal standards and strives to achieve goals.
- Is proactive and displays initiative.
- Is resilient to change.
- Understands and acknowledges personal and professional limitations.
- Is aware of professional boundaries and code of conduct.
- Ability to work to deadlines to achieve outcomes.

*Patient/Tūroro/Tangata Whai Ora Population Focused*

- Develops positive relationships with the patients/tūroro/tangata whai ora, treating them respectfully and as a first priority.

*Communication/Interpersonal Skills*

- Empathises with others and considers their needs and feelings.
- Actively listens, drawing out information and checking understanding.
- Communicates information effectively and accurately, both orally and in writing. Adjusts style to the recipients and considers their frame of reference.

*Professionalism*

- Shows courtesy, respect caring for patients/tūroro/tangata whai ora and their whānau/family in all aspects of nursing practice.
- Demonstrates compassion.

*Innovation*

- Contributes to group/area discussions that focus on reviewing current practice to optimise patient/tūroro/tangata whai ora care.

*Flexibility*

- Ability to flex within the scope of Registered Nurse practice to meet the changing needs of patients/tūroro/tangata whai ora and their whānau/family.
- Responds positively and collegially, to requests for help from other team members.

*Planning, Evaluating and Monitoring*

- Has the ability to plan, monitor and evaluate care using realistic timeframes and appropriate resources.
- Is proactive in escalating patient/tūroro/tangata whai ora care concerns.

## Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: ----------

Signature: ----------

Date: ----------

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title ----------

Signature of employee: ----------

Date: ----------