Health New Zealand
Te Whatu Ora

Job Description

Registered Nurse

Bay of Islands Hospital - Outpatients

Position Title:	Registered Nurse
Organisation Unit:	Outpatient Department
Location:	Bay of island Hospital, Health New Zealand, Te Tai Tokerau
Responsible to:	BOI Outpatient Clinical Nurse Manager, Operations Manager, Bay of Islands Hospital, Health New Zealand, Te Tai Tokerau
Primary Functions of the Position:	The Registered Nurse will ensure safe smooth running of outpatient clinics and procedures. This will involve the day to day running of a variety of clinics and planned procedures. They will provide quality nursing care and support to patients. The care they give will enhance the outcomes for patients of the Outpatient Service through education, liaison, case management, co-coordinating the treatment and discharge planning processes for patients.

Functional Relationships

The Registered Nurse will develop and maintain excellent relationships with:

Internal	External
• Clinical Nurse Manager, General Ward • Outpatients Staff • Medical Staff, ward staff and other members of the multi-disciplinary team • District nurses & other nursing staff of the DHB • Patients and their families/whanau (Clients) • Support services	• Patients and their families • GPs • Regional Hospitals

Key Responsibilities and Expected Outcomes

Health New Zealand, 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 Health New Zealand, Te Tai Tokerau

Values	Supporting Statement
Tāngata i te tuatahi **People First**	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) **Respect**	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki **Caring**	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero **Communication**	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga **Excellence**	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of OPD Registered Nurse encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- To provide the individualized treatment of patients in Northland
- Be accountable for the delivery of clinical skills, in a safe and appropriate manner, to he highest quality possible
- Ensure the patients legal, privacy and confidentiality rights are known and understood by the clients.
- Knowledge and skills development is ongoing and up to date with current trends
- Quality Assurance
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	● Contribute 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 Health New Zealand management processes and procedures. ● Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes. ● Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner. ● Attend Health New Zealand, Te Tai Tokerau Te Tiriti o Waitangi Training.
To provide the individualised treatment of patients in Northland	● Provide effective, safe and timely appropriate care, co-ordinating clinics and procedures to meet demand. ● Liase with Clinical Nurse Manager when there are issues that negatively impact on the provision of a timely service. ● Collect and document information systematically and comprehensively, through assessment, interview, observation and other sources of data. ● Findings are documented and reported recognizing the need for immediate and ongoing intervention and incorporated in the clinical record. ● Through observation and assessment, mobilize members of the multi-disciplinary team to meet identified patient needs ● Incorporate the cultural needs of Tangata Whenua and other appropriate groups when delivering service, seeking out appropriate advice on cultural matters ● Ensure the patient's legal, privacy and confidentiality rights are known and understood by the patient. Care provided is evidence based.

Key Responsibility Area	Expected Outcomes
Be accountable for the delivery of clinical skills, in a safe and appropriate manner, to the highest quality possible	• Appropriately initiate, maintain and terminate therapeutic relationships/partnerships. • Practice within team settings, accepting responsibility for decisions and activities implemented. • Procedural requirements are met in accordance with policies and protocols. • Accidents, incidents, errors/omissions are acknowledged, reported and documented promptly. • Initiates action to reduce / correct / prevent actual or potential risks to patients and colleagues • Effective time management, priority setting, co-ordination and communication skills are practiced. • Incorporate the cultural needs of Tangata Whenua and other appropriate groups when delivering nursing care, seeking out appropriate advice on cultural matters. • Equipment and supplies are used safely and economically.
Ensure the patients legal, privacy and confidentiality rights are known and understood by the client	• Ensure that all concerns, complaints and issues are brought to the attention of the Clinical Nurse Manager in a timely and effective manner, in accordance with Service policies and procedures. • Involve the client and whanau/family in the formation of treatment plan and gain informed consent for treatments. Maintain privacy and confidentiality
Knowledge and skill development is ongoing and current	• Develop and maintain personal professional practice in accordance with professional standards, best practice, legislative requirements, policies and guidelines. • Ensure designations are up-to-date and reviewed as required by protocols and policies of the Outpatient Department and Te Whatu Ora. • Adopt a collaborative and inclusive approach with colleagues and other members of the multidisciplinary team. • Seeks additional knowledge/assistance when presented with unfamiliar situations/patient conditions. • Provide education, guidance and support to colleagues to practice in the most autonomous and accountable manner given their level of skill and experience thereby acting as a resource to the Outpatient service. • Participate in the performance management process and will involve the formulation of a personal work development plan, which will be revised annually.

Key Responsibility Area	Expected Outcomes
Quality Assurance	• Participates in the quality assurance process which leads to the adoption of improved policies / protocols for the Service. • Collects and records accurately demographic information at the point of admission discharge and/or transfer. • Utilize information systems to ensure compliance with Ministry of Health standards Feedback is sought and an evaluation of findings utilized to further develop the service.
Health & Safety	• Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management. • Willingly co-operate in the achievement of all health and safety goals and initiatives by: • Practicing and observing safe work methods. • The use of safety equipment. • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents • Health and Safety at Work Act 2015 • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards
Privacy and Confidentiality	• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Health New Zealand, Te Tai Tokerau. Complete mandatory induction training on Privacy responsibilities.
Key Responsibility Area	**Expected Outcomes**

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.

Essential	Desirable
• Registered Nurse • Current Practicing Certificate. • IV Designation	• Cannulation and Portacath designated • Able to demonstrate efforts made towards gaining an adequate knowledge of current nursing issues. • To have demonstrated the desire to upgrade skills, and to learn from more experienced staff.

Person Specification

Education and Qualifications

Experience

Essential	Desirable
• Current Clinical Knowledge/Experience and skills • Interest in Outpatient clinic nursing • The ability to work within a multi-disciplinary team. • Good communication skills with a focus on listening. • Effective time management and good organizational skills • Good communication skills	• Recent nursing experience in medical or surgical area. • Demonstrated ability to practice in a culturally safe manner.

Awareness and Understanding of

Essential	Desirable
• Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015	• Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020) • Health and Safety at Work Act 2015 • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
• To have an awareness of current trends in nursing • To have people orientated interests • Demonstrate leadership skills • Computer operation skills

Personal Attributes
• Ability to work within a multidisciplinary team • Good communication skills • Adaptability, flexibility to work in busy environment • Demonstrated ability to practice in a culturally safe manner

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: _____