Position Description

HERITAGE LIFECARE

Registered Nurse

Company Overview:

Heritage Lifecare Limited is a provider of Residential Aged Care Facilities throughout New Zealand. We take pride in the value we add to the lives of all those who reside in our facilities. Our employees are united in our common purpose, mission and values and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients. Heritage aims to enable the continued pursuit of excellence in care through monitoring, auditing, actioning and evaluation of service whilst respecting and valuing our residents, families and staff.

As an organisation we are committed to providing 'A Better Everyday' for our residents, their whānau and friends, and our employees by aligning our actions to our company values:

- **People First** - **Kia tika te rere o te waka**
  Enhance the health, safety, and wellbeing of our people

- **Nurturing Success** - **Poipoia te angitu**
  Seize opportunities and experiences every day in every moment

- **Better Together** - **He toa takitini**
  Work together in respect and harmony to empower everyone

At Heritage Lifecare Limited we are committed to embracing diversity by ensuring we apply the principles of merit, equality, fairness, and transparency to our working practices which enable decisions and actions to be free from discrimination, conflict of interest and favouritism. We do this with a commitment to the Principles of Te Tiriti o Waitangi – partnership, participation, and protection.

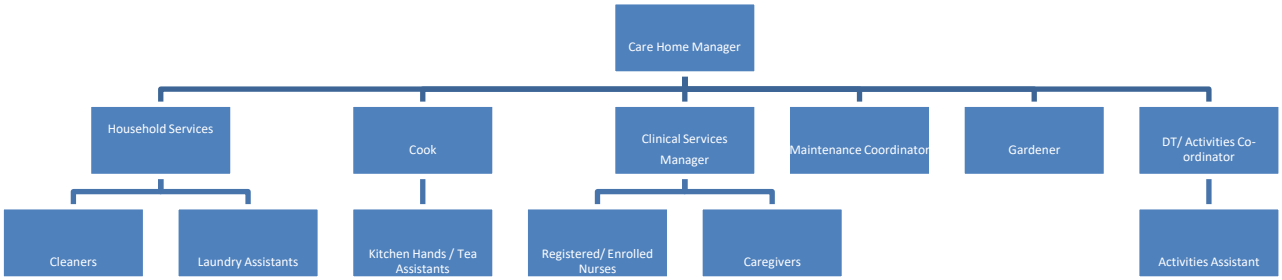
Heritage Lifecare is committed to Ngā Paerewa Health and Disability Services Standards, supporting a person and whānau-centred health and disability service, where people are empowered to make decisions about their own care and support in order to achieve their goals

Position Overview:

To ensure that safe individualised quality care is provided to residents and to assist them to achieve their optimum level of wellness. To perform your duties as per Heritage Lifecare's requirements and the New Zealand Nursing Councils competencies and expectations.

Reports to:	Clinical Services Manager
Functional Relationships:	Care Home Manager All staff of Care Home Residents/ Relatives/ Visitors Allied Health Professionals Medical Practitioners Assessment Agencies Volunteers Quality Team Operations Manager

Generic Team Structure:



Key Accountabilities:

Key Tasks:	Performance Standards:
1. Effective team leadership	Leads and directs the team to ensure positive outcomes for the residents, and the facility (the Rest Home, the Hospital, Manages the shift to ensure smooth organisation Solves problems in a professional & logical manner Makes decisions based on sound knowledge and judgement Implements decisions required Understands own role & responsibilities within the team and those of other team members Offers assistance to other team members in a helpful manner Adapts routines if required Manages performance of staff as required with assistance from the Clinical Services Manager. Maintains appropriate channels of communication Maintains a positive attitude
2. Follows policies and procedures of the facility in all matters	Is familiar with all the policies and procedures and knows where to find them Uses correct procedures as outlined in the manuals Is familiar with the Code of Conduct
3. Provides competent professional clinical practice as a Registered Nurse within relevant legislation	Is accountable for own practice and conduct Adheres to the Nursing Council of NZ Code of Conduct for Nurses and Midwives Maintains legal requirements of position including HPCA Act Keeps up to date with contemporary nursing practice Refers to current Gerontology Nursing Standards (NZNO) Is a good role model for the staff Assume additional responsibilities as required – Infection Control Officer, Restraint Co-ordinator.

4. Meets legislative requirements to maintain a current competency-based practicing certificate.	Notifies the Clinical Services Manager of any change in the scope of practice on their practicing certificate. Attends facility in-service training sessions and external courses where appropriate. Takes own responsibility for own education requirements Maintains comprehensive records of own training and evidence of competency (Portfolio provided) Is familiar with the concept of best practice and works within current recommendations and guidelines. Seeks guidance from senior staff when appropriate Participates in annual job interview/appraisal, and self-assessment
5. Ensures quality resident care is carried out based on set standards and the policies and procedures of the facility Ensures quality resident care is carried out based on set standards and the policies and procedures of the facility - cont	Makes comprehensive assessments of residents and monitors care Ensures all Residents have an individual Care Plan Develops initial Care Plans within 24 hours of admission for designated Residents (taking a key worker role) Coordinates and documents a longer-term Care Plan within 3 weeks of admission; Ensures each Residents Care Plan is evaluated, reviewed and amended either when clinically indicated by a change in the Residents condition or at least every 3 months; whichever is the earlier Ensures the Care Plan reflects the assessments and recommendations of other health professionals where their input is required On-going re-assessment and review of Care Plans is in accordance with D16.3 and D16.4 – attached DHB Contract requirements Ensures each Resident is examined by a Medical Practitioner within 2 working days of admission (except where the Resident has been examined by a Medial Practitioner not more than 2 working days prior to admission, *and* you have a summary of the Medical Practitioner's examination notes); and reviewed medically at least every 3 months and as required Ensures the Medication Chart for each Resident is completed within 2 working days of admission; is reviewed at least 3 monthly and as required Implements and delegates nursing tasks Supervises and provides care according to each Resident's Care Plan Acts as a resource person and fulfilling an education role Monitoring the competence of care staff to ensure safe practice Providing advice and assistance to management on any staff training needs Safely administers medications and conducts treatments and cares for residents Takes appropriate initiative in resident management incorporating ethical guidelines Advises and teaches staff as required Ensures that Enrolled Nurses /caregivers carry out their duties appropriately All procedures are carried out safely and in the best interests of the resident The residents comfort and wellbeing is considered at all times Residents independence is encouraged Residents are assisted in their individual choices wherever possible Arranges &/or contributes to resident care reviews Communicates with other team members effectively to ensure the service operates smoothly
6. Ensures documentation meets legal requirements	Ensures Progress Notes completed daily by an RN or at least viewed daily and countersigned by an RN; and more often as required Ensures all resident progress, changed, documented on Progress Notes and Care Plans to ensure effective care follow up

	Ensures all documentation requirements are met
7. To maintain effective communication with all residents/families / visitors	Ensure positive relationships with residents and their families Communicates appropriately with residents and relatives regarding care and treatment matters Document discussions and any advice given on the Family/whanau communication sheet Concerns /complaints from residents are passed on to the Clinical Services Manager or Facility Manager Acts as an advocate for the resident when required
8. Performs the duties according to standard policies and procedures for the facility	Ensures daily work schedule is completed Performs extra necessary duties as directed by management Ensures staff have access to copies of work schedules/tasks as required (e.g. new or agency staff)
9. Reporting requirements are met	Informs the Clinical Services Manager of any significant issues Completed use of Hand-over documentation and all documentation requirements
10. Maintains effective working relationships with Medical Practitioners and other health professionals	Liaises with G P's and health practitioners as appropriate Refers residents when appropriate
11. Operates equipment to manufacturer's / supplier's instructions and report any malfunctions immediately	Follows instructions regarding any equipment or machinery Maintains equipment in a clean, safe and working condition Reports maintenance required on any equipment
12. Takes care and economy in the use of supplies, equipment and time	Care is taken to manage supplies economically Equipment is cared for to avoid unnecessary damage Work time is managed efficiently and effectively
13. Ensures Resident rights are respected	Knocks on resident's door before entering Respects residents privacy Ensures staff follow procedures and are respectful of Residents Respects confidentiality of residents Respects individual cultural and spiritual needs and values
14. Provides a safe caring environment for the residents and their families	Takes all precautions to ensure the safety of the residents Speaks in a caring manner to the residents Courteous and helpful to residents/relatives and visitors Contributes to a homelike environment
15. Is familiar with emergency procedures	Attends compulsory fire and emergency training sessions Fire procedures are known Civil defence procedures are known
16. Contributes to a healthy and safe working environment	Works in a safe manner Understands the contents of the Hazard Register Manages equipment in a safe manner Ensures equipment is in safe working order & faulty equipment is reported Uses all chemicals safely Reports any hazards and works towards eliminating, isolating or minimising them

	Work areas are kept clean, safe and tidy Reports any work accidents / incidents and completes the required documentation Ensures security systems are maintained
17. Ensures Health & Safety legislative requirements are met	Follows up all accident / incident reports as required Ensures problem solving occurs following incidents To take responsibility for leadership implementing Health and Safety policies and procedures when in the Team Leader role Takes Fire Warden role when in the Team Leader role Acts as the Team Leader on shifts as required
18. Maintains knowledge on Infection Control matters pertaining to position	Hand washing procedures are known and practiced Standard precautions are known and followed Protective clothing is worn as appropriate Understands and ensures that all Infection Control policies and procedures of the facility are followed
19.Contributes to the Education programme of the Care Home	Undertakes education sessions Ensures/continues proper orientation of staff
20.Contributes to the Quality Improvement Programme of the facility	Understands the Quality systems/programme of the facility. Shows a commitment to improving the quality of the service Informs the Clinical Services Manager regarding any change in procedure required & or development of new procedure Contributes to audit & monitoring of services Keeps up to date with current communications Contributes to the Continuous Quality Programme as required

Health and Safety

Heritage Lifecare is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities.

As a supervisor of people, you are required to demonstrate leadership in all health and safety matters for your area of responsibility. This means ensuring that Heritage Lifecare complies with its obligations under the Health and Safety at Work Act 2015 (Act) and that workers are operating in an environment where health and safety hazards and risks are appropriately identified, eliminated and minimise, so far as is reasonably practicable.

There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

We will achieve these by:

- Building a positive health and safety culture
- Aiming for zero harm
- Taking reasonably practicable steps to identify, eliminate or minimise risk
- Reporting hazards and incidents

- Managing contractors
- Communicating and consulting regularly about health and safety issues
- Developing our knowledge about our roles in managing health and safety
- Investigating and learning from incidents
- Ensuring competence to do the job

Financial Authority

Nil

Core Competencies

Professional Care	Core Competencies	Tech savvy	Makes good use of technological tools. Can implement and manage technical solutions, will train and empower others to use technical solutions. Embraces new technical tools. Understands speciality equipment, keeps knowledge up to date, is technical resources for others, follow's technology practises and standards.
		Initiates action	
		Customer focus	Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.
	Differentiating Competencies	Business acumen	
		Compelling communication	Listens carefully to others and ensures message is understood. Ensure important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation and tone to enhance understanding. Demonstrates professionalism through body language, including eye-contact and posture. Tailors communication style to needs of the recipient.
		Coaches and develops	Works to improve the immediate performance of others; facilitates their skill development; and gives feedback in a manner that facilitates confidence and maintains self-esteem. Treats all people with, respect and fairness. Shares time, energy and knowledge with others to ensure they can succeed. Demonstrates awareness and respect of cultural and individuals values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from own. Is careful to ensure all sides are heard before reaching a conclusion.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.