



**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 whakapono 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.

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

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

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

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

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Involving residents in decision making, planning, development and delivery of services.</li> <li>• Assisting residents to protect and improve their health while respecting their cultural values and practices</li> </ul>
<b>Managing relationships, resident advocacy and professional boundaries</b>	<ul style="list-style-type: none"> <li>• Working in a collaborative and inclusive manner with residents, family, whanau/friends, GPs, primary and secondary care services, and needs assessment agencies</li> <li>• Promoting and role-modelling awareness and practice of advocacy at all times</li> <li>• 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.</li> <li>• Communicating constructively and openly with management, doctors, physiotherapist, occupational therapist, dietician, pharmacist, podiatrist, chaplain, kitchen staff, household and administration..</li> <li>• Dealing with conflict confidentially and discreetly.</li> <li>• Referring to Health and Disability Advocates in consultation with the Manager</li> <li>• Dealing with conflict confidentially and discreetly.</li> </ul>
<p style="text-align: center;"><b>Relevant NCNZ Competencies (Registered Nurse Scope of Practice)</b></p> <p style="text-align: center;"><b>Competency 1.1</b> 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;"><b>Competency 1.2</b> Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice</p> <p style="text-align: center;"><b>Competency 1.4</b> Promotes an environment that enables client safety, independence, quality of life, and health.</p> <p style="text-align: center;"><b>Competency 1.5</b> Practices nursing in a manner which the client determines as being culturally safe.</p> <p style="text-align: center;"><b>Competency 2.1</b> Provides planned nursing care to achieve identified outcomes.</p> <p style="text-align: center;"><b>Competency 2.2</b> Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.</p> <p style="text-align: center;"><b>Competency 2.3</b> Ensures documentation is accurate and maintains confidentiality of information.</p> <p style="text-align: center;"><b>Competency 2.4</b> Ensures the client has adequate explanation of the effects, consequences, and alternatives of proposed treatment options.</p> <p style="text-align: center;"><b>Competency 2.5</b> 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;"><b>Competency 2.6</b> Evaluates client's progress toward expected outcomes in partnership with clients.</p> <p style="text-align: center;"><b>Competency 2.7</b> Provides health education appropriate to the needs of the client within a nursing framework</p> <p style="text-align: center;"><b>Competency 2.8</b></p>	

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.

**Health and Safety**

Key Accountabilities	Expected Outcomes
<p><b>Promote health and safety in the workplace and comply with all legislative, contractual, standards based and internal policy requirements relating to health and safety</b></p> <p><b>Work safely to eliminate or reduce the risk of injury to yourself and others</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Promptly notifying Manager of serious or notifiable incidents</li> <li>• Promptly notifying the manager of new hazards or changes to existing hazards in the workplace</li> <li>• 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</li> <li>• Attending compulsory in-service training and being aware of emergency preparedness requirements</li> <li>• Attending other in-service training as agreed with your manager</li> <li>• Ensuring that all equipment used is appropriately and safely maintained and stored correctly</li> <li>• Ensuring any chemicals are used and stored correctly, complying with instructions on Safety Data Sheets (SDS)</li> <li>• Ensuring all residents have a plan of care relating to manual handling developed in conjunction with a physiotherapist where appropriate</li> <li>• 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.</li> <li>• 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</li> <li>• Carrying out building security procedures</li> <li>• Otherwise fulfilling all obligations related to your position as outlined in relevant policies</li> </ul>

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

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

<b>Problem-solving and responding to change</b>	Uses sound judgement and a systematic approach to problem-solving, and responds well to change.
<b>Technical/professional knowledge and skills (specific to each role)</b>	Demonstrates the necessary expertise to carry out the position's technical responsibilities and deliver on key accountabilities both professionally and effectively.
<b>Leadership and strategic thinking</b>	Relates readily and respectfully to others, builds effective relationships, understands their significance to the organisation, and demonstrates trustworthiness, honesty and discretion.
<b>Embracing diversity</b>	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*

<b>Expenditure</b>	<b>Delegated authorities</b>	<b>Contractual</b>
May authorise expenditure up to: • Not applicable	Has delegated authority to: • Replace staff within facility policy and requirements	Has authority to: • Not applicable

Print name ..... Signed: .....  
(Employee)

Print name: ..... Signed .....  
(Employer)

Date: