



HERITAGE LIFECARE®

Position Description

Registered Nurse

Company Overview:

Heritage lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our facilities.

Our employees are united in our common purpose and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients.

Position Overview:

To ensure that safe individualised quality care is provided to residents and to assist them to achieve their optimum level of wellness.

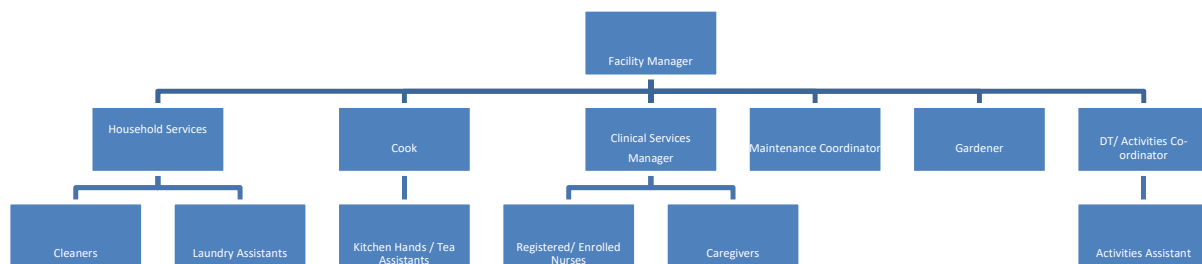
Reports to:

Clinical Services Manager

Functional Relationships:

Facility Manager
All staff of facility
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	<p>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</p>
2. Follows policies and procedures of the facility in all matters	<p>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</p>
3. Provides competent professional clinical practice as a Registered Nurse within relevant legislation	<p>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.</p>
4. Meets legislative requirements to maintain a current competency-based practicing certificate.	<p>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</p>
5. Ensures quality resident care is carried out based on set standards and the policies and procedures of the facility	<p>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</p>

<p>Ensures quality resident care is carried out based on set standards and the policies and procedures of the facility - cont</p>	<p>On-going re-assessment and review of Care Plans is in accordance with D16.3 and D16.4 – attached DHB Contract requirements</p> <p>Ensures each Resident is examined by a Medical Practitioner within 2 working days of admission (except where the Resident has been examined by a Medical Practitioner not more than 2 working days prior to admission, <i>and</i> you have a summary of the Medical Practitioner’s examination notes); and reviewed medically at least every 3 months and as required</p> <p>Ensures the Medication Chart for each Resident is completed within 2 working days of admission; is reviewed at least 3 monthly and as required</p> <p>Implements and delegates nursing tasks</p> <p>Supervises and provides care according to each Resident’s Care Plan</p> <p>Acts as a resource person and fulfilling an education role</p> <p>Monitoring the competence of care staff to ensure safe practice</p> <p>Providing advice and assistance to management on any staff training needs</p> <p>Safely administers medications and conducts treatments and cares for residents</p> <p>Takes appropriate initiative in resident management incorporating ethical guidelines</p> <p>Advises and teaches staff as required</p> <p>Ensures that Enrolled Nurses /caregivers carry out their duties appropriately</p> <p>All procedures are carried out safely and in the best interests of the resident</p> <p>The residents comfort and wellbeing is considered at all times</p> <p>Residents independence is encouraged</p> <p>Residents are assisted in their individual choices wherever possible</p> <p>Arranges &/or contributes to resident care reviews</p> <p>Communicates with other team members effectively to ensure the service operates smoothly</p>
<p>6. Ensures documentation meets legal requirements</p>	<p>Ensures Progress Notes completed daily by an RN or at least viewed daily and countersigned by an RN; and more often as required</p> <p>Ensures all resident progress, changed, documented on Progress Notes and Care Plans to ensure effective care follow up</p> <p>Ensures all documentation requirements are met</p>
<p>7. To maintain effective communication with all residents/families / visitors</p>	<p>Ensure positive relationships with residents and their families</p> <p>Communicates appropriately with residents and relatives regarding care and treatment matters</p> <p>Document discussions and any advice given on the Family/whanau communication sheet</p> <p>Concerns /complaints from residents are passed on to the Clinical Services Manager or Facility Manager</p> <p>Acts as an advocate for the resident when required</p>
<p>8. Performs the duties according to standard policies and procedures for the facility</p>	<p>Ensures daily work schedule is completed</p> <p>Performs extra necessary duties as directed by management</p> <p>Ensures staff have access to copies of work schedules/tasks as required (e.g. new or agency staff)</p>
<p>9. Reporting requirements are met</p>	<p>Informs the Clinical Services Manager of any significant issues</p> <p>Completed use of Hand-over documentation and all documentation requirements</p>
<p>10. Maintains effective working relationships with Medical</p>	<p>Liaises with G P’s and health practitioners as appropriate</p> <p>Refers residents when appropriate</p>

Practitioners and other health professionals	
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 facility	<i>Section 1.01 Undertakes education sessions</i> Ensures/continues proper orientation of staff

20. Contributes to the Quality Improvement Programme of the facility	<p>Understands the Quality systems/programme of the facility.</p> <p>Shows a commitment to improving the quality of the service</p> <p>Informs the Clinical Services Manager regarding any change in procedure required & or development of new procedure</p> <p>Contributes to audit & monitoring of services</p> <p>Keeps up to date with current communications</p> <p>Contributes to the Continuous Quality Programme as required</p>
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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 and person specification 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.

