

# Position description



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|--------------------------|---|
| 1. Job Title:            | Registered Nurse                                      |
| 2. Reports to:           | Care Home Manager/General Manager                     |
| 3. Department:           | BVAC NZ Care Homes                                    |
| 4. Industrial Instrument | BCSNZ Collective Agreement 1 July 2020 - 30 June 2021 |
| 5. Instrument level      | N/a   |
| 6. Management level      | Choose an item.                                       |
| 7. Job Profile           | N/A   |
| 8. Manages               | Nil   |
| 9. Location:             |   |
| 10. Date revised:        | 13/10/2021  |

## 11. Job Purpose

- The purpose of the job is to provide clinical care for residents requiring residential care either in the resthome, hospital or psychogeriatric setting. You will hold a current practicing certificate and practice to the competencies set down by the NZ Nursing Council. Bupa expects Registered Nurses (RN) to maintain their own professional development and Bupa will facilitate this development to meet the requirements of the residents that they are caring for.

## 12. Responsibilities

### 1. Actively participate as an effective member of the healthcare team by:

- Working within the parameters set by the Nursing Council of New Zealand professional scope of practice.
- Establishing effective working relationships by ensuring communication and liaison with all members of the health care team.
- Maintaining documentation which is logical, concise, comprehensive, and accurate and which meets legal requirements.
- Ensure Care Plans are completed utilising the InterRai Assessment tool. These are to be managed, updated and evaluated at all times.
- Taking responsibility for the development of individual care plans based on comprehensive and documented assessments, and ensuring timely updating and reviewing of these individual care plans.
- Ensuring care is based on individual need and planned with regard to ethnic, cultural, religious and other individual needs.
- Regularly monitoring and evaluating response to planned care.
- Communicating with residents and their families / whanau in order to enhance resident care.
- Maintaining knowledge and ensuring adherence to organisational policies and procedures.

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**Brave**  
Make new  
possibilities happen

**Caring**  
Act with empathy  
and respect

**Responsible**  
Own your decisions  
and actions

- 2. Ensure care is delivered in a safe and professional manner and in line with current best practice by:**
  - Demonstrating sound clinical knowledge and practice.
  - Demonstrating and applying knowledge of legal ethical requirements related to nursing practice in respect of resident rights, and addressing the cultural needs of the individual.
  - Accepting each resident as an individual and treating each with respect and dignity.
  - Maintaining updated knowledge of best practice within aged care.
  - Displaying safe practice with medication management processes.
  - Involving and including family/whanau in care delivery where able and appropriate.
- 3. Demonstrate effective leadership of caregivers and ensure that resident care is of the very highest standard by:**
  - Participating in the delivery of care to residents demonstrating knowledge of and applying principles of 'best practice'.
  - Ensuring that nursing care plans are adhered to during the delivery of cares.
  - Ensuring appropriate allocation of residents and ensuring effective supervision of care giving staff.
  - Ensuring the well being of the residents, enhancing independence and promoting dignity and privacy.
  - Addressing performance deficits of care giving staff within your team and ensuring adherence to policies and procedures.
  - Demonstrating initiative and leadership in the management of residents who display challenging behaviours.
  - Utilising all opportunities to increase knowledge of and improve skills of care giving staff.
- 4. Maximise the safety of residents and staff by:**
  - Actively promoting the minimisation of risk and harm occurring.
  - Displaying commitment to maintaining a safe environment for residents and staff.
  - Reporting hazards and faults immediately.
  - Adhering to all safety policies and procedures.
  - Demonstrating knowledge of the appropriate steps to take in an emergency including building evacuation procedures and actively participating in trial evacuations.
- 5. Demonstrate commitment to professional and clinical nursing development and actively support the pursuit of Continuous Quality Improvement by:**
  - Participating in educational opportunities.
  - Acting as a preceptor for newly employed staff.
  - Participating in staff appraisals, identifying opportunities for growth and development.
  - Actively participating in CQI by completing audits, identifying improvements or initiatives, participating in data collection.
  - Maintaining a current CPR certificate.
  - Ensuring a working knowledge of current standards or codes of practice relevant to the aged care setting.
- 6. Manage equipment, supplies, and resources efficiently, effectively and safely by:**
  - Ensuring equipment is used safely and appropriately and is maintained in safe working order reporting any defective items immediately.

### **13. Qualifications, Training and Experience**

- Work experience of 1-3 years at least, (preferably in aged care) is desirable.
- A Bachelors degree in Nursing or an associate's degree, vocational or technical school degree in Nursing.

### **14. Key relationships**

- Care Home Manager/General Manager, Clinical Manager, Unit Coordinators, other RNs, Caregivers, residents, family

### **15. Risk management and compliance obligations**

- Responsible for understanding the risks, accountabilities, rules and processes associated with my role.
- Report issues, incidents and complaints in a timely manner.
- Understand the laws, regulations, policies and procedures that apply and ensure controls enabling compliance are built into documented processes and procedures
- Work in accordance with Bupa Health and Safety policy, always applying safe working practices and procedures and comply with all instructions given about ensuring health and safety at work.
- Apply information security skills and / or experience to effectively and securely perform the required obligations of the organisation

### **16. Role modelling Bupa's values**

A primary responsibility of this role is to consistently behave according to Bupa's values, and to be an exemplary role model of Bupa's values every day.

### **17. Delivering fair outcomes for consumers and understanding your regulatory obligations**

- Put fair treatment of customers at the heart of what you say and do. Be courageous and speak up if you believe our products or services do not deliver what we have led our customers to expect.
- Be accountable and take ownership for ensuring you are familiar with all regulatory requirements that fall within the remit of your role and comply with them at all times. Seek guidance if you need support understanding your regulatory requirements. Notify, without delay, any potential or actual breach of regulation.

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