

JOB DESCRIPTION

Job Title – Registered Nurse

CONTEXT OF THE JOB

- 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.
- The job reports to the Care Home Manager.
- This job description was reviewed in June 2014.

KEY TASKS AND 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.

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.

KEY COMPETENCIES

- Be computer literate. Must have at least intermediate level of knowledge including MS Office Suite (Excel, Word, Outlook and Powerpoint).
- Show a caring and considerate attitude to residents, visitors and other staff.
- Show an ability to work well within a team and direct daily work activities.
- Show an ability to adapt to change and work efficiently under pressure.
- Show an ability to communicate well with others; older people in particular.



- May train and monitor others; performance.
- May contribute to business and operational decisions that affect the department.
- Show ability to problem solve, using knowledge and skills, general precedents and practices.
- Show an ability to recognise concerns or changes in resident's well being and directly provide help and support or seek advice from other staff.
- Show an understanding of safe care and practice in one's daily work.

EXPERIENCE, TRAINING AND QUALIFICATIONS

- 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.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

Floor based role which consists of mainly walking but can result in a variety of movements such as crouching, bending, lifting, pushing, pulling, kneeling and squatting.

VISION & VALUES OF BUPA

Bupa’s purpose is to help people live longer, healthier, happier lives.

We do this through our vision of ‘taking care of the lives in our hands’. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

Our values

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

Passionate 	Full of energy Love what we do and why we do it Love our customers
Caring 	Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters
Open 	Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity
Authentic 	True to yourself Genuine and honest Say what we mean, mean what we say
Accountable 	Always responsible Take ownership Make it happen
Courageous 	Be brave Dare to try Speak up
Extraordinary 	Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small

Signed _____

(Employee)

(Employer)

Date _____

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.



Our purpose is
Longer, healthier, happier lives

What:
Bupa Promise

Know me
and my needs

Help steer my
decisions

Be there when
I need you

How:
Bupa Values



Health & Care

