

POSITION DESCRIPTION	
<b>Title:</b>	Registered Nurse
<b>Division/Department:</b>	Enliven
<b>Company:</b>	Presbyterian Support Southland
<b>Reports to:</b>	Care Home Manager
<b>Direct Reports:</b>	N/A
<b>Significant Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Clinical Managers</li> <li>• Clinical Coordinator</li> <li>• Registered Nurses</li> <li>• Enrolled Nurses</li> <li>• Health Care Assistants</li> </ul>
<p><b>CHARTER</b></p> <p>Our <b>vision</b> is a community where all people can make the most of their strengths and feel included, valued, and safe.</p> <p>To bring this <b>vision into reality</b>, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and whānau/whānau in the wider community of Southland.</p>	
<p><b>Our Values:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Respect</b> – Manaaki: Respect for our heritage.</li> <li>▪ <b>Compassion</b> – Aroha: Compassion with empathy.</li> <li>▪ <b>Whānau</b> – Whānau Whānui: Celebration of whānau.</li> <li>▪ <b>Community</b> - Iwi whānau/Hāponi: Communities that make a difference.</li> <li>▪ <b>Accountability</b> – Whakatau tika: Holding ourselves accountable.</li> </ul>	
<p><b>Te Tiriti o Waitangi</b></p> <p>Enliven Presbyterian Support Southland is committed to working in a multi-cultural way and affirms the place of Māori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Te Tiriti o Waitangi</p>	
<p><b>Mo te tunga - about the role:</b> Responsible for ensuring the provision of quality services to residents through providing leadership, support, and training to staff, and maintaining a partnership between members of the multi-disciplinary team, residents, their families/whānau.</p>	

## **Understanding the role:**

### **Purpose**

Nurses in Presbyterian Support Southland practise independently and in collaboration with other health professionals, perform general nursing functions, delegate to and direct enrolled nurses and care workers and others. They provide comprehensive assessments to develop, implement and evaluate an integrated plan of health care, and provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making.

Registered nurses may also use their expertise to manage, teach, evaluate, and research nursing practice.

Registered nurses are accountable for ensuring that all the health services they provide are consistent with their education and assessed competence, meet legislative and contractual requirements, and are supported by appropriate standards.

### **Primary Objectives**

- Organisational policies and procedures are adhered to at all times
- The assessment, planning, delivering, and evaluating a plan of care that supports the lives and wellbeing of older people living in this residential service.
- Leading, delegating to and directing Enrolled Nurse (ENs) and Care workers.
- The Registered Nurse is expected to maintain an awareness of and practice within relevant legislation, professional guidelines and standards, policies, and procedures.

## **Nga pukenga | What you will need to be successful:**

### **Qualifications**

- Currently Registered Nurse in NZ with current APC
- Previous Gerontological experience

### **Personal qualities:**

- Treat everyone with respect and dignity
- Ability to work independently.
- Always work within professional boundaries
- Develop and maintain positive relations within the workplace.
- Behaviour aligns with Enliven philosophy and Presbyterian Supports Southland Charter
- Encouraging Kaumātua to be as independent as possible
- Always respecting the confidentiality of both personal information, inside and outside the workplace
- Demonstrating good time management skills and being able to prioritise effectively.
- Demonstrating initiative and getting on with whatever needs to be done.
- Leadership and delegation skills

### **Physical Requirements**

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing balancing, crouching, squatting and other reaching.

## Core Competencies:

### Teamwork

- Develops constructive relationships with other team members
- Has a friendly manner and positive sense of humour
- Works cooperatively, willingly sharing knowledge and expertise with colleagues
- Shows flexibility. Is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments
- Supports in word and action decisions that have been made by the team
- Is punctual and reliable
- Shows an understanding of how one's own role directly or indirectly supports the work of the wider team

### Takes responsibility

- Is results focussed and committed to making a difference.
- Plans and organises work, allocating time to priority issues, meeting deadlines, and coping with the unexpected.
- Adjusts work style and approach to fit in with requirements.
- Perseveres with tasks and achieves objectives despite obstacles.
- Is reliable – does what one says one will do.
- Consistently performs tasks correctly, following set procedures and protocols.

### Communication

- Practices active and attentive listening
- Explains information and gives instructions in clear and simple term.
- Willingly answers questions and concerns raised by others.
- Responds in an open, honest, positive, and professional manner to all situations.
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.
- Is confident and appropriately assertive in dealing with others.
- Is caring and empathetic when interacting with people.
- Deals effectively and follows process when dealing with conflict and stressful situations.

### Quality and innovation

- Provides quality service to those who rely on one's work.
- Shows commitment to continuous learning and performance development.
- Open to new ways of working and comfortable with change
- Looks for ways for improve work processes – suggests new ideas and approaches.
- Explores and trials ideas and suggestions for improvement made by others.

## Nga Kawenga: Responsibilities, Key Tasks and Performance Measures:

### 1.0 To provide a resident-driven environment for residents, their family/whānau, and staff

#### **Performance Expectations:**

(a) Ensure environment enables Residents to participate at their own level.

- Demonstrates knowledge of different health and socio-economic status of Maōri and non-Maōri.
- Demonstrates culturally safe practise.

**Successfully Demonstrated by:**

- Formation of caring relationships with Residents, families/whānau.
- Open and honest communication with team members, Residents, and families/whānau
- Contribution of ideas towards common goal.
- Creating and maintaining a Resident driven harmonious atmosphere.
- Exercising courtesy/hospitality and respect in all interactions with Residents, families/whānau, the community and staff.
- Involvement in provision of an activity-based +environment utilising the individualised Resident's cognitive assessment.
- Ensuring there is a daily activities programme that reflects the individual Resident's interests as a group, as established by the Activities Co-ordinators.

**Relevant NCNZ Competencies**  
(Registered Nurse Scope of Practice)

Competency 1.2:

***Demonstrates the ability to apply the principles of the Treaty of Waitangi /Te Tiriti o Waitangi to nursing practice.***

Competency 1.4:

***Promotes an environment that enables health consumer safety, independence, quality of life, and health.***

Competency 1.5:

***Practices nursing in a manner that the health consumer determines as being culturally safe.***

Competency 2.7

***Provides health education appropriate to the needs of the health consumer within a nursing framework.***

Competency 2.8:

***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 health consumers.***

Competency 3.2:

***Practices nursing in a negotiated partnership with the health consumer where and when possible.***

**2.0 Awareness of advocacy services and social agencies available**

***Performance Expectations:***

- (a) Ensure advocacy occurs for all Residents at all times.

***Successfully Demonstrated by:***

- Promoting awareness and practice of advocacy by self at all times.
- Continuing awareness of legislation that affects advocacy of access to social services (e.g. Privacy Act 1992, Health & Disability Commissioners Act).
- Communicating with the multi-disciplinary team whilst advocating for Residents as appropriate.

**Relevant NCNZ Competencies**  
(Registered Nurse Scope of Practice)

Competency 2.7:

***Provides health education appropriate to the needs of the health consumer within a nursing framework.***

**3.0 Ensure accurate documentation from planning and implementation stages through to evaluation of support**

***Performance Expectations:***

- (a) Accurate documentation and implementation of Resident needs, activities provided by self and the team.

***Successfully Demonstrated by:***

- All stages of support (planning, implementation, and evaluation) are documented clearly and accurately with the rationale for decisions explained as appropriate utilising the Support Plan records.
- Undertaking the primary nurse role for an identified group of Residents and working within support plan process to promote a holistic approach to support
- Contributing to the clinical records of other Residents outside your primary support group responsibility whom require support
- Support Plans are updated and developed to accurately reflect the level of support and progress of individual Residents.
- Monitor Support Staff input into Resident files and ensure it is recorded accurately.
- Privacy and confidentiality of information is maintained at all times.

**Relevant NCNZ Competencies**  
(Registered Nurse Scope of Practice)

Competency 1.3

***Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.***

Competency 2.2:

***Undertakes a comprehensive and accurate nursing assessment of health consumers in a variety of settings.***

Competency 2.3:

***Ensures documentation is accurate and maintains confidentiality of information.***

Competency 2.4:

***Ensures the health consumer has adequate explanation of the effects, consequences, and alternatives of proposed treatment options.***

Competency 4.2

***Recognises and values the roles and skills of all members of the health care team in the delivery of care.***

**4.0 Effective communication with all residents, families/whānau and staff to ensure understanding and clarity of needs.**

***Performance Expectations:***

- (a) The team works together towards ensuring appropriate support needs are met for Residents.

**Successfully Demonstrated by:**

- Effectively listening to Residents, their families/whānau and achieving a clear understanding of each Resident's needs.
- Communicating effectively with members of the health care team, including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion.

**Relevant NCNZ Competencies**  
(Registered Nurse Scope of Practice)

Competency 1.3

***Demonstrates accountability for directing, monitoring, and evaluating nursing care that is provided by enrolled nurses, and others.***

Competency 2.1:

***Provides planned nursing care to achieve identified outcomes.***

Competency 2.5:

***Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations.***

Competency 2.6:

***Evaluates health consumer's progress toward expected outcomes in partnership with health consumers.***

Competency 3.1

***Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers.***

Competency 3.2

***Practises nursing in a negotiated partnership with the health consumer where and when possible.***

Competency 3.3:

***Communicates effectively with health consumers and members of the healthcare team.***

Competency 4.1:

***Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care.***

**5.0 Identify and participate in support and development activities for self.**

***Performance Expectations:***

- (a) Proactively identifying and initiating training and career development opportunities, ensuring continuous professional development occurs for oneself.
- (b) Promotes the Presbyterian Support Southland Charter as a foundation document for all work and activity at Presbyterian Support Southland/Enliven.

***Successfully Demonstrated by:***

- Participating in daily training and coaching, utilising the knowledge and experience of senior and multi-disciplinary staff to assist with development programmes as appropriate.
- Acting as a mentor and preceptor for colleagues and new staff members

- Involvement in staff development activities and identifying training and development needs for oneself – developing an area of leadership in an identified clinical area.
- Participating in the orientation of new staff members as appropriate
- Meeting on an established basis with the Clinical Manager and Facility Manager and participating in all meetings and encouraging contributions from others.
- Meeting the professional requirements of a Registered Nurse including the Code of Conduct and Social Media Guidelines.
- Being flexible and able to accept other roles or carry out other duties as required; this includes the Facility Duty leader role as required.

**Relevant NCNZ Competencies**

Competency 2.8:

***Reflects upon and evaluates with peers and experienced nurses, the effectiveness of nursing care.***

Competency 2.9:

***Maintains professional development.***

Competency 4.3

- **Participates in quality improvement activities to monitor and improve standards of nursing.**

**6.0 Maintaining a working knowledge of legislation and requirements for the provision of the service and the wider home / village environment.**

***Performance Expectations:***

- Demonstrates a commitment to achieving the Home's quality plans and goals
- Understanding and applying the following legislation and requirements: Privacy Act, Nurses Act, Health & Disability Commissioners Act, NZ Certification Standards, SDHB Service agreements, Hospital Regulations and other requirements that may come into effect.
- Demonstrates an understanding of the Health & Safety in Employment Act and how it relates to the services provided in this workplace and is a positive role model for promoting health and safety in the workplace.

***Successfully Demonstrated by:***

- Taking responsibility for personal health and safety and that of those working with him/her or in the facility/village
- Promotes Staff and Residents' health and safety, this includes observing security procedures and anticipating any potential risk for Residents, Visitors, or Staff.
- Contributing to policies and guidelines for health and safety to promote staff welfare, and to meet legislative requirements.
- Ensuring all accidents and incidents are reported as required in accordance with the Health and Safety legislation and company procedures
- Seeks knowledge and training opportunities on issues that affect how the Home operates.

**Relevant NCNZ Competencies**

(Registered Nurse Scope of Practice)

Competency 1.1:

***Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical, and relevant legislative requirements.***

Competency 2.5:

***Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat, or other crisis situations.***

<b>Manaaki: Respect and dignity Aroha: Compassion with empathy</b>	
<ul style="list-style-type: none"> <li>• Ensure all kaumātua and their whānau are treated with dignity and respect and ensure kaumātua feel that they are living in their own home.</li> <li>• Interact with kaumātua by providing them with high standard of service that meets all their individual needs.</li> <li>• Provide privacy, always knock on door before entering and introduce yourself to the kaumātua on entering.</li> <li>• Support kaumātua to practice their cultural preferences.</li> <li>• Welcome whānau and support a positive visit with the kaumātua.</li> <li>• Ensure all communication with other health professionals, colleagues, whānau and kaumātua is professional and respectful.</li> </ul>	
<b>Whānau: Celebration of whānau</b>	
<ul style="list-style-type: none"> <li>• Develop trusting, professional relations with the kaumātua, and their whānau and friends, while maintaining professional boundaries.</li> <li>• Demonstrate commitment to Enliven Presbyterian Support vision and values and promoting its good reputation through appropriate behaviours.</li> <li>• Welcome whānau and support a positive visit with the kaumātua.</li> <li>• Assist new kaumātua and whānau with orientation to our care homes, making them feel welcome and included.</li> </ul>	
<b>Whakatau Tika: holding ourselves accountable. Support our kaumātua by working as a team, looking after yourself and other</b>	
<ul style="list-style-type: none"> <li>• Arrives and leaves work at the correct time.</li> <li>• Gives adequate notice if unable to attend work due to illness.</li> <li>• Follows policy and procedures, Code of Conduct, and kaimahi handbook.</li> <li>• Helps other kaimahi.</li> <li>• Always maintains respectful and professional communication with other kaimahi.</li> <li>• Fosters a support environment for new kaimahi.</li> <li>• Completes all recording and reporting accurately and in a timely fashion.</li> <li>• Follows health and safety procedures and reporting.</li> <li>• Understand and meet your personal obligations under the health and safety work act 2015.</li> <li>• Attends and or completes mandatory training within the required timeframes.</li> <li>• Asks if unsure what anything means or how to undertake an activity.</li> <li>• Keeps rested and healthy and takes annual leave.</li> <li>• Identifies and reports hazards and knows how to minimise risk.</li> <li>• Understand and commits to learning from the onset of employment</li> </ul>	
<b>Other Duties as Required</b>	
Perform other such duties as may be reasonably required by the Facility Manager or Director of Enliven / CEO	
<b>Expectations of all PSS employees</b>	
<b>Communications / Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Positive and collegial relationships are developed and maintained.</li> <li>• Verbal and written communication is at a high standard, relevant and appropriate to the audience.</li> </ul>
<b>Performance development and learning</b>	<ul style="list-style-type: none"> <li>• Active engagement with personal development review process.</li> <li>• Personal and professional development goals and objectives are established.</li> <li>• Be responsible for own ongoing education and skills required in designated role.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Make recommendations for improvement to services, work practices and / or workflow.</li> </ul>
<b>Health and Safety</b> <i>PSS is committed to achieving the highest level</i>	<ul style="list-style-type: none"> <li>• All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation.</li> </ul>

<p><i>of health and safety for its kaimahi and everyone has health and safety responsibilities.</i></p>	<ul style="list-style-type: none"> <li>• You are expected to work safely and to actively participate in health and safety programmes in your work area.</li> <li>• All accidents or potential hazards must be reported to your direct line manager.</li> </ul>
<p><b>Te Tiriti O Waitangi / The Treaty of Waitangi</b>  <i>PSS is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i></p>	<ul style="list-style-type: none"> <li>• As an employee you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.</li> </ul>

*The role description will be reviewed regularly for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.*

I have read, understood, and accept this position description.

\_\_\_\_\_ (Position Holder)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Manager)

\_\_\_\_\_ (Date)

## Skills and Behaviours:

The Presbyterian Support Southland (PSS)/Enliven Skills and Behaviours are the things you should do to demonstrate our vision. The foundation of our vision is as follows, and as an organisation we seek to live our five core values in everything we do.

**RESPECT MANAAKI**  
Respect for our heritage

**COMPASSION AROHA**  
Compassion with empathy

**WHĀNAU WHĀNAU WHĀNUI**  
Celebration of whānau

**COMMUNITY IWI WHĀNUI/HĀPORI**  
Communities that make a difference

**ACCOUNTABILITY WHAKATAU TIKA**  
Holding ourselves accountable

Skills and Behaviours are broken down into components which all work together. As an organisation, we expect all our people to demonstrate these skills and behaviours in everything they do.

### **Communication**

Communicates both orally and in writing in a manner which is clear, fluent and to the point, honest and open. Conveys messages in a credible way that holds the audience's attention, including readers and in group and one-to-one situations.

### **Client Focus**

Aware of and understands PSS mission and values and delivers services within this context. Monitors and upholds high quality of service, working in a cooperative, respectful manner with colleagues, clients, and wider community.

### **Self Determination**

Maintains a high level of drive with a positive attitude and enthusiasm toward hard work and meeting challenges.

### **Teamwork**

Working positively toward achieving team and organisational goals by encouraging teamwork and promoting respect and understanding of different opinions and backgrounds.

### **Accountability**

Takes personal responsibility and accountability for own work and performance. Takes timely decisions and commits to clear courses of action. Able to accept things may have been done better not blaming other factors.

### **Self-Improvement**

Takes responsibility for own development and actively pursues learning and development opportunities.

### **Planning and Organising**

Sets clear objectives, plans, and organises work of self and team with defined action steps for achieving planned outcomes.

### **Problem Solving and Decision Making**

Analyses problems, breaks into core parts, investigates, evaluates, and generates appropriate solutions.

**Agreed by:**

\_\_\_\_\_ (Job holder's signature)

\_\_\_\_\_ (Facility Manager's signature)

\_\_\_\_\_ Date