

**POSITION TITLE:** Registered Nurse

**RESPONSIBLE TO:** Clinical Manager

**HOURS OF WORK:** As rostered

**FUNCTIONAL RELATIONSHIP WITH:** Clinical Coordinator, medical team, Clinical Nurse Specialist, all staff, Allied Health personnel, residents and their families/whanau.

**PRIMARY OBJECTIVES:**

- To provide expert knowledge and skill in the planning, implementation and evaluation of resident care.
- To provide specific clinical care not able to be performed by less qualified staff- delegation of authority as per Nursing Council guidelines
- To ensure all residents live with dignity, in a safe and comfortable environment, and in a manner which reflects the Selwyn Way, (Faith, Care, Independence and Wellness).
- To seek advice from Clinical Nurse Specialist when required on complex clinical issues.
- To be actively involved in the Quality Improvement programme for the facility.
- To comply with all legislative, clinical best practice guidelines and Selwyn Foundation Standard Operating Procedures.
- To observe the confidentiality of staff, residents and the business of The Selwyn Foundation.
- To maintain a current practicing certificate and to perform all duties in line with the competencies of the Registered Nurse's scope of practice.
- To maintain professional nursing portfolio as per Nursing Council requirements.

<b>ACCOUNTABILITY</b>	<b>RESPONSIBILITIES / OUTCOMES</b>
<p><b>Policies &amp; Procedures</b> To ensure familiarity and compliance with</p>	<p>In accordance with the Selwyn Way:</p> <ul style="list-style-type: none"> <li>• Demonstrate behaviour and communication style that reflects commitment and knowledge of the Selwyn Foundation Group's mission, values and standard operating procedures;</li> <li>• Maintain the confidentiality of volunteers, residents, other staff and the business of the Selwyn Foundation Group at all times.</li> </ul>
<p><b>Co-ordination of Resident care</b> Provide management of nursing care supported by nursing knowledge and best practice guidelines</p>	<p>Leadership style, all communication and behaviour demonstrates commitment and knowledge of The Selwyn Foundation Mission Statement, values, standard operating procedures and the Selwyn Way</p> <p><b>Resident Care:</b></p> <ul style="list-style-type: none"> <li>• Meet the rights of the residents by ensuring they are fully informed to maximise the potential for decision making and choice.</li> <li>• Nursing practice indicates respect for each resident's identity, personal beliefs, values and goals.</li> <li>• Ensure residents are offered physical, emotional and spiritual comfort and support in a safe and secure environment.</li> <li>• Respond appropriately and manage acute situations and emergencies.</li> <li>• Seek advice from Clinical Nurse Specialist in regards to complex clinical issues when required.</li> <li>• Manage medication in accordance with Standard Operating Procedure (incl the administration and knowledge of the possible side effects). Report any medication errors/incidents.</li> <li>• Apply appropriate decision making.</li> <li>• Ensure caregivers receive advice, guidance and direction when delivering care to residents. Supervise, monitor and evaluate the care.</li> </ul>

<p>Ensure complete nursing documentation records current assessment, is legible, timely, signed and dated.</p>	<p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Develop and/or review lifestyle Care Plans to reflect the resident's assessed physical, psychosocial, spiritual and cultural beliefs, abilities, deficits, and needs. These are to be completed in consultation with resident and his/her family/whanau.</li> <li>• Complete all documents within correct time frames required.</li> <li>• Assess and monitor the health status of residents.</li> <li>• Notify changes, interventions and evaluations promptly and accurately record.</li> </ul>
<p><b>Leadership</b> Provide guidance and direction. Monitor and evaluate care provided.</p>	<ul style="list-style-type: none"> <li>• Delegate nursing tasks to the appropriate staff, while ensuring specific clinical care is performed by those appropriately qualified.</li> <li>• Ensure clear instructions are available for other staff to follow.</li> <li>• Monitor the competence of staff in the delivery of care, ensuring it is safe and appropriate.</li> <li>• Provide assistance and support with the education of staff as requested by management and act as a resource person.</li> </ul>
<p><b>Communication</b> Positive and courteous interaction with residents and staff is observed.</p>	<ul style="list-style-type: none"> <li>• Keep EPOA informed of resident's health status, including any incidents.</li> <li>• In the event of death, follow the correct procedure with sensitivity and dignity and contact the relevant personnel promptly.</li> <li>• Support staff handovers/meetings.</li> </ul>
<p><b>Personal &amp; Professional Development</b> Responsibility is taken to update knowledge and ensure best practice</p>	<ul style="list-style-type: none"> <li>• Attend compulsory education sessions required by N.Z. Health &amp; Disability Sector standards and Health Practitioner's Competence Assurance Act 2003.</li> <li>• Take responsibility for own professional nursing development (including best practice in relation to care of the older adult), in line with the competencies of the Registered Nurse's scope of practice as per Nursing Council competencies.</li> <li>• Maintain a professional nursing portfolio as per Nursing Council requirements for Registered Nurses.</li> <li>• Attends internal and external education sessions to ensure appropriate professional development hours are maintained.</li> </ul>
<p><b>Quality Improvement</b> To co-ordinate and implement quality systems</p>	<p>Implement the Continuing Quality Improvement plan and audit programme relevant to your area of work and ensure objectives are achieved within specified timeframes.</p>
<p><b>Health &amp; Safety/ Infection Control</b> To proactively support a culture of Health &amp; Safety in line with Selwyn Foundation Health &amp; Safety guidelines, Infection Control guidelines, and, standard operating procedures</p>	<p>In accordance with Selwyn Foundation policy:</p> <ul style="list-style-type: none"> <li>• Implement work practices that demonstrate familiarity and compliance with all Selwyn Foundation Group health &amp; safety SOP's;</li> <li>• Take all practicable steps to ensure the ongoing safety of oneself and that of volunteers, other staff, residents and visitors;</li> <li>• Ensure all hazards are identified, and/or reported, and managed appropriately;</li> <li>• Complete incident reports as necessary and without delay, and forward to manager for investigation;</li> <li>• Maintain and appropriately manage infection control standards;</li> <li>• Promote an environment that maximises residents' safety, independence, quality of life and health.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Ensure good relationships are maintained with management, staff and residents.</li> <li>• Undertake other relevant duties as required by your Manager, following consultation with you.</li> </ul>

**CORE COMPETENCIES:**

At all times, managers will respect and promote the organisation's values of faith, independence, care and wellness (The Selwyn Way). This will be reflected in each of these competencies through your actions and behaviours and others will be similarly inspired.

<b>Leads through Vision and Values</b>	The organisation's vision and values remains at the forefront of leadership decision making and action. A commitment to the Foundation's beliefs is demonstrated through communication and behaviour and others are inspired to perform well.
<b>Passion for Role/ Industry</b>	Demonstrates a dedicated work approach, which reflects genuine interest for the work and future of the organisation. Seeks knowledge to enhance competence.
<b>Customer Focus</b>	Makes residents and their needs a primary focus of one's actions; developing and sustaining productive relationships and demonstrating a clear concern for the health, safety and wellbeing of others.
<b>Drive for Results</b>	Sets high goals for personal and group accomplishment; using measurement methods to monitor progress toward goal attainment. Continuously strives towards quality improvement, promotes a commitment to excellence and guides others to accomplish work objectives to meet the standards set.
<b>Managing Performance</b>	Takes responsibility for own performance and that of employees by effectively prioritising workload, delegating authority per Nursing Council guidelines as appropriate and monitors progress, allowing others to complete their own work. Addresses performance issues promptly and effectively.
<b>Initiative</b>	Shows good judgement with ability to understand various situations and attend to in the most effective manner. Contributes ideas and knowledge and strives to exceed expectations. Responds rapidly to requests and solves problems effectively.
<b>Integrity and trust</b>	Is seen as a truthful individual with high standards of fairness and ethics. This is demonstrated in daily words and actions. Is direct and honest, presenting the truth in an appropriate and helpful manner. Observes confidentiality.
<b>Interpersonal Skills</b>	Relates well to others and shows genuine concern and understanding. Builds appropriate rapport with all kinds of people. Is sensitive and approachable, managing difficult situations with diplomacy and tact. Demonstrates focused listening skills.
<b>Teamwork</b>	Works together and co-operatively to achieve common goals. Accepts direct, supports others and offers assistance as appropriate.
<b>Accommodating change</b>	Supports different and innovative approaches introduced to improve the organisation's effectiveness; showing willingness to modify current practices. Remains open to ideas offered by others.

I ..... have read in full my Job Description and accept to undertake all responsibilities as outlined.

Signed: .....  
(Employee)

Date: .....

Signed: .....  
(for and on behalf of the Employer)

Date: .....