



POSITION DESCRIPTION

Our **vision** is a community where all people can make the most of their strengths and feel included, valued and safe.

To bring this **vision into reality**, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whānau in the wider community of Southland.

Position:	NZ Registered Comprehensive Nurse
Location:	Enliven Facility
Responsible to:	Home Manager
Responsible for:	Registered Nurses, Enrolled Nurses, Caregivers,
Purpose:	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.

Key Qualifications and Experience:

- Currently Registered Nurse
- Previous Gerontological experience

Review Period: *This position is to be reviewed at Annual Performance Appraisal.*

Key Tasks

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 Maori and non Maori.
 - 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 which 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 2.11:

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 an 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

(Registered Nurse Scope of Practice)

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:

- (a) Demonstrates a commitment to achieving the Home's quality plans and goals
- (b) 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. .
- (c) 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.

7.0 Ensure compliance with all Presbyterian Support Southland/Enliven policies, procedures and work plans to ensure a quality service is assured.

Performance Expectations:

- (a) Compliance with all Presbyterian Support Southland/Enliven policies achieved, including clinical practice, infection control, organisational
- (b) Ensuring the provision of a clean and secure home-like environment for Residents.

Successfully Demonstrated by:

- Having read, and ensured understanding of Presbyterian Support Southland/Enliven policies, and signed acceptance of these.
- Displaying a working knowledge and a leadership role of Presbyterian Support Southland/Enliven policies and procedures
- Contributing to the development achievement of work place goals and plans – including quality plans, infection control initiatives and health and safety workplace goals to ensure this Home has a positive workplace culture and seen as an excellent provider of services

Relevant NCNZ Competencies

(Registered Nurse Scope of Practice)

Competency 4.2:

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

Competency 4.3:

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

8.0 Health and safety

Performance Expectations:

- (a) Perform in accordance with the Health and Safety at Work Act 2015..

Successfully Demonstrated by:

- To understand and meet your personal obligations under the Health and Safety at Work Act 2015.
- To understand importance of and be able to complete incident reports.
- To be aware of your responsibility to report an incident, accident, hazard or near miss and ensure reporting is carried out.
- Demonstrate an adequate knowledge of Health and Safety requirements as a team member.

- Ensure all new hazards are identified and reported and ensure all hazard controls are maintained and adhered to.
- Adhere to all Health and Safety policies and procedures implemented by the Company

Agreed by:

_____ (Position Holder)

_____ (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

FAMILY WHĀNAU WHĀNUI

Celebration of family

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 audiences 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 co-operative, respectful manner with colleagues, clients and wider community.

Self Determination

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

Team Work

Works 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