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# **Hawke's Bay**

## **District Health Board**

### **Position Profile**

<b>Position Title</b>	<b>Casual Registered Nurse (Level 2) Staffing Bureau</b>
<b>Date</b>	January 2008
<b>Completed</b>	April Le Comte
<b>Signed-off by</b>	Chris McKenna

## **PART A**

<b>Position holder</b>	Registered Nurse
<b>Reports to (title)</b>	Clinical Nurse Manager/Unit Manager
<b>Service/Division</b>	Health Services
<b>Purpose of the position</b>	To provide safe nursing care in line with the Nursing Council of New Zealand (2005) Competencies for the Registered Nurse Scope of Practice, with appropriate supervision or assistance to the patients/clients and their families.

### **1 Working Relationships**

#### **External**

- Rest Homes
- Practice Nurses/General Practitioners
- Family / Whanau
- Support agencies and services

#### **Internal**

- Associate Director of Nursing
- Clinical Nurse Manager
- Other Team Members, eg. Clinical Nurse Educators (CNEs), Clinical Nurse Specialist (CNS), RN's, Care Associates, Students
- Allied health team
- Medical staff
- Case coordinators
- Duty Managers
- Bed Manager
- Patients/Clients

### **2 Dimensions**

Expenditure budget/forecast for which accountable	NIL
Budget/forecast for which accountable	NIL

### 3 Key Accountabilities

Key Accountabilities (Key areas of focus)	Tasks (How it is achieved)	How it will be measured (KPI)
<b>CLINICAL COMPETENCE</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates competent nursing care to patients with a range of needs, with knowledge and skills utilised through a planned process</li> <li>▪ Responds appropriately to crisis but with limited anticipation and prevention, expanding the scope of practice within the unit/ward</li> <li>▪ Recognises recurring patterns related to monitoring and patient responses/conditions and is able to problem solve based on the monitoring/assessment data based on a technical approach</li> <li>▪ Utilises nursing interventions to reduce risks and complications related to therapeutic interventions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides written evidence of the ability to meet each of the:               <ul style="list-style-type: none"> <li>- Nine (9) criteria for Clinical Practice</li> <li>- Eight (8) criteria for Communication</li> <li>- Four (4) criteria for Management of the Nursing Professional Development &amp; Recognition Programme.</li> </ul> </li> </ul>
<b>PROFESSIONALISM</b>	<ul style="list-style-type: none"> <li>▪ Demonstrating responsibility, accountability and commitment in nursing practice and to the nursing profession</li> <li>▪ Practising at a competent level as defined by the Nursing Professional Development &amp; Recognition Programme</li> <li>▪ Attending and contributing to ongoing learning opportunities within the unit/ward</li> <li>▪ Demonstrating individual responsibility for professional development</li> <li>▪ Contributing to the development of nursing knowledge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides written evidence of the ability to meet each of the seven (7) criteria of the Nursing Professional Development &amp; Recognition Programme.</li> <li>▪ Attendance at annual mandatory Study Day.</li> </ul>

<p><b>TEACHING AND COACHING</b></p>	<ul style="list-style-type: none"> <li>▪ Assisting patients and families to understand the plan of care</li> <li>▪ Providing emotional and informational support to patients/families to support informed choice and resolve grief</li> <li>▪ Actively listening to assist patients/families with interpretation of illness, treatment and self care as appropriate</li> <li>▪ Demonstrates applied teaching and learning techniques with patients and staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Patient/family feedback on flexible and appropriate teaching styles.</li> <li>▪ Clinical Nurse Manager feedback on:             <ul style="list-style-type: none"> <li>- Contribution to work area teaching sessions.</li> </ul> </li> </ul>
<p><b>QUALITY PRACTICE</b></p>	<ul style="list-style-type: none"> <li>▪ Maintaining a flexible approach to situations, being able to cope with multiple priorities</li> <li>▪ Articulating clinical systems that require improvement and assisting with strategy development for improvements</li> <li>▪ Working with ethical guidelines, Code of Health and Disability Service Consumers' Rights, HBDHB professional nursing standards, clinical protocols and guidelines and the health records policy</li> <li>▪ Accurately records information in a timely fashion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clinical Nurse Manager feedback on participation in the Quality Improvement process.</li> <li>▪ 100% legislative compliance.</li> </ul>
<p><b>OCCUPATIONAL HEALTH &amp; SAFETY</b></p>	<ul style="list-style-type: none"> <li>▪ Displays commitment through actively supporting all health and safety initiatives.</li> <li>▪ Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.</li> <li>▪ Ensures own and others safety at all times.</li> <li>▪ Complies with policies, procedures and safe systems of work.</li> <li>▪ Reports all incidents/accidents, including near misses in a timely fashion.</li> <li>▪ Is involved in health and safety through participation and consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in health and safety activities.</li> <li>• Demonstrates support of staff/colleagues to maintain safe systems of work.</li> <li>• Evidence of compliance with relevant health and safety policies, procedures and event reporting.</li> </ul>
<p><b>CUSTOMER SERVICE</b></p>	<ul style="list-style-type: none"> <li>▪ Open and responsive to customer needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to customer service and continuous quality improvement</li> </ul>

**Registered Nurse  
Casual Pool  
(NR09999)**



	<ul style="list-style-type: none"> <li>▪ Demonstrate an understanding of continuous quality improvement.</li> </ul>	<p>through interaction with patient/clients and other customers.</p> <ul style="list-style-type: none"> <li>• Identifies customer needs and offers ideas for quality improvement.</li> <li>• Effective management of customer of customers/situations.</li> </ul>
<p><b>HONOURING TREATY OF WAITANGI OBLIGATIONS</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the principles of the Treaty of Waitangi.</li> <li>• Ensure the principles of partnership, protection and participation are applied to day-to-day work.</li> <li>• Ensures procedures do not discriminate against Maori.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of the principle applied in work practice.</li> </ul>

## **PART B**

### **1 Essential Criteria - Qualifications/Skills/Experience**

#### **Essential**

Qualifications (e.g. tertiary, professional)	Registration with the Nursing Council of New Zealand as a Registered Nurse.
Business /Technical Skills (e.g. computing negotiating leadership, project management)	Competent supervision and delegation skills.
Experience (Technical and behavioural)	Practice at level 2 of the HBDHB Nursing Professional Development & Recognition Programme. Provides evidence to meet the Nursing Council of New Zealand (2005) Competencies for the Registered Nurse scope of practice and (2005) code of conduct for nurses.
	<ul style="list-style-type: none"> <li>• A Current practising certificate with the Nursing Council of New Zealand</li> <li>• A commitment to patient advocacy</li> <li>• Ability to respect and value culture differences</li> <li>• Post graduate nursing experience</li> <li>• Effective communication skills</li> <li>• Commitment to the provision of exemplary customer service</li> <li>• Team player</li> <li>• Demonstrates competency of practice, requiring selected supervision or assistance</li> <li>• Generalist scope of practice</li> <li>• Presents a professional image</li> <li>• Rostered, rotating shifts available</li> <li>• Have the physical ability to perform duties</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• A commitment to quality and excellence</li> <li>• Commitment to professional self development</li> </ul>

**Competencies for the Registered Nurse scope of practice**

<p><b>DOMAIN 1:</b> PROFESSIONAL RESPONSIBILITY</p>	<p>1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</p> <p>1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.</p> <p>1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others.</p> <p>1.4 Promotes an environment that enables client safety, independence, quality of life, and health.</p> <p>1.5 Practises nursing in a manner that the client determines as being culturally safe.</p>
<p><b>DOMAIN 2:</b> MANAGEMENT OF NURSING CARE</p>	<p>2.1 Provides planned nursing care to achieve identified outcomes.</p> <p>2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.</p> <p>2.3 Ensures documentation is accurate and maintains confidentiality of information.</p> <p>2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.</p> <p>2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.</p> <p>2.6 Evaluates client's progress toward expected outcomes in partnership with clients.</p> <p>2.7 Provides health education appropriate to the needs of the client within a nursing framework.</p> <p>2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</p> <p>2.9 Maintains professional development.</p>
<p><b>DOMAIN THREE:</b> INTERPERSONAL RELATIONSHIPS</p>	<p>3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with clients.</p> <p>3.2 Practises nursing in a negotiated partnership with the client where and when possible.</p> <p>3.3 Communicates effectively with clients and members of the health care team.</p>
<p><b>DOMAIN FOUR:</b> INTERPROFESSIONAL HEALTH CARE &amp; QUALITY IMPROVEMENT</p>	<p>4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.</p> <p>4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care.</p> <p>4.3 Participates in quality improvement activities to monitor and improve standards of nursing.</p>

Thank you for applying for a position at Hawke's Bay District Health Board (HBDHB). ***The following important information will assist you in the completion of the Application for Employment Form. Please take the opportunity to read through this information.***

### GENERAL INFORMATION

Hawke's Bay District Health Board is a hospital and health service for a population of approximately 149,000, consisting of 25% Maori, and a growing Pacific people population. Around 14% of people living in Hawke's Bay are aged over 65. We provide services through Hawke's Bay Hospital, Hastings, Napier Health Centre, Wairoa Hospital and Health Centre, Central Hawke's Bay Health Centre and the Chatham Islands Health Centre. Our website is [www.hawkesbaydhb.govt.nz](http://www.hawkesbaydhb.govt.nz)

### THE APPLICATION AND APPOINTMENT PROCESS

The information that you supply on the application form is collected for the purposes of assessing your suitability for employment with HBDHB. All information obtained or provided are subject to the Official Information Act 1982 and the Privacy Act 1993 and shall not be released or their contents disclosed to any person not directly involved in HBDHB's appointment and review procedures. Please note that failure to supply the information could limit our ability to assess your suitability for the position.

#### ✦ **When Applying For A Position**

- Complete an Application form.

Documents will not be returned to you so please submit a photocopy only of:

- Your CV and any relevant documents including written evidence of your experience, skills, knowledge, attributes and qualifications, showing how you meet *each* of the key competencies or essential and desirable criteria.

#### ✦ **The Interview**

Applicants asked to attend an interview have the opportunity to be supported by family/whanau and/or other group support. If you intend bringing such support, please let the appointing manager know in good time before the interview so appropriate arrangements can be made. If you have any special needs that need to be accommodated during the process, please advise the recruiting manager and feel free to discuss at the interview as to how we could help you to perform the job effectively or provide better access if you were successful in obtaining the position.

#### ✦ **Before An Offer Is Made**

As part of our recruitment process we will undertake a number of checks.

We complete **reference checks** therefore you are required to:

- Provide contact details of at least two referees to verify the information you have supplied. It is expected that an applicant's current and previous manager would normally be cited as referees.

We complete a **pre-employment health assessment** therefore you are required to:

- Complete a confidential Health Questionnaire for Occupational Health. You may also be required to undertake a medical examination. The appointment will be dependent on having obtained a health clearance.

We may complete **Police checks** therefore you may be asked to:

- Complete a form giving written permission for the organisation to complete this check. Under the Criminal Records (Clean Slate) Act 2004 individuals who satisfy "relevant eligibility criteria" are deemed to have "no criminal record" and therefore can state this. However, an individual can choose to disclose the information. Criminal convictions do not automatically disqualify an applicant. If you have a criminal conviction, you may wish to discuss this with the appointing manager. Further information may be obtained from the Ministry of Justice directly or on their website: <http://www.justice.govt.nz>

Hawke's Bay District Health Board endeavours to complete all checks prior to the commencement of your employment. However in some instances this may not be possible and your employment will remain provisional until the checks are completed to HBDHB satisfaction. If HBDHB is not satisfied with the result of the checks, your provisional appointment will be terminated. If you are concerned that a check may result in your provisional appointment being overturned, you should discuss this with recruiting manager.

#### ✦ **Offer Of Appointment**

Should your application be successful, you will receive a letter of offer outlining:

- *Salary*
- *Hours Of Work*
- *Nature and Tenure of Appointment*
- Details as to whether employment coverage is under a collective or not and union contact details.

#### **OTHER GENERAL INFORMATION**

##### ✦ **Treaty Of Waitangi and Cultural Responsiveness**

The organisation's aim is to have a culturally responsive workforce that contributes to the achievement of the organisation's overall goal of improving health outcomes for Maori. All employees are required to incorporate the Treaty of Waitangi principles in their working practices.

All employees are required to recognise and respond appropriately to the needs, aims and aspirations of the diverse cultural and ethnic groups to whom we provide services, or whose members are in our custody.

##### ✦ **Equal Employment Opportunities**

Hawke's Bay District Health Board is committed to equal opportunity in all employment policies and procedures, which align with the Human Rights Act 1993. Position descriptions focus on the skills and competencies required in the position. Our people reflect the diversity of the community and our clients.

##### ✦ **Smoke-Free Workplace**

All employees must observe Hawke's Bay District Health Board's Smoke-free Policy. HBDHB is a smokefree workplace, aligning with the Smoke-free Environments Amendment Act 2003.

##### ✦ **PLEASE NOTE:**

Information given during your interview and on your application will be stored on your personnel file for the duration of your employment, and will be kept for five years should your employment cease. Unsuccessful candidate files will be held for six months and then destroyed unless the appointment is under review.

#### **CASUAL REGISTERED NURSE, STAFFING BUREAU POSITION DETAILS (LEVEL 2):**

**Hours:** Casual – on an 'as and when required' basis.

**Salary:** In accordance with the DHBs/NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) \$48,238 gross per annum according to qualifications and experience pro rata for hours worked.

**Application Closing Date:** Open

**Vacancy Reference Number:** NR09999

**Applications:** Return to the Human Resources Administrator, Hawke's Bay District Health Board, Private Bag 9014, Hastings, New Zealand.  
Email: [vacancies@hawkesbaydhb.govt.nz](mailto:vacancies@hawkesbaydhb.govt.nz)