

# Hawke's Bay

## District Health Board

### Position Profile

<b>Position Title</b>	Registered Nurse, Perioperative Unit (Casual Position)
<b>Date</b>	July 2010
<b>Completed by</b>	Chris McKenna, DoN (Hospital)

## **PART A**

<b>Position holder</b>	Registered Nurse
<b>Reports to (title)</b>	Clinical Nurse Manager
<b>Service</b>	Perioperative Unit, Health Services
<b>Purpose of the position</b>	To provide safe nursing care in line with the Nursing Council of New Zealand (2007) Competencies for the Registered Nurse Scope of Practice, with appropriate supervision or assistance to the patients/clients and their families.

### **1 Working Relationships**

<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>▪ Patients/Consumer/Tangata Whaiora</li> <li>▪ Associate Director of Nursing</li> <li>▪ Acute Services Management team</li> <li>▪ Organisational Nursing team</li> <li>▪ Allied Health Staff</li> <li>▪ Medical Staff</li> <li>▪ Other team members, Care Associates, students.</li> <li>▪ Relevant advisory groups/committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Families/whanau and caregivers</li> <li>▪ General Practitioners</li> <li>▪ Practice Nurses</li> <li>▪ Primary health providers</li> <li>▪ Health agencies</li> <li>▪ Nurse Practitioners</li> <li>▪ Rural Health centres</li> <li>▪ National Specialty Groups</li> </ul>

## 2 Key Accountabilities

<b>Key Accountabilities (Key areas of focus)</b>	<b>Tasks (How it is achieved)</b>	<b>How it will be measured (KPI)</b>
<p><b>PROFESSIONAL RESPONSIBILITY</b></p> <p><i>Has knowledge and judgement in professional, legal, ethical responsibilities and cultural safety. Is accountable for own actions and decisions, while promoting an environment that maximises client safety, independence, quality of life and health.</i></p>	<ul style="list-style-type: none"> <li>▪ Accepts individual responsibility for position requirements and decision making.</li> <li>▪ Demonstrates responsibility, accountability and commitment in nursing practice and to the nursing profession.</li> <li>▪ Applies the Treaty of Waitangi to nursing practice, assisting patients to gain appropriate support cultural needs and preferences.</li> <li>▪ Considers the role and competence of staff when delegating work.</li> <li>▪ Recognises and manages risks to provide care that best meets the needs and interests of patients.</li> <li>▪ Demonstrates individual responsibility for professional development.</li> </ul>	<p>Evaluated through feedback on:</p> <ul style="list-style-type: none"> <li>▪ 100% legislative compliance</li> <li>▪ Working within ethical guidelines, Code of Health and Disability Service Consumers' Rights, HBDHB Professional Nursing Standards, Policies, Protocols and Guidelines.</li> <li>▪ Evidence of competence by                             <ul style="list-style-type: none"> <li>- Self assessment against all RN Nursing Council competencies</li> <li>- Performance development Review (PDR) against all RN Nursing Council competencies.</li> </ul> </li> <li>▪ Evidence of professional development hours (a minimum of 60 hours in the last three years).</li> </ul>
<p><b>MANAGEMENT OF NURSING CARE</b></p> <p><i>Is responsive to client needs in relation to assessment and managing care, supported by nursing knowledge and evidence based research.</i></p>	<ul style="list-style-type: none"> <li>▪ Demonstrates competence and autonomy of practice in the clinical setting providing nursing care to patients with a range of needs.</li> <li>▪ Utilises nursing knowledge and skills through reflective practice and professional judgement to provide competent care and advice.</li> <li>▪ Recognises recurring patterns related to monitoring and patient responses/conditions and is able to problem solve utilising assessment/monitoring data.</li> <li>▪ Utilises assessment skills and nursing interventions to assess patient responses to treatments and adapt approaches to accommodate any changes.</li> <li>▪ Maintains clear, concise, timely accurate and current documentation within a legal and ethical framework.</li> <li>▪ Takes action in situations that compromise the patients safety and</li> </ul>	<p>Evidenced through confirmed assessment on PDRP.</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Evidence of practice hours (a minimum of 450 hours in the last three years).</li> <li>▪ Evidence of competence by                             <ul style="list-style-type: none"> <li>- Self assessment against all RN Nursing Council competencies</li> <li>- Performance development Review (PDR) against all RN Nursing Council competencies.</li> </ul> </li> <li>▪ Evaluated through documentation audits.</li> </ul>

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	<p>wellbeing.</p> <ul style="list-style-type: none"> <li>▪ Participates in health education, ensuring the patient understands relevant information related to their care.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluated through patient/family feedback.</li> </ul>
<p><b>INTERPERSONAL RELATIONSHIPS</b> <i>Provides interpersonal and therapeutic communication with clients, other health professionals, including documentation.</i></p>	<ul style="list-style-type: none"> <li>▪ Demonstrates respect, empathy and interest in the patient.</li> <li>▪ Participates in building clinical capacity and capability of nurses to meet the patient/consumer/tangata whaiora needs in an efficient and effective manner.</li> <li>▪ Demonstrates competence in applying the principles of teaching and learning in association with patient/client care.</li> <li>▪ Contributes to the development of nursing knowledge within the work area.</li> <li>▪ Communicates effectively with patients and members of the health care team.</li> </ul>	<p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Evidence of competence by <ul style="list-style-type: none"> <li>- Self assessment against all RN Nursing Council competencies</li> <li>- Performance development Review (PDR) against all RN Nursing Council competencies.</li> </ul> </li> <li>▪ Contribution to work area teaching sessions</li> </ul> <p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Feedback from patients/families</li> <li>▪ Feedback from team members including students.</li> </ul>
<p><b>INTERPROFESSIONAL HEALTH CARE and QUALITY IMPROVEMENT</b> <i>Evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the health care team.</i></p>	<ul style="list-style-type: none"> <li>▪ Providing guidance and support to all team members including students.</li> <li>▪ Maintains and documents information necessary for continuity of care.</li> <li>▪ Develops discharge plans in consultation with the patient and other team members.</li> <li>▪ Contributes to the coordination of patient care to maximise health outcomes.</li> <li>▪ Participates in quality systems, including standards of practice and service standards.</li> <li>▪ Demonstrates an understanding of quality improvement principles with translation into nursing practice.</li> </ul>	<p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Evidence of competence by <ul style="list-style-type: none"> <li>- Self assessment against all RN Nursing Council competencies</li> <li>- Performance development Review (PDR) against all RN Nursing Council competencies.</li> </ul> </li> </ul> <p>Evaluated through feedback from team members including students.</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Participation in the Quality Improvement processes</li> <li>▪ Timely completion of trendcare data &amp; compliance with inter-rater reliability testing (in areas utilising this system)</li> </ul>

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<p><b>OCCUPATIONAL HEALTH and SAFETY</b> <i>Organisational objective</i></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 100% 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> <i>Organisational objective</i></p>	<ul style="list-style-type: none"> <li>▪ Open and responsive to customer needs.</li> <li>▪ Demonstrate an understanding of continuous quality improvement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</li> <li>▪ Identifies customer needs and offers ideas for quality improvement.</li> <li>▪ Effective management of customers/situations.</li> </ul>
<p><b>HONOURING TREATY OF WAITANGI OBLIGATIONS</b> <i>Organisational objective</i></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 principles applied in work practice.</li> </ul>

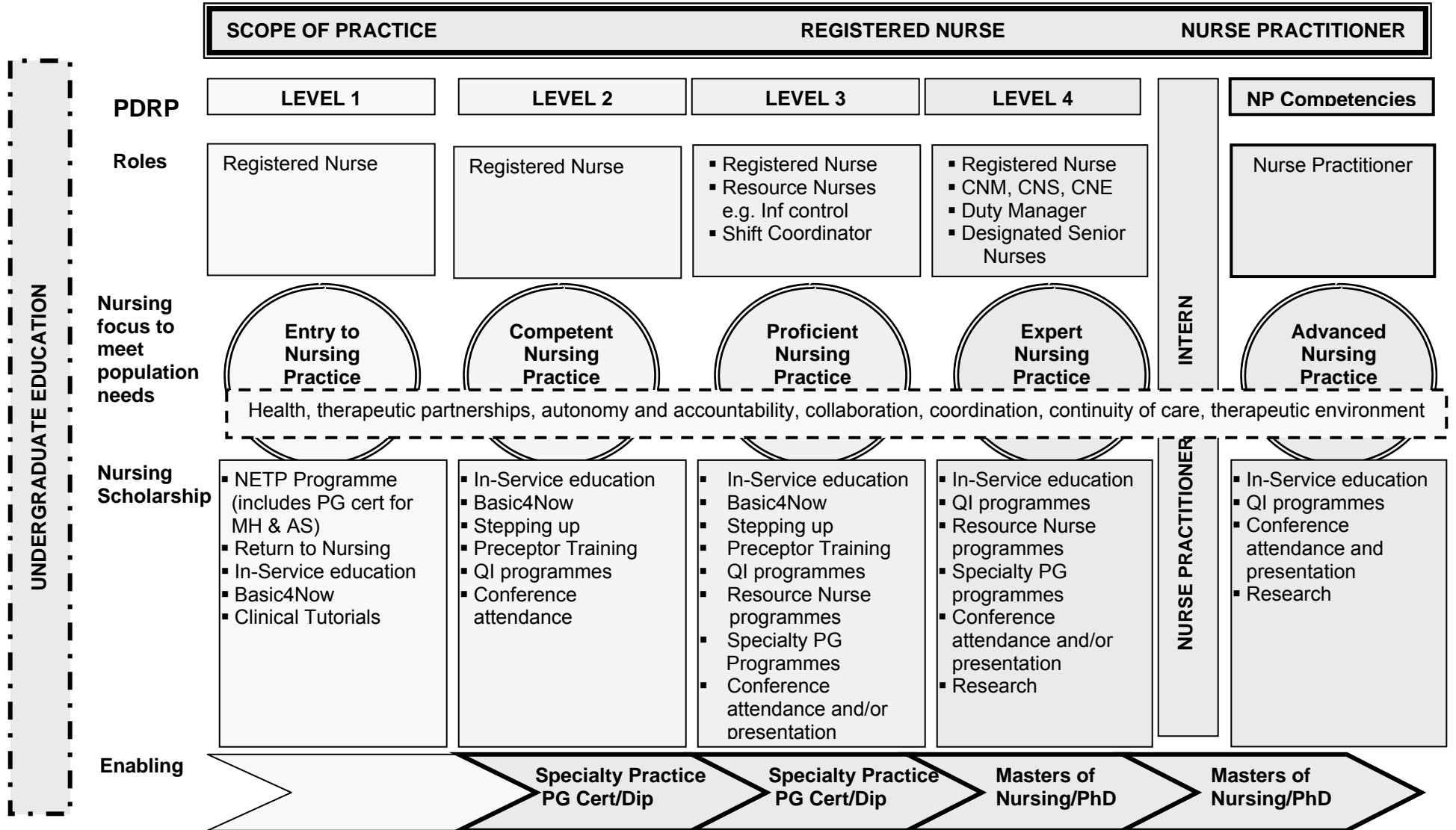
## **PART B**

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

#### **Essential**

<b>Qualifications (e.g. tertiary, professional)</b>	Registration with the Nursing Council of New Zealand as a Registered Nurse.
<b>Experience (Technical and behavioural)</b>	Provides evidence to meet the Nursing Council of New Zealand (2007) Competencies for the registered nurse scope of practice and (2006) code of conduct for nurses.
<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ A current practising certificate with the Nursing Council of New Zealand, with evidence of:</li> <li>▪ 450 hours within the previous three years.</li> <li>▪ 60 hours of professional development within the previous three years.</li> <li>▪ A high degree of maturity, stability and self-confidence.</li> <li>▪ Commitment to the Hawkes Bay District Health Board, professional development recognition programme, evidenced by portfolio submission 6 months after commencement of employment.</li> <li>▪ Experience as an operating room registered nurse</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ Post graduate study, previous and/or planned</li> </ul>

# NURSING PROFESSIONAL DEVELOPMENT PATHWAY



*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** please ensure you complete the online 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 your employment is covered 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.

#### **REGISTERED NURSE, PERIOPERATIVE UNIT (CASUAL) POSITION DETAILS:**

<b>Hours:</b>	Casual – on an 'as and when required' basis.
<b>Salary:</b>	In accordance with the DHBs/NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) \$48,238 - \$60,159 gross per annum according to qualifications and experience pro rata for hours worked.
<b>Application Closing Date:</b>	Open
<b>Vacancy Reference Number:</b>	NR10035
<b>Applications:</b>	Apply on line at <a href="http://www.hawkesbaydhb.govt.nz">www.hawkesbaydhb.govt.nz</a> For more information email: <a href="mailto:vacancies@hawkesbaydhb.govt.nz">vacancies@hawkesbaydhb.govt.nz</a>