



West Coast District Health Board

Te Poari Hauora a Rohe o Tai Poutini

POSITION DESCRIPTION

Staff Nurse

Department:	Acute Care/Specialty, Perioperative, Buller Health
Location:	Based at Greymouth or Westport
Senior Manager:	Director of Nursing and Midwifery/ Nurse Manager / Service Manager
Reporting to:	Clinical Charge Nurse/ Nurse Manager/Team Leader
Working Relationships:	Director of Nursing and Midwifery Professional Practice Coordinator- Nursing Services Clinical Charge Nurse Clinical Nurse Educator Clinical Nurse Specialists Primary Health Care Nurses Service Manager Duty Managers Members of multidisciplinary team and other health professionals
Directs and delegates to:	<i>External</i> Other healthcare providers Enrolled Nurses, Staff Nurses, Nursing students, Hospital Aides and other auxiliary staff, as appropriate

Acknowledgement is given to the Canterbury District Health Board for their assistance in developing this position description.

Please note that this position description aligns to the Nursing Council of New Zealand (2005)

Registered nurse competencies and the distinctively rural competencies (Jones & Ross, 2003). The distinctively rural competencies are identified in italics.

NATURE AND SCOPE

The Staff Nurse will utilise nursing knowledge and skills to provide safe nursing care to patients within the West Coast DHB that have complex needs. The Staff Nurse assists other nurses in providing complex nursing care to patients. Critical thinking skills will be developed and utilised to observe, detect and report relevant issues in complex situations, and make reliable decisions regarding the management of nursing care autonomously. The Staff Nurse will contribute to nursing team development and leadership.

OBJECTIVES

1. Demonstrates professional responsibility, complying with West Coast DHB policies and procedures and nursing philosophy.

- Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and legal requirements
- *Accesses internet based resources for clinical management, service and community development and own professional development and networks as a rural nurse*
- Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice
- Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others, and utilises more experienced RNs to assist with problem solving and setting priorities
- Promotes an environment that enables patient safety, independence, quality of life and health
- Practices nursing in a manner that the patient determines as being culturally safe
- Reads and adheres to West Coast DHB and to the service's philosophy and goals
- Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing

2. Demonstrates professional accountability in the management of nursing care embodying the Code of Health & Disability Services Consumers Rights.

- *Plans care (self, family, nursing and other) that is appropriate to the patient's situation and resources (care anticipates, supplements, involves those resources)*
 - *Telephone consultation including advising, counselling and triage*
- Ensures documentation is accurate
- Maintains confidentiality of information
- Ensures the patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options

- *Manages timely and appropriate responses and treatment orders from other health professionals*
- Acts appropriately to protect oneself and others when faced with unexpected patient responses, confrontation, personal threat or other crisis situations
- Evaluates patient's progress toward expected outcomes in partnership with patients
- Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience
- Recognises early and subtle changes in the patient's health status and/or circumstances and intervene appropriately
- Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary
- Provides health education appropriate to the needs of the patient within a nursing framework
- Teaches patients and family groups effectively by assessing learning readiness; providing teaching; evaluating knowledge and lifestyle changes and maximising opportunities for patient learning and independence
- Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care
- Maintains professional development
- Continues to advance clinical knowledge and skills through self-learning, ward teachings, in-service education and external programmes as approved by his/her line manager
- Participates in teaching others, including students of nursing

3. Demonstrates effective interpersonal relationship skills.

- Establishes, maintains and concludes therapeutic interpersonal relationships with patient
- Practises nursing in a negotiated partnership with the patient/family/whanau where and when possible
- Communicates effectively with patients and members of the health care team
- Maintains privacy and confidentiality at all times
- *Establishes an effective relationship with the visitor/ tourist/ stranger/ foreigner*
- *Engages with or enters parts of the community where one is not of the dominant culture in ways that are safe, appropriate and effective*

4. Manages the personal and professional self in a community.

- *Gains entrée and trust, and establishing credibility in a community*

- *Establishes both boundaries for self and with others as a professional and community member; negotiates a changing role; deals with breaches and breakdowns*
- *Establishes and utilises appropriate/ safe/ discreet sources of personal and professional support*
- *Selects community involvements and roles to align/ amplify professional responsibilities*
- *Moves into and out of (establishing/ negotiating/ disengaging from) effective nurse/patient relationships with fellow community members/ persons known to oneself*
- *Builds respectful and productive collegial relationships with doctors, other health personnel and other 'officers of the community'*

5. Participates in inter-professional health care and quality improvement, seeking guidance from preceptor and other experienced registered nurses.

- Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care
- *Practising within current legal provisions and/ or managing cover or accountability for breaches and difficulties*
- Recognises and values the roles and skills of all members of the health care team in the delivery of care
- Initiates referrals to other members of the health care team in a timely manner
- Consistently participates and where appropriate co-ordinates multi-disciplinary team meetings and family conferences, representing the nursing perspective of patient needs, and enacting outcomes appropriately
- Participates in activities which monitor/audit delivery of quality patient care e.g. accreditation processes, and current or retrospective nursing audits
- May be the ward/department representative on professional nursing and/or other committees
- Shares specialist knowledge and networks with nursing colleagues within and external to West Coast DHB
- When required, assists in formulating and reviewing nursing standards, procedures and guidelines
- Develops and/or participates in activities which monitor and audit nursing practice and quality patient health outcomes

6. Contributes to the administration of the unit, working effectively within the nursing team and acting as a professional role model.

- Contributes to the smooth running of the ward/unit through participation in administrative tasks, which support patient care activities
- Provides leadership within the unit and co-ordinates patient care as required

- Assists the Clinical Charge Nurse / Nursing Line Manager through performance reviews of junior nursing staff as directed
- Assists the Clinical Charge Nurse / Nursing Line Manager with recruitment of nursing staff to the area as directed
- Demonstrates awareness of factors, which impact on patient care in her/his clinical setting, e.g. relationships with other providers
- Prioritises own workload to enable support, assistance and supervision for other nurses when necessary
- Uses stock in a cost-effective manner within budget constraints
- Participates in ward meetings and ward decision making
- Use appropriate channels of communication
- Acts as a preceptor in the orientation of new staff and nursing students
- Teaches nurses, nursing students and other staff clinical procedures following CDHB Policy and Procedure, in conjunction with more experienced RNs and the Clinical Nurse Educator or Clinical Nurse Specialist
- Assists in compiling resource material for educational purposes at unit, cluster and organisational level
- Makes case study presentations to his/her peers at unit and service level
- Participates in in-service education and post-registration education as approved/requested by the nursing line manager
- Acts as a resource for area specific responsibilities e.g. CPR Instructor, IV Assessor or other area of designated responsibility or expertise
- Has a knowledge of ethical principles and assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary

7. Participates in the annual performance review process in conjunction with the nursing line manager or nominee

- Prepares for and participates in her/his annual performance review
- Identifies and documents professional goals in conjunction with her/his line manager
- Maintains a professional nursing portfolio
- Presents annual practising certificate in a timely manner

8. Implements emergency procedures and maintain a safe and secure environment by following relevant West Coast District Health Board policies, protocols and standards

- *Assessment and triage as first response to trauma and other life-threatening or serious emergency e.g. fire, cardiac and respiratory arrest, airway protection*

- *Mobilises and coordinates local and distant resources in emergencies and non-emergencies*
- Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents
- Assists in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment
- Maintains standards for safety, hygiene and medico-legal requirements

HEALTH AND SAFETY

- Observe all West Coast DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your Clinical Charge Nurse or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the West Coast DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY STANDARDS

All staff are responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate policies and procedures.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Be registered with the Nursing Council of New Zealand as a Registered Nurse
- Hold a current Nursing Council of New Zealand annual practising certificate
- Participate in a graduate nurse programme or return to nursing programme

PERSON SPECIFICATION

The preferred appointee should have the following personal qualities:

- Ability to 'work together' in a collaborative manner
- Ability to 'work smarter' by being innovative and proactive
- Accepts responsibility for actions
- Is prepared to undertake other duties as reasonably requested by line manager

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

*Signed on behalf of West Coast District
Health Board*

*I accept the terms and conditions as
outlined in this Position Description*

Date _____

Date _____

Name

Name

Position

Job Title

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