

## Position Description

Employment Agreement:	NZNO Collective Agreement
Position Title:	<b>Registered Nurse-Stomal Therapist</b>
Service & Directorate:	Community Ostomy
Location:	Otago
Reports to:	Charge Nurse Manager
DHB Delegation Level:	
Number of direct reports:	
Date:	2017

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

<b>Kind</b> <i>Manaakitanga</i>	<b>Open</b> <i>Pono</i>	<b>Positive</b> <i>Whaiwhakaaro</i>	<b>Community</b> <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and

changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and

environmental responsibility

PURPOSE OF ROLE
<p>Registered Nurses use nursing knowledge and judgment to assess health needs, provide care and to advise and support people to manage their health.</p> <p>They practise independently and in collaboration with other health professionals, perform general nursing functions, delegate to and direct enrolled nurses and healthcare assistants and others. They provide comprehensive assessments to develop, implement and evaluate an integrated plan of health care, and provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making. They do this in a range of settings in partnership with individuals, families, whanau and communities.</p> <p>Registered nurses may practise in a variety of clinical contexts depending on their educational preparation and practice experience.</p> <p>They may also use this expertise to manage, teach, evaluate and research nursing practice.</p> <p>Registered nurses are accountable for ensuring that all the health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.</p> <p>Some registered nurses will have conditions on their scope of practice, if their qualifications or experience limit them to a specific area of practice.</p>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Role Specific Competencies	
<b>Managing and Measuring Work</b>	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
<b>Priority Setting</b>	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates
<b>Interpersonal Savvy</b>	Relates well to all kinds of people - up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even

## KEY RELATIONSHIPS

Within Southern	External to Southern
<ul style="list-style-type: none"> <li>Other Southern Staff</li> </ul>	<ul style="list-style-type: none"> <li>Patients and whanau</li> </ul>
<ul style="list-style-type: none"> <li>Managers at all levels of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Visitors</li> </ul>
	<ul style="list-style-type: none"> <li>Contractors</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Be registered with the Nursing Council of New Zealand as a Registered Nurse</li> <li>Hold a current Nursing Council of New Zealand annual practising certificate</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous Nursing experience</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Have advanced communication techniques such as conflict resolution, diffusion and mediation skills.</li> <li>Be a critical consumer of research and embrace evidenced based practice when carrying out any task/function.</li> <li>Demonstrate professional accountability within scope of practice</li> <li>Have a commitment to ongoing development of nursing skills and in-service education.</li> <li>Have as a minimum a competent Professional Development and Recognition Programme (PDRP) profile/portfolio <b>or</b> equivalent</li> <li>Adhere to the DHB's policies and procedures</li> <li>Have the ability to work as part of a team.</li> <li>Have ability to 'work together' in a collaborative manner</li> <li>Have ability to 'work smarter' by being innovative and proactive</li> <li>Accept responsibility for actions</li> <li>Be prepared to undertake other duties as reasonably requested by Nursing Director</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery/ equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.</li> </ul>
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**KEY RESULT AREAS:**

<b>Key Accountabilities:</b>	<b>Example of successful delivery of duties and responsibilities</b>
To demonstrate professional responsibility, complying with DHB vision, purpose, values, policies and procedures.	
<ul style="list-style-type: none"> <li>Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others, and utilises more experienced RNs to assist with problem solving and setting priorities.</li> <li>Promotes an environment that enables patient safety, independence, quality of life and health.</li> <li>Practices nursing in a manner that the patient determines as being culturally safe.</li> <li>Reads and adheres to DHB vision, values, policies and procedures.</li> <li>Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing.</li> <li>Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</li> <li>Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice.</li> </ul>	<ul style="list-style-type: none"> <li>Meets and maintains organisational mandatory requirements for nurses</li> <li>Attains and maintains area specific mandatory requirements and key accountabilities</li> <li>Engages in appraisal systems with manager</li> <li>Professional Portfolio current PDRP preferred Portfolio</li> <li>APC</li> <li>Adhere to policies and procedures</li> <li>Respect for others</li> <li>Partakes in regular team meetings engaging in discussion</li> <li>Presents self in a tidy and professional manner</li> <li>Promotes health utilising teachable moments</li> <li>Adheres to policy - ID badge worn on person at all times</li> </ul>
To demonstrate professional accountability in the management of nursing care embodying the Code of Health & Disability Services Consumer Rights and HIP Code and HDC	
<ul style="list-style-type: none"> <li>Provides planned nursing care to achieve identified outcomes.</li> <li>Undertakes a comprehensive and accurate nursing assessment of patients in a variety of settings.</li> <li>Ensures the patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options.</li> <li>Acts appropriately to protect oneself and others when faced with unexpected patient responses, confrontation, personal threat or other crisis situations.</li> <li>Evaluates patient's progress toward expected outcomes in partnership with patients.</li> </ul>	<ul style="list-style-type: none"> <li>Professional Portfolio maintained(PDRP preferred)</li> <li>Engages in appropriate audit</li> <li>Mandatory certification current</li> <li>Ensures documentation is accurate and maintains confidentiality of information</li> <li>Meets NCNZ requirements for APC</li> <li>Proactive in sourcing appropriate information and/or referral for patients and families</li> <li>Seeks and engages in professional development of self and others</li> <li>Use of appropriate assessment tool</li> <li>Assessment reflects current health status</li> <li>Completed restraint/de escalation workshop/training</li> <li>Use of appropriate referrals</li> </ul>

<ul style="list-style-type: none"> <li>Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience.</li> <li>Recognises early and subtle changes in the patient's health status and/or circumstances and intervenes appropriately and promptly.</li> <li>Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary.</li> <li>Provides health education appropriate to the needs of the patient within a nursing framework.</li> <li>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.</li> <li>Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</li> <li>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.</li> <li>Works collaboratively with all members of the health care team to ensure staff receives high quality education input and support.</li> <li>Promotes cost effective clinical nursing practice.</li> <li>Promotes a collaborative model of care, teamwork, handover practices, and rapid rounding strategies to enhance patient delivery as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Utilises ISBAR and escalates as appropriate</li> <li>Aware of own scope and scope of others</li> <li>Engages in peer review procedures</li> <li>Accesses and utilizes appropriate resources to educate patients and families</li> <li>Accesses and utilises appropriate resources to educate patients and families</li> <li>Observed sharing knowledge with others</li> <li>Engages in education of peers</li> <li>Completes incident reports to identify and manage risk</li> <li>Maintains professional development.</li> <li>Data entry and accurate</li> <li>Is responsible in appropriate use of technology and social media within clinical settings (as per NCNZ Code of Conduct and social media policy)</li> <li>Participates in teaching others, including students of nursing.</li> <li>Shares patient information appropriately with other involved health professionals</li> <li>Actively teaches and supports patients in independence and self-care as appropriate</li> <li>Identifies deficits in clinical and professional competencies of individuals and takes appropriate action to support achievements of the same and raise appropriately to nurse manager.</li> <li>Uses technology to communicate effectively</li> </ul>
<p><b>To demonstrate effective interpersonal relationship skills</b></p>	
<ul style="list-style-type: none"> <li>Establishes, maintains and concludes therapeutic interpersonal relationships with patient.</li> <li>Practices nursing in a negotiated partnership with the patient and family/whanau where and when possible.</li> <li>Communicates effectively with patients and family/whanau and members of the health care team.</li> <li>Maintains privacy and confidentiality in accordance with HIP Code, DHB policies and procedures etc.</li> <li>Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team</li> </ul>	<ul style="list-style-type: none"> <li>Communicates in an appropriate and professional manner, verbal and written</li> <li>Privacy Act, Informed Consent and Code of Rights adhered to</li> <li>Abides by NCNZ Code of Conduct and Professional Boundaries guidelines</li> </ul>
<p><b>To participate in inter professional health care and quality improvement</b></p>	
<ul style="list-style-type: none"> <li>Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care.</li> <li>Recognises and values the roles and skills of all members of the health care team in the delivery of care.</li> <li>Initiates referrals to other members of the health care team in a timely manner.</li> <li>When required, assists in formulating and reviewing nursing standards, procedures and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Initiates timely referrals to other services in timely and thorough manner</li> <li>Engages in team and MD meetings as appropriate</li> <li>Engages in and initiates appropriate audit processes</li> <li>Attends MDT meetings to progress patient through health care journey</li> <li>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.</li> </ul>

	<ul style="list-style-type: none"> <li>• Appropriate representation eg. infection control, quality role, pressure injury</li> <li>• Participates in activities which monitor/audit delivery of quality patient care eg, certification processes, and current or retrospective nursing audits.</li> <li>• May be the ward/department representative on professional nursing and/or other committees.</li> <li>• Shares s knowledge and networks with nursing colleagues within and external to DHB.</li> <li>• Engages in submission processes</li> <li>• Develops and/or participates in activities which monitor and audit nursing practice and quality patient health</li> </ul>
<b>Quality and Risk</b>	
<ul style="list-style-type: none"> <li>• Adherence to Southern DHB Performance Excellence and Quality Improvement Strategy.</li> <li>• Works collaboratively with</li> <li>• Occupational Health, Quality and Risk and Infection Control to maintain organisational standards.</li> <li>• Reviews and implements systems to ensure that processes to establish monitor and review the service specific standards of practice and indicators of clinical practice for nursing are established and maintained.</li> <li>• Demonstrates an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through.</li> <li>• Demonstrates a sound understanding of the Southern District Health Board quality management framework, contributing to and leading <ul style="list-style-type: none"> <li>• quality initiatives.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates competence in emergency procedures, e.g. fire, and CPR</li> <li>• Completes Fire, CPR training</li> <li>• and updates regularly as required by DHB's policies and procedures. Identifies, takes appropriate action and promptly reports clinical, Occupational Safety &amp; Health and security incidents</li> <li>• Evidence of assisting in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment</li> <li>• Maintains standards for safety, hygiene and medico-legal requirements</li> </ul>
<b>Self-Management</b>	
<ul style="list-style-type: none"> <li>• Develops logical and complete plans to resolve issues.</li> <li>• Manages own time adopting a disciplined approach to establishing and following priorities of work.</li> <li>• Exhibits self-confidence.</li> <li>• Engages in appraisal.</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships are developed and maintained with own peer group for robust peer review and support.</li> </ul>
<b>Health and Safety</b>	
<ul style="list-style-type: none"> <li>• Southern District Health Board is committed to achieving the highest level of health and safety for its staff. You are expected to take initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of the Southern District Health Board, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents or potential hazards to your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Meets and maintains organisational and area specific mandatory requirements.</li> <li>• Familiar with hazard register for area.</li> </ul>
<b>Cultural</b>	
<ul style="list-style-type: none"> <li>• Committed to and practices in a way that meets obligations under the Treaty of Waitangi, giving effect</li> </ul>	<ul style="list-style-type: none"> <li>• Practices ensure Maori have</li> <li>• equitable access to appropriate health care</li> </ul>

<p>to the principles of Partnership, Participation and Protection and apply these principles to practice</p> <ul style="list-style-type: none"> <li>• Understands cultural safety as embracing and encompassing a wide range of beliefs and ethnicities, gender, sexuality, religious beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises tikaka best practices</li> <li>• Have attended cultural education training as per organisational requirements.</li> <li>• Familiar with NCNZ cultural safety document</li> <li>• Ensures ethnicity is completed accurately</li> <li>• Cultural beliefs/values are identified and included in care planning</li> <li>• Works collaboratively with Pacific Island and Maori Health workers</li> <li>• Utilises cultural resources to meet patient/whanau needs</li> </ul>
<b>Other Duties</b>	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for Te Whatu Ora – Health New Zealand, Southern’s Organisational Values.</p>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with the organisations processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support the organisations values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> <li>• You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with Te Whatu Ora, Southern Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> <li>• You understand and consistently meet your obligations under the organisations Health and Safety policy/procedures.</li> <li>• You actively encourage and challenge your peers to work in a safe manner.</li> <li>• Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
<b>Treaty of Waitangi</b>	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <li>• <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li>• <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li>• <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**CHANGES TO POSITION DESCRIPTION**

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

.....  
Date