

SCHEDULE ONE



GONVILLE HEALTH REGISTERED NURSE POSITION DESCRIPTION

RESPONSIBLE TO: Gonville Health Service Manager

LOCATION: Gonville Health Limited

SCOPE: Registered Nurse (Nursing Council of New Zealand)

HOURS: 32-40 Hours per week between the hours of 8.30am – 5pm

RELATIONSHIPS:

Internal

- Clinical Services Manager
- Clinical Manager
- Clinical Director
- Gonville Health Team
- WRHN Team

External

- Patients / Families / Whanau
- Visitors
- Iwi
- Hospital & Community Services
- Community & Allied Health Professionals

PRIMARY OBJECTIVE:

The Registered Nurse

- To act as a contributing and co-operative member of the primary health care team.
- To promote patient wellness by fostering supportive connections with the Gonville Health community, appropriate patient-centred education and intervention of health needs.
- To promote patient wellness by appropriate education and intervention of health needs.
- Use a variety of strategies to support self-management.
- To act as a contributing and co-operative member of the primary health care team.
- To provide high quality care to patients and be professionally accountable for all aspects of the delivery of nursing care.

QUALIFICATIONS AND REQUIREMENTS:

Essential

- New Zealand Registered Nurse
- Current New Zealand Annual Practicing Certificate (APC)
- Registration as a taxpayer with New Zealand Inland Revenue
- Medical Protection Cover
- Police check is completed and is of an acceptable standard

DOMAINS OF COMPETENCE FOR THE REGISTERED NURSE SCOPE OF PRACTICE

Domain	Competency (from a Primary Health Care focus)	Key Performance Indicators
Professional Responsibility	<ul style="list-style-type: none"> • Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements. • Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. • Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others. • Promotes an environment that enables client safety, independence, quality of life, and health. • Practises nursing in a manner that the client determines as being culturally safe. 	<ul style="list-style-type: none"> • Registered Nurse is able to demonstrate knowledge, judgment and accountability for own actions and decisions, while promoting an environment that maximizes client's safety, independence, quality of life and health.
Management of nursing care	<ul style="list-style-type: none"> • Provides planned nursing care to achieve identified outcomes. • Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings. • Ensures documentation is accurate and maintains confidentiality of information. • Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options. • Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations. 	<ul style="list-style-type: none"> • Registered Nurse is able to demonstrate competence related to client assessment and managing nursing care, which is responsive to client's needs and which is supported by nursing knowledge and evidence based research. • Three monthly internal audit (MedTech). • Practice screening rates should align with National screening guidelines. • All eligible patients offered appropriate screening. • Demonstrated by urgent triage management (including resuscitation, stabilisation and assisting with assessment as necessary).

	<ul style="list-style-type: none"> • Evaluates client's progress toward expected outcomes in partnership with clients. • Provides health education appropriate to the needs of the client within a nursing framework. • Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care. • Maintains professional development. 	<ul style="list-style-type: none"> • Demonstrated by assessment of the urgency and severity of presenting problems through clinical inquiry, problem-solving ability and clinical reasoning needed to manage clinical problems.
Interpersonal relationships	<ul style="list-style-type: none"> • Establishes, maintains and concludes therapeutic interpersonal relationships with client. • Practices nursing in a negotiated partnership with the client where and when possible. • Communicates effectively with clients and members of the health care team. 	<ul style="list-style-type: none"> • Registered Nurse supports interpersonal and therapeutic communication with clients, other nursing staff, including nursing staff and interprofessional communication and documentation.
Interprofessional health care & quality improvement	<ul style="list-style-type: none"> • Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care. • Recognises and values the roles and skills of all members of the health care team in the delivery of care. • Participates in quality improvement activities to monitor and improve standards of nursing. 	<ul style="list-style-type: none"> • Interprofessional healthcare and quality improvement which is evidenced through the individual performance which demonstrates an ability to evaluate the effectiveness of care and promote a nursing perspective within the interprofessional activities of the team.

PRACTICE SPECIFIC KEY PERFORMANCE INDICATORS

Key Accountabilities	Tasks	Key Performance Indicators
Health and Safety in Employment	<ul style="list-style-type: none"> • Comply with all safe work procedures, policies and instructions. • Report all incidents hazards and injuries to supervisors in a timely manner. • Actively participate in the ongoing development of safe workplace practices in Gonville Medical Centre Ltd 	<ul style="list-style-type: none"> • Evidence of participation in health and safety activities. • Attendance at workplace safety meetings (indicated by minutes). • Demonstrated by signed training records. • Active involvement in, and completion of, rehabilitation programmes as required. • Timely, full and accurate completion of accident and hazard forms if and when required.
Quality & Risk	<ul style="list-style-type: none"> • Works towards implementing a proactive continuous quality improvement culture that reflects current trends, CORNERSTONE certification and accreditation requirements. • Participates in and actively promotes Continuous Quality Improvement (CQI) within the role. • Documents quality improvement activities. • Ensures any opportunities for continuous improvement activities are reported as they arise. • Follows clinical practice guidelines. 	<ul style="list-style-type: none"> • Nurse Leader and Service Managers feedback on application of the Quality Improvement process. • 100% legislative compliance.
IT System	<ul style="list-style-type: none"> • Uses relevant practice approved PMS in all patient administration. • Administration and management of new and existing patients. 	<ul style="list-style-type: none"> • All information entered onto the Medtech system is accurate, appropriate and in accordance with agreed policies and procedures. • Screening/recalls for new patients are set up/evident.

**Registered Nurse
Scope of Practice
(under the Health Practitioners Competence Assurance Act 2003)**

Registered Nurse

Registered Nurses utilise nursing knowledge and complex nursing judgement to assess health needs and provide care, and to advise and support people to manage their health. They practise independently and in collaboration with other health professionals, perform general nursing functions and delegate to and direct enrolled nurses and nurse assistants. They provide comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care, and provide nursing interventions that require substantial scientific and professional knowledge and skills. This occurs in a range of settings in partnership with individuals, families, whanau and communities. Registered Nurses may practise in a variety of clinical contexts depending on their educational preparation and practice experience. Registered Nurses may also use this expertise to manage, teach, evaluate and research nursing practice. There will be conditions placed on the scope of practice of some Registered Nurses limiting them to a specific area of practice according to their qualifications or experience.

HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003

- You are required to maintain your current competency based practicing certificate.
- You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority),
- You must complete the requirements of any competency programme.
- You must notify the employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
- You are required to know the provisions of the HPCAA as the governing legislation.

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful.

Gonville Medical Centre Limited will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from Gonville Medical Centre Limited

Physical Attributes

- Must be able to function in rapidly changing and demanding conditions when required.
- Hearing and speech sufficient to communicate clearly with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment and hear emergency alarm.
- Ability to wear face masks and rubber gloves for protection against infectious disease.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than usual
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals and latex rubber.
- Skin should not be fissured, scaly, cracked on hands, forearms, face or neck.
- The appointee must not have infection or colonisation with MRSA.
- The appointee must not have a health condition that will put others at risk.

- Manual dexterity sufficient to operate a variety of specialised equipment as required and use of clerical items including personal computers.
- A high degree of physical capacity is required as the work is physically demanding, involving standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently. (Stature extremes may increase hazard of shared activities).
- A high degree of mental concentration is required.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) in community settings
- Visual ability sufficient to read, write/record, operate equipment, *safely administer medications*, monitor equipment and patient status enabling accurate performance of essential job duties

SECOND SCHEDULE

Health and Safety Duties and Obligations
Health and Safety at Work Act 2015 (the HSAW Act)

Employer's Obligations

1. A Employer(PCBU) must ensure, so far as is reasonably practicable, the health and safety of workers who work for the Employer(PCBU), while the workers are at work in the business or undertaking.
2. A Employer(PCBU) must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
3. A Employer(PCBU) must ensure, so far as is reasonably practicable;
 - (a) the provision and maintenance of a work environment that is without risks to health and safety; and
 - (b) the provision and maintenance of safe plant and structures; and
 - (c) the provision and maintenance of safe systems of work; and
 - (d) the safe use, handling, and storage of plant, substances, and structures; and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
 - (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

Employee's Obligations

1. While at work, a worker must:
 - take reasonable care for his or her own health and safety; and
 - (a) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 - (b) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the Employer(PCBU) to allow the Employer(PCBU) to comply with this Act or regulations; and
 - (c) co-operate with any reasonable policy or procedure of the Employer(PCBU) relating to health or safety at the workplace that has been notified to workers.

THIRD SCHEDULE

PROCESS FOR RESOLVING EMPLOYMENT RELATIONSHIP PROBLEMS

If the employment relationship is to be as successful as possible, it is important that the Employer and Employee deal effectively with any problems that may arise. This procedure sets out information on how problems can be raised and worked through.

What is an employment relationship problem? – It can be anything that harms or may harm the employment relationship, other than problems relating to setting the terms and conditions of employment.

Clarify the Problem

If either the Employer or Employee feels that there may be a problem in the employment relationship, the first step is to check the facts and make sure there really is a problem and not simply a misunderstanding.

Either party might want to discuss the situation with someone else to clarify whether a problem exists, but in doing so they should respect the privacy of other Employees and managers, and to protect confidential information belonging to the Employer. For example, the Employee could seek information from:

- family and friends
- the Employment Relations Info-Line on 0800 800 863
- pamphlets/fact sheets from the Employment Relations Service
- their union (if they are a union member), a lawyer, a community law centre or an employment relations consultant

Discuss the Problem

If either party considers that there is a problem, it should be raised as soon as possible. This can be done in writing or verbally. Provided the Employee feels comfortable doing so they should ordinarily raise the problem with their Direct Report. Otherwise the problem can be raised with another appropriate manager. A meeting will usually then be arranged where the problem can be discussed. The Employee should feel free to bring a support person with them to the meeting if they wish.

The parties will then try to establish the facts of the problem and discuss possible solutions.

The Next Steps

If the parties are not able to resolve the problem by talking to each other, a number of options exist:

- a) Either party can contact the Ministry of Business, Innovation and Employment (MBIE)), who can provide information and refer the parties to mediation.
- a) Depending on the nature of the problem, the issues involved may also be ones that the Labour Inspectors employed by the Ministry of Business, Innovation and Employment (MBIE) can assist with ie: minimum statutory entitlements such as holiday leave, sick leave or wage provision.
- b) Either party can take part in mediation provided by the Ministry of Business, Innovation and Employment (MBIE) or the parties can agree to get an independent mediator.
- c) If the parties reach agreement – the mediator provided by the Ministry of Business, Innovation and Employment (MBIE) can sign the agreed settlement, which will then be binding on the parties.
- d) The parties can both agree to have the mediator provided by the Ministry of Business, Innovation and Employment (MBIE) decide the problem, in which case that decision will be binding on the parties.
- e) If mediation does not resolve the problem, either party can refer the problem to the Employment Relations Authority for investigation.
- f) The Authority can direct the parties to mediation or can investigate the problem and issue a determination.
- g) If one or other of the parties is not happy with the Authority's determination, they can refer the problem to the Employment Court.

In limited cases, there is a right to appeal a decision of the Employment Court to the Court of Appeal.