



Position Description Duty Calls Nursing Bureau Registered Nurse

Date of Last Review: May 2017

Title:	Registered Nurse – Assignment Based for Duty Calls
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LOCATION

Branch and Section:	Duty Calls, Healthcare NZ Community Health
Geographical Location:	Flexible
Manager's Title:	Service Manager Duty Calls
Manager Once Removed Title:	Area Manager - HCNZ Community Health

ROLE PURPOSE

When on assignment:

- Provide competent nursing care, using professional knowledge and skills, to maximise positive health outcomes for patients/residents.
- Provide appropriate direction and delegation to any enrolled nurses and healthcare assistants as applicable.

DIMENSIONS OF THE POSITION FOR WHICH THE INCUMBENT IS ACCOUNTABLE

Number of direct reports	Nil
Geographical area of responsibility	Nationwide
Operating Budget	Nil
Other (delegation levels)	Nil

IMPORTANT RELATIONSHIPS

<p>Internal</p> <ul style="list-style-type: none"> • Duty Calls Service Manager • Duty Calls Bureau Consultant • Duty Calls Registered Nurse Advisor • Director of Nursing HealthCare NZ 	<p>External</p> <ul style="list-style-type: none"> • Service providers • Funders and contract providers
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JOB ACCOUNTABILITIES AND EXPECTATIONS

Management of nursing care

To provide nursing care that is based on the patients/residents assessment and care plan.

- Works within own nursing scope of practice as determined by their NCNZ practicing certificate.
- Provides ongoing assessment of the patients'/residents' health status and outcomes of nursing interventions.
- Evaluates effectiveness of individual nursing care plans and escalates clinical concerns to lead health care provider (i.e. senior nurse or Primary Care Service).
- Performs nursing interventions safely accessing clinical policies and procedures firstly from the service the nurse is contracted to or, in the absence of this, HCNZ Community Health clinical policies and procedures.
- Administers, monitors, and evaluates the effectiveness of prescribed interventions, treatments, and medications and documents/reports accordingly.
- Advocates on behalf of patient/family/whanau in an appropriate manner.
- Maintains accurate and current patient records, within a legal and ethical framework.
- Provides a high standard of clinical skills and utilises the skills of other interdisciplinary teams to meet individual patient's/resident's needs.

Communication

To communicate in a professional and effective manner

- Provides information to the patient/resident that ensures they are able to make informed decisions.
- Communicates effectively with patients/families/whanau, recognising the need for alternative methods of communication. E.g. when English is not the primary language.
- Ensures the HDC Code of Health and Disability Services Consumers' Rights is understood and practised.
- Communicates with multi-disciplinary teams to ensure consistency of information and care for patients/residents.

Direction and delegation

To provide direction, monitoring and evaluation of nursing care that is provided by enrolled nurses and health care assistants

- Complies with NCNZ regulations and policies when making decisions regarding delegation and direction of care. Refer also to HCNZ Community Health Direction and Delegation Policy.

Health and safety

To recognise the individual responsibility for workplace health and safety under the Health and Safety in Employment Act 1992

- When on assignment, monitors environments to ensure they are safe, free from hazards, and conform to health and safety policies, procedures, and guidelines of the facility.
- Applies infection prevention and control measures according to local (HCNZ Community Health) and national guidelines.
- Reports all incidents and unidentified hazards to the facility management and to Duty Calls.

Professional development

To maintain own professional development

- Recognises and practices within own scope of practice and professional code of conduct as regulated by the NCNZ.
- Undertakes responsibility for own professional development to ensure it meets the requirements set by the NCNZ.

QUALIFICATIONS AND EXPERIENCE

Essential <ul style="list-style-type: none">• New Zealand Registered Nurse with current annual practicing certificate.• Recent clinical experience.• Well-developed time management and prioritisation skills.• Able to work autonomously and as part of a multidisciplinary team.• Effective written and oral communication skills.• Understanding of and commitment to the principles of the Treaty of Waitangi as it relates to the provision of health care.• Understanding and supporting the cultural diversity of all ethnic groups that make up the New Zealand population.	Desired <ul style="list-style-type: none">• Broad range of recent clinical experience.• Current, clean, New Zealand driver's licence.• Competent computer skills and familiarity with Client Management Systems (CMS).
Personal attributes <ul style="list-style-type: none">• An ability to adapt to changing clinical environments related to short term assignments.• Able to communicate effectively with the management/team leaders in any facility to which they are assigned.• An ability to work cooperatively in a team environment whilst remaining accountable for specific duties.• Have commitment to ongoing education and professional development.• Have commitment to continuous quality improvement in relation to the provision of care.• Demonstrate cultural sensitivity and work in partnership with patients/family/whanau.	