



Enrolled/Registered Nurse Unit Manager Position Description

Our Vision

We are recognised for care that provides healing, hope and a greater sense of dignity, especially to those most in need.

Our Mission

To continue the healing mission of Jesus Christ.

Our Values

Hospitality Manaakitanga

A welcoming openness to all; to the familiar and the mystery of self, people, ideals, experience, nature and to God.

Compassion Aroha

Feeling with another in their discomfort or suffering and striving to understand the other's experience with a willingness to reach out.

Respect Whakaute

An attitude treasuring the unique dignity of every person and recognising the sacredness of all creation.

Justice Tika

A balanced and fair relationship with oneself, neighbour, all of creation and God.

Excellence Hiranga

Giving the optimum standard of care and service within available resources.

Role, Purpose and Scope

The role of Enrolled/Registered Nurse Unit Manager is to effectively manage a unit for care recipients with physical and neurological disabilities, co-ordinating all aspects of nursing care, staff management/development and administration for the assigned unit. The role involves provision of direct nursing care and support as well as provision of direction to other caregivers while promoting choice, participation and creating opportunities for people with disabilities

Authorities

As per St John of God Hauora Trust's Management Authority Matrix and as delegated by the Chief Executive Officer.

1 Key Relationships

Reporting Relationships	
Responsible to	Manager Residential Clinical Support
Responsible for	Enrolled Nurse
	Registered Nurse
Functional Relationships	
The Enrolled/Registered Nurse Unit Manager will develop and maintain excellent relationships with the following colleagues, customers and clients for the purposes stated below.	
Internal Relationships	
Who does the job holder work or interact with inside St John of God Hauora Trust	The purpose and frequency of these interactions is to:
Care recipients	Delivery of high quality services that support care recipients in a manner consistent with mission, values and contractual requirements.
Regional Manager Health and Ability Services	Share information and take direction on the delivery of all health and ability services.
Manager Residential Clinical Support	Plan, deliver and monitor all health and ability services.
Health and Ability Services staff	Communicate and interact as necessary to ensure excellent delivery of health and ability services.
Chief Executive Officer and Trust Office managers and staff	Discharge responsibilities involving: finance and procurement, project management, business development and communications, human resource, information and communication technology, Mission, risk management, quality monitoring and management and health and safety.

External Relationships	
Who does the job holder work or interact with outside St John of God Hauora Trust	The purpose and frequency of these interactions is to:
Care recipients families and representatives	Liaison as required to ensure good flow of information, effective problem solving and excellent delivery of services.
Suppliers	Safe, effective and timely delivery of supplies.
Contractors	Safe and effective delivery of services.
Professional bodies unions and government agencies	Ensure effective liaison between St John of God Hauora Trust and unions, professional bodies and government agencies.
Volunteers	Communicate appropriate health and ability information with volunteers.
Visitors	Facilitate appropriate visiting arrangements.

2 Key Result Areas

2.1 Deliver Services to a High Standard

2.1.1 Key Responsibilities Include

- Manage and perform all health and ability nursing functions necessary for care recipients following best practice as directed by the Manager Residential Clinical Support.
- Provide services in a manner that meets the cultural needs of service recipients.
- Ensure budget and service delivery targets are met or exceeded.
- Behave in a manner consistent with St John of God Hauora Trust Mission and values.

2.2 St John of God Hauora Trust Practice

2.2.1 Key Responsibilities Include

- Keep current and comply with St John of God Hauora Trust's systems, policies and procedures and relevant legislation, and constantly look for ways to improve processes and procedures.
- Make best endeavours to honour obligations to tangata whenua, mana whenua under Te Tiriti o Waitangi.
- Provide high quality, professional services and showing courtesy and respect in interactions.
- Demonstrate an honest respect for and appreciation of biculturalism and diversity by supporting fair treatment and equal opportunities for all.
- Contribute to the sustainability efforts of St John of God Hauora Trust through the responsible use of resources and equipment.
- Demonstrate commitment to professional development, taking advantage of learning opportunities.
- Proactively contribute to business planning.

2.3 Support Regional Manager to Market Existing Services

2.3.1 Key Responsibilities Include

- Actively identify opportunities for growth within existing markets and in new locations.
- Contribute to the development of robust business cases for expansion.
- Contribute to the preparation of an implementation plan.
- Deliver existing services to new markets as directed.

2.4 Support Regional Manager to Develop and Market New Sustainable Services

2.4.1 Key Responsibilities Include

- Actively identify opportunities for growth.
- Contribute to the development of robust business cases for expansion.
- Obtain Regional Manager approval for expanded services.
- Contribute to the preparation of an implementation plan.
- Assist to launch, monitor and manage new services as directed.

2.5 Stewardship and Fundraising

2.5.1 Key Responsibilities Include

- Contribute to the development and realisation of the St John of God Hauora Trust donations, grants and bequests strategy.
- Deliver all services within the approved budget.
- Contribute to the development and realisation of the St John of God Hauora Trust Fundraising Plan.

2.6 Risk Management

2.6.1 Key Responsibilities Include

- Contribute to proactive risk management for St John of God Hauora Trust, consistent with risk management policies and practices across the organisation, including regular reporting and completion of quality risk management documentation.
- Provide robust and well considered advice to management on relevant risk, assurance and business improvement matters.

2.7 Health and Safety

2.7.1 Key Responsibilities Include

- Comply with Occupational Health and Safety Legislation and Regulations.
- Observe and role model all St John of God Hauora Trust's safe work policies, procedures and instructions.
- Take responsibility for your own health and safety and ensure no action or inaction on your own part harms others in the workplace.

2.8 Leading and Managing Staff

2.8.1 Key Responsibilities Include

- Ensure that agreed recruitment, induction, orientation, performance management systems are implemented.
- Facilitate learning and development initiatives.
- Ensure cessation tasks are completed.

2.9 Mission

2.9.1 Key Responsibilities Include

- Understand, support and promote the Mission and Values of St John of God Health Care.
- Demonstrate attention to the needs of the client to privacy, dignity and the maintenance of confidentiality.
- Provide a positive and supportive environment for colleagues.

2.10 Projects or Other Duties

Carry out other duties which may reasonably be required from time to time in the course of St John of God Hauora Trust's business and which fit the role's purpose as stated, and for which the position holder is qualified or has received adequate training or instruction.

3 Key Tasks

The following are key tasks of the role but this is not exhaustive and other tasks can be added at the discretion of management.

- Manage nursing and support staff to ensure that excellent health care and ability development services are provided;
- Management of unit roster to meet staffing matrix and contractual requirements;
- Allocate nursing staff to meet the needs of care recipients;
- Participate and provide leadership in the development of:
 - Lifestyle plans
 - Admission and discharge planning
 - Service policies and procedures and in consultation with care recipients;
- Ensure complaints are addressed promptly and resolved;
- In the absence of the Manager Residential Clinical Support take responsibility for all clinical nursing tasks (for Registered Nurse Unit Manager);
- In the absence of the Manager Residential Clinical Support take responsibility for all clinical nursing tasks under the direction of the Registered Nurse Unit Manager (for Enrolled Nurse Unit Manager);
- Participate and provide leadership in team meetings;
- Lead and fully participate in all daily care reviews and exception reporting reviews;
- Manage the dispensing and administration of all medication in accordance with policies and procedures under the oversight of a registered nurse if necessary (for Enrolled Nurse Unit Manager);
- Provide status reports as required including care recipients reports to external funders/referrers, infection control, incident and accident reporting and management reports;
- Ensure the unit operates within budget constraints and that all resources are used in a responsible manner;
- Ensure staff meet orientation and education requirements as designated in the annual Workforce Development Plan;
- Attend relevant service courses (Mission workshops, fire safety and emergency training, infection control, first aid and back care education);
- Ensure all activities that occur in the unit are appropriately aligned to meet all health and ability plans.

4 Performance Criteria

St John of God Hauora Trust has a Performance Management System which is undertaken annually. During this process, the manager and staff member will discuss and agree what contribution the staff member is expected to make during the review period towards achieving St John of God Hauora Trust's objectives. Objectives (consistent with the Key Result Areas and Behaviours in this Position Description and St John of God Hauora Trust's Strategic Plan); performance measures (indicators of achievement) and the support (including development) required by the staff member to achieve these objectives will be agreed.

5 Verification

We agreed that this Position Description accurately reflects the key responsibilities of the position of Enrolled/Registered Nurse Unit Manager at today's date.

Manager's Signature

Date

Manager's Name

Employee's Signature

Date

Employee's Name

This Position Description will be reviewed at least once a year during the course of Performance Management System meetings. Any changes which need to be made will be signed off by the responsible Management Team member, and the Human Resources Department.



Enrolled/Registered Nurse Unit Manager Person Specification

Education

- Diploma in Enrolled Nursing (for Enrolled Nurse Unit Manager).
- Bachelor of Nursing or equivalent (for Registered Nurse Unit Manager).

Candidates shortlisted for interview will be required to present original documentation and photocopies of qualifications at the initial interview. Human Resources will verify the qualifications, and arrange for validation by the awarding bodies.

Required Registrations/Certificates/Licences or Memberships

- Registration with the Nursing Council of New Zealand is essential.
- An Annual Practicing Certificate is essential

Technical or Professional Knowledge, Skills and Experience

- Preferably have experience in caring for people with physical and neurological disability in particular traumatic brain injury, multiple sclerosis, Huntington's disease.
- Staff and budget management experience.
- Leadership experience.
- Working knowledge of relevant legislation (e.g. Children's Young Persons and their Family Act 1989, Employment Relations Act 2000, Health and Disability Services (Safety) Act 2001, Privacy Act 1993, Health Information Privacy Code 1994, Health Information Retention Act 1996, Health and Safety at Work Act 2015, Accident Compensation Act 2001, Health Practitioners Competency Assurance Act 2003, Human Rights Act 1993, Charitable Trust Act 1957, Building Act 2004).

Candidates who successfully reach the final stages of the selection process for this role will be required to undergo Criminal Conviction screening. A satisfactory report from the relevant agency will be a condition of employment.

Behaviours

Customer Focus

Developing and sustaining productive customer relationships and making their needs a primary focus of one's actions.

Contributing to Team Success

Actively participating as a member of a team to move the team toward the completion of goals.

Work Standards

Setting high standards of performance for self and others, and assuming responsibility for successful completion of tasks.

Continuous Learning

Actively identifying new areas for learning, seizing learning opportunities, and learning through the application of newly gained knowledge and skills.

Decision Making

Making logical and informed decisions using a methodical, thorough process to choose between alternative courses of action.

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans.

Communicating with Impact

Clearly conveying information and ideas through a variety of media in a manner that engages the audience and helps them understand and retain the message.

Managing Work (Includes Time Management)

Effectively managing one's time and resources to ensure that work is completed efficiently.

Responsiveness

Acts fairly and impartially in all dealings with others, respecting their rights and needs, demonstrating an understanding and respect for Maori, Pacific peoples' and ethnic minorities' values and beliefs. Incorporates cultural responsiveness and Equal Employment Opportunities principles into work practices and promotes Equal Employment Opportunities policy to peers and others.