

POSITION DESCRIPTION

August 2017

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand Health and Disability Strategies.

Organisational vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational values

- Care and respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Hospital Aide

REPORTS TO (Title):

Charge Nurse Manager

REPORTS ON A DAILY BASIS TO:

Charge Nurse Manager
Shift Lead

Principal Objectives

To maintain and promote meaningful activities and enhance social inclusion for consumers of the Specialist Mental Health Service.

Responsible for supportive duties related to the maintenance of a safe environment conducive to the delivery of quality consumer care

Functional Relationships:

(Who are the customer/consumers/patients)

Internally:

- 1 Service Manager
- 2 Charge Nurse Manager
- 3 Nurse Consultant
- 4 Duty Nurse Manager
- 5 Clinical Team Co-ordinator
- 6 Consumers of the SMHS and their family/Whanau
- 7 Members of the Multi Disciplinary Team and other professions within the service.

Externally:

- 1 NGO's and other services as required to meet the consumer's needs.

KEY PERFORMANCE OBJECTIVES:

Task	To demonstrate responsibility, complying with CDHB Policy and Procedure and working within the Unit's philosophical framework
Expected Result	<ul style="list-style-type: none">▪ Demonstrates the ability to apply the principles of the Treaty of Waitangi.▪ Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered/enrolled nurse.▪ Promotes an environment that enables consumer safety, independence, quality of life and health.▪ Consumer confidentiality is maintained at all times.▪ Participates in ongoing professional development.▪ Practices in a manner that the consumer determines as being culturally safe.▪ Respects each consumer's dignity and right to hold personal beliefs, values and goals.▪ Reads and adheres to CDHB Policy and Procedure, and to the ward's philosophy and goals.▪ Acts professionally and presents a professional image at all times.
Task	To demonstrate professional accountability in the management of care under the direction of registered /enrolled nurses, embodying the Code of Health and Disability Services Consumers Rights.
Expected Result	<ul style="list-style-type: none">▪ Provides planned activities following consultation with the clinical team.▪ Demonstrates practice that supports best health outcomes for consumers.▪ Provides timely verbal and written reports on consumer's progress.▪ Ensures that documentation is accurate and maintains confidentiality of information.▪ Maintains accurate progress notes and financial records.
Task	To demonstrate effective relationship skills, behaviour/boundaries
Expected result	<ul style="list-style-type: none">▪ Establishes, maintains and concludes therapeutic interpersonal relationships with consumers.▪ Establishes and maintains positive relationships with other members of health care teams.▪ Understands and adhere to professional boundaries.
Task	To participate in inter-professional health care and quality improvement
Expected Result	<ul style="list-style-type: none">▪ Collaborates and participates with members of the health care team to implement individualised treatment goals.▪ Assists with the implementation of the consumer's recovery plan that maximises their autonomy.▪ Assists consumers with life skill development e.g. laundering, meal planning, as directed by the health care team.▪ Contributes to the evaluation of consumer care.

Task **To work effectively within the clinical team by contributing to ward tasks as directed by CNM or other delegate**

- Expected Result
- To complete key tasks as outlined in SMHS Service Key Tasks Documents.
 - Uses appropriate channels of communication.
 - Demonstrates awareness of factors which impact on consumer care, e.g. relationships with family/whanau, other support services
 - Uses stock in a cost effective manner within budget constraints.
 - Participates in ward meetings and decision making as required.

Task **To participate in the annual performance review process required**

- Expected Result
- Prepares for, and participates in annual performance review.

Task **To implement emergency procedures and maintain a safe and secure work environment following CDHB's policies, protocols and standards.**

- Expected Result
- Promptly initiates first aid/emergency actions, summons nursing staff and provides further emergency assistance as directed.
 - Completes Fire and CPR training and updates regularly as required by CDHB policy.
 - Identifies, takes appropriate action and promptly reports clinical, Occupational Safety and Health and security incidents.
 - Assists in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment.

HEALTH & SAFETY:

- Observe all CDHB 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 supervisor 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 Canterbury 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:

Every staff member within CDHB is 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 organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential

- Hold a current New Zealand Full driving licence.

Desirable

- Previous work experience with mental health consumers.

Limitations On Authority

- Any matters which are not clearly identified or do not comply with CDHB's policies and procedures.
- Nursing care

PERSONAL ATTRIBUTES:

Mandatory

- A desire to work in partnership with consumers of the SMHS

Key Behaviours:

- Ability to work in a truthful/honest and helpful manner.
- Ability to 'work smarter' by being innovative and proactive under Direction and delegation conditions.
- Accepts responsibility for actions.
- A positive outlook.
- Commitment to being a team member./ability to work as a member of a multidisciplinary team.
- Commitment to making a positive difference in consumers' lives.
- Sense of humour.
- Ability to use initiative.
- Willingness to accept responsibility for delegated non nursing duties and basic care and the ability to complete these duties without constant supervision.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.