

Position Description

Position Title	Registered Nurse
Service Group	Mental Health and Addiction Services (MH&AS)
Team	MH&AS Inpatient Unit
Reports to	Clinical Nurse Manager
Direct Reports	None
Authority Level	Nil delegations

The Bay of Plenty District Health Board

The District Health Board's fundamental purpose is to work within the resources allocated to it, to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities.

Mission: Enabling communities to achieve

Our Values: Compassion, All-one-team, Responsive, Excellence



The Bay of Plenty District Health Board (BOPDHB) is committed to the Treaty of Waitangi principles of Partnership, Participation and Protection, and to meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.

Delivering this commitment is through: the implementation of our He Pou Oranga Tangata Whenua Determinants of Health framework: respect for and promotion of our Kawa and Tikanga Māori; ensuring cultural safety; seeking to eliminate disparities in health between Māori and Non Māori.

All staff have a part to play in this commitment.

Primary Purpose

The Registered Nurse is employed to provide safe, effective client care using professional knowledge and skills in accordance with Bay of Plenty District Health Board:

- Policies and protocols
- Registered Nurse Scope of Practice
- Nursing Practice Standards
- Professional Development and Recognition Programme (PDRP)



Principal Accountabilities

1 Management of Nursing Care

- Documentation is in accordance with professional and service standards.
- Demonstrates computer skills necessary to organise data for essential care delivery.
- Client assessments and care plans are completed within acceptable timeframes utilising the clinical process to assess, plan, implement and evaluate care.
- Actively involves clients and their families in all aspects of the treatment and discharge planning process.
- Recovery principles are utilised and incorporated into throughout the clinical process in conjunction with the client and or family/whanau
- Evaluates client-learning needs and incorporates teaching into client treatment plans.
- Ensures the client has adequate knowledge of the effects and consequences of treatment options.
- Regularly records and reports statistical information and data as required.
- Takes responsibility for reading and consistently adhering to service strategic directions, values, policies and procedures.
- Plans and prioritises workload and adapts as necessary.
- Actively engages in and effectively utilises clinical supervision and offers/provides this to clinical staff within the MH&AS as appropriate and as per the MH&AS Clinical Supervision Policy.
- Participates in the development and formulation of practice guidelines, project work and other activities as required to maintain or improve the quality of services delivered, ensuring consumer representation and a client/family focus.

2 Professional Responsibility

- Practises safely based on professional, ethical and legal standards in accord with relevant legislation, codes, and policies and upholds client rights derived from that legislation.
- Is aware of legislation that impacts on mental health care delivery and practices within legal boundaries. This is to include the Mental Health (Compulsory Assessment and Treatment) Act 1992, the Privacy Act 1993 (Health Information Privacy Code 1994 and the Health and Disability Act Services (Safety) Act 2001.
- Demonstrates commitment to the Treaty of Waitangi, the application of the Treaty to practice, and the improvement of Maori health status
- Practises nursing in a manner that the client determines as culturally safe
- Promotes an environment that enables client safety, independence, quality of life, and health
- Demonstrates accountability for directing, monitoring and evaluating nursing care that is delegated to Enrolled Nurses and HCAs
- Participates in regular Performance Reviews and contributes to peer review
- Attends and participates in the Mental Health Service in-service programme.
- Takes responsibility for maintaining own professional development, including mandatory organisational requirements, MH&AS mandatory certifications, updating knowledge to reflect best practice, and sharing knowledge with others in conjunction with the PDRP
- Maintains infection control principles
- Proactive and responsible in maintaining health and safety for clients, staff and public

3 Interpersonal Relationships

- Works effectively as a member of a multi-disciplinary team demonstrating individual responsibility and accountability.
- Engages in a collaborative service delivery approach with colleagues from the team and other MH&AS to best meet the client's needs.
- Effectively utilises clear lines of communication and professional and individual accountability for practice is demonstrated.
- Demonstrates an ability to access information systems as appropriate/required.
- Appropriate clinical services and referrals are provided for the client.
- Demonstrates a flexible approach and ability to cope with changing situations.
- Identifies conflict and attempts to reach a positive conclusion.
- Co-ordinates shifts as required and manages resources in an efficient and effective manner.

4 Inter-professional Health care and Quality Improvement

- Collaborates and co-ordinates care with other health professionals to ensure a quality service
- Maintains and documents information necessary for continuity of care and recovery
- Develops a discharge plan and follow up care in consultation with the client, family and other health team members
- Makes appropriate referrals to other health team members
- Recognises and values the roles and skills of all members of the health care team in the delivery of care
- Demonstrates a knowledge of community services and resources
- Participates in continual quality improvement activities to monitor and improve standards of nursing
- Participates in review and audit of practice and policies based on research

5 Client, Personal and Environmental Safety

- Assesses risk factors and identifies strategies that maintain own, client and others safety.
- Identifies and reports hazards.
- Implements nursing responses, procedures and protocols for managing threats to safety within the clinical environment.
- Undertakes required training in personal restraint procedures and takes responsibility for maintaining competency
- Nursing care is provided in the least restrictive environment that is safe

A function of BOPDHB is to provide a 24-hour service. This may at times necessitate you being required to change duties or transfer to another ward or department to ensure adequate coverage.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Line Manager

This position description will be reviewed from time to time in consultation with the incumbent.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Nurse Leader MH&AS • Nurse Educator MH&AS • Allied Health/ Speciality Nurses • Clients, Families • Hospital Coordinator • Duty Nurse Manager • Medical Staff • Regional Maori Health Services 	<ul style="list-style-type: none"> • Community based health services

Success Profile

CARE Values - Manaakitanga Who am I?	Experience – What have I done?
<ul style="list-style-type: none"> • Caring, empathetic, open and supportive • Respect each individual, polite and non-judgemental • Able to build a rapport, actively listen to patients, show understanding and make a difference • An effective communicator, work as a team member, professional, calm, willing and patient focused • Share knowledge, develop self and others, will speak up about practice issues and give/receive constructive feedback • Involve the team/ patients/ families in decisions • Self-aware, consistent, confident, flexible, pay attention to detail and plan ahead 	<ul style="list-style-type: none"> • Minimum of 1 year of nursing experience • Experience working with mental health and addictions patients in an acute mental health inpatient setting • Experience that demonstrates a sound knowledge and understanding of mental illness and risk assessment, in relation to acute mental health care • Experience of working in teams and knowledge of how teams work and exhibits willingness/ability to teach/share expertise within the team
Competencies – What am I capable of?	Knowledge – What do I know?
<ul style="list-style-type: none"> • Able to demonstrate a commitment to quality • Adaptable and embrace change • Showing a professional demeanour and high level of personal integrity • Well-developed problem solving and critical thinking skills • Can utilise well-developed written and verbal communication skills • Demonstrating the application of the Treaty of Waitangi in practice • Providing a culturally safe environment for clients and whanau • The ability to prioritise a varied workload 	<ul style="list-style-type: none"> • Registered Nurse with current practising certificate (Mental Health Scope of Practice) • Post-graduate qualification with a mental health focus • Demonstrates a commitment to post-graduate study and professional development • Competent PDRP portfolio • Computer competent • Current valid Driver's Licence • Knowledge and understanding of research findings to support evidence based practice.

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety at Work Act 2015 requirements as set out in the BOPDHB Health and Safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position. All BOPDHB sites are smokefree environments.

Health Practitioners Competence Assurance Act 2003

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

Vulnerable Children Act 2014

Due to this position having contact with children and the BOPDHB's commitment to child protection, you will be subject to 'safety checks' under the Vulnerable Children Act at the time of hire and thereafter as per the relevant legislation.

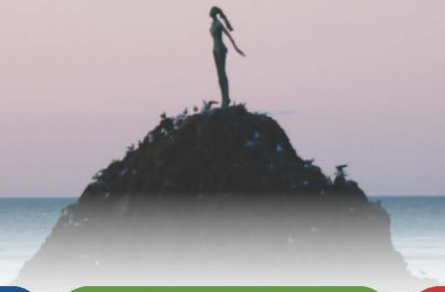
Position Holders Declaration

I certify that I have read, understand, and agree to this position description.

Name:

Signature:

Date:



**Attitudes and behaviours
We want to see**

**Outcome
Everyone we come into
contact with will feel...**

**Attitudes and behaviours
We don't want to see**

C Compassion

Cares about other people. Has empathy and understanding. Is calm and reassuring. Protects people's dignity.

Treats everyone with respect regardless of their views, role or background. Value differences. Culturally competent.

Notifies, acknowledges and appreciates people's efforts and achievements, gives praise, making people feel valued.

Cared for and respected

**Treated with respect
and cultural sensitivity**

Valued and engaged

Is rude, bullies, intimidates or humiliates. Creates anxiety. Doesn't act if someone's dignity is suffering.

Disrespectful, judgmental, makes assumptions about people. Gossips or talks behind people's backs. Rough behaviour.

Criticises people's efforts, takes people for granted, makes people feel undervalued, belittled or inadequate.

A All-one-team

Shares knowledge and information openly and honestly, clearly explains and updates people on what's happening.

Takes time to listen to others, is interested in their views. Invites people to ask questions and share concerns or ideas.

Involves patients, whānau and colleagues as equal partners. Builds teams and relationships to achieve the best outcomes.

Clear about what's happening

Listened to

Involved in a partnership model

Withholds knowledge and information, leaves people confused or in the dark.

Doesn't listen, talks over people, dismisses or puts people down, makes decisions without consultation.

Doesn't trust or involve people in things that affect them. Excludes, overrides, micro manages.

R Responsive

Friendly, polite, approachable, warm. Introduces themselves. Creates a happy environment. Smiles when appropriate.

Shows kindness. Is attentive to people's needs, supportive, helpful and willing. Often goes the extra mile for people.

Respects people's time. Plans ahead and co-operates so things run smoothly. Looks for efficient ways of doing things.

Positively welcomed

**Supported, so they would want
to be cared for or work here**

**We are flexible and efficient,
and use resources wisely**

Ignores people, snappy or aggressive tone of voice or behaviours, 'rushing' and saying "I'm too busy".

Passes the buck, says "it's not my job", unsupportive, does not take responsibility and leaves work for others.

Often late. Leaves people waiting unnecessarily or puts people under pressure with unrealistic timeframes.

E Excellence

Chooses to take a positive, will-do attitude. Looks for solutions. Uses positive words and actions to good effect.

Aims for the best results, always learning, developing skills, knowledge, and ways of doing things, and helping others to.

Consistently follows agreed, safe, best-practice.

Seeks, welcomes and gives constructive feedback, speaks up when they have a concern, coaches others' behaviour.

**Part of a positive culture
of high achievement**

Things are always improving

Safe

**We are role models who
are open to feedback**

A negative attitude, often moaning, complaining or grumpy. Focuses on problems.

Assumes they know best, resists change, not interested in learning or developing. Happy with 'good enough'.

Inconsistent, cuts corners, closed to new evidence.

Blames. Closed to feedback. By not speaking up about poor behaviour or unsafe practice they condone it.

