



TE HOPAI TRUST GROUP JOB DESCRIPTION

Position title:	Registered Nurse	
Reports to:	Clinical Manager	
Functional Relationships:	<ul style="list-style-type: none"> • Residents, Family/Whānau and Friends • General Manager • Care Manager • Senior Management Team 	<ul style="list-style-type: none"> • Registered and Enrolled Nursing Colleagues • Housekeeping, Maintenance, and Kitchen Staff Allied Health Professionals • Community Groups
Experience Preferred:	Post graduate work with recent gerontology experience. Must have good knowledge of current gerontology clinical nursing practice.	
Primary Objective:	To provide a high standard of care which will optimise the Residents' quality of life. To supervise care staff to enable them to achieve their goal of quality care.	
Performance Appraisal:	Three months after commencing employment then annually or more frequently if requested by either party.	
Terms and Conditions of Service:	Te Hopai Trust Group Contract of Employment. Hours of work as agreed at the time of employment.	

Key Tasks and Expected Outcomes:

Key Task 1 – Lead the team:
<ul style="list-style-type: none"> • Provides direction and feedback and acts as a team leader and role model to other registered nurses and caregivers, ensuring care staff provide appropriate care for individual residents. • Liaises with the facility management team and allied health professionals.
Key Task 2 – Maintain safety standards within the facility:
<ul style="list-style-type: none"> • Takes control in an emergency. • Demonstrates knowledge of emergency management evacuation policy and procedures (e.g. Fire and Earthquake). Attends emergency management education sessions annually. • Continues to update first aid knowledge and practice. • Actively participates in identifying and reporting hazards. • Understand legislative and regulatory requirements allied to the position (e.g. Health and Safety, Medication Guidelines).

- Completes documentation as per policy.
- Conduct duties in non-judgemental, culturally safe manner, respecting individual needs and rights of the residents.

Key Task 3 – Assist the residents to meet their daily living needs

- Plans and evaluates care as per protocols, maintains, and updates progress notes in eCase. Demonstrates an understanding of the standards of care required for the older adult.
- Consults with the resident, family/whānau and allied professionals to identify care, leisure, and social needs.
- Assists the residents to meet their spiritual and emotional needs.
- Notifies Clinical Manager of any changes in residents' health and wellbeing.
- Maintains the personal hygiene and care of the resident according to the individual care plan, delivering care in a culturally safe manner.
- Demonstrates open communication skills.
- Delivers medication and treatments as documented/requested by medical personnel.

Key Task 4 – Accept responsibilities for ongoing self-development.

- Attends update sessions within the facility and develops objectives and goals for own needs annually (to meet the portfolio requirements of the Nursing Council of New Zealand).
- Completes performance appraisal as per policy.
- Maintains knowledge base in gerontological practice.
- Supports and plans teaching sessions within the facility.

Key Task 5 – Maintain personal and work standards.

- Manages time effectively, is punctual, and completes work in expected time frames.
- Demonstrates enthusiasm for the role and maintains expected standards of dress and grooming.
- Maintains resident and Trust Group confidentiality.

Key Task 6 – Contribute to the development of the facility by active participation in decision-making, discussions, documentation, and the quality assurance programme.

- Able to refer to and discuss the facility's philosophy.
- Actively participates as a team member, attends staff meetings, and participates in quality audits.
- Maintains good working relationships and honest open communication.
- Able to identify and use accepted lines of communication.
- Adheres to the policies and procedures of the facility and notifies the manager of the need for a review of procedures if a procedure is found to be outdated.

Key Skills and Expected Results:

Key Skills	Expected Results
Customer Focus - always focusing on our individual resident's needs.	<ul style="list-style-type: none"> • Makes residents feel important and is polite and friendly. • Relates in a pleasant friendly manner and communicates effectively to support residents, their families/whānau, visitors and staff; spends the extra effort to put others at ease. Builds rapport with all kinds of people. • Builds constructive and effective relationships, uses diplomacy and tact in performance of the role. • Respects the privacy of residents, treat residents with respect and makes sure that resident's rights are always upheld . • Responds to residents' requests, helps solve residents' problems, and handle issues related to residents (and their families/whānau) appropriately and seek assistance, if required.
Teamwork and Communication - working together to build strong teams and good work relationships.	<ul style="list-style-type: none"> • Communication is professional and polite. • Provides service in a manner which residents, their families/whānau, and staff determine as being culturally safe. • Encourages and supports co-workers - goes the extra mile to help in times of need. • Respects and values others and their opinions and tasks, expresses disagreement with others tactfully and politely. • Assists in orientating new staff. • Communicates well with other services and units.
Process Management - is good at figuring out the processes necessary to get things done.	<ul style="list-style-type: none"> • Has a commitment to excellence and continuous improvement in all work areas. • Knows how to organise service activities, separating and combining tasks for an efficient workflow.
Health and Safety - everyone having a personal commitment to ensuring a safe and healthy workplace.	<ul style="list-style-type: none"> • Always abides by Health and Safety and Infection Control Policies and Procedures . Follows legislative guidelines applicable to the role. • Reports incidents, accidents, hazards, and near misses promptly; uses required equipment safely and reports faults.