

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Registered Nurse Surgical Wards (New Graduates)</b>
<b>Date Reviewed:</b>	<b>April 2020</b>
<b>Business area:</b>	<b>Surgical Wards</b>
<b>FTE:</b>	<b>As per Conditions of Employment</b>
<b>Reports to:</b>	<b>Charge Nurse</b>
<b>Approved by:</b>	<b>Hospital Manager</b>
<b>Next Review Due:</b>	<b>April 2023</b>

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### Position Objective

- To be professionally accountable for quality nursing management of patients.
- To facilitate the functioning of an environment conducive to patient and staff safety and well being.
- To support the business objectives of the organisation.

### Functional Relationships

<b>Internal:</b>	<b>External:</b>
<ul style="list-style-type: none"><li>• Charge Nurses/Department Co-ordinator</li><li>• Perioperative Services Manager</li><li>• Booking Co-ordinator</li><li>• Hospital Manager</li><li>• Nursing Coordinators</li><li>• Patient Care Manger</li><li>• Nurse Educators</li><li>• Infection Control Nurse</li><li>• Other Nursing Staff</li><li>• All other St George's staff</li></ul>	<ul style="list-style-type: none"><li>• Clinicians</li><li>• Allied Health Professionals</li><li>• Patients and Support persons</li></ul>

## Key Areas of Accountability

Area of Accountability	Expected Results
<p><b>Professional Practice</b> To ensure a safe clinical environment for patients, staff and visitors</p>	<ul style="list-style-type: none"> <li>• Provides nursing care in accordance with Nursing Council requirements and within the professional boundaries stipulated in the Nursing Council of New Zealand Code of Conduct.</li> <li>• Takes responsibility for developing and maintaining skills, knowledge and competencies as per hospital policies and procedures.</li> <li>• Prioritises clinical workload according to the patient's needs and clinician requirements.</li> <li>• Provides, facilitates, advocates and evaluates nursing care that is evidence-based and is responsive to patient needs.</li> <li>• Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation.</li> <li>• Ensures appropriate communication of patient health assessment information.</li> <li>• Demonstrates a comprehensive knowledge of Infection Control practices and complies with policy requirements.</li> <li>• Understands procedural guidelines for managing emergency events</li> <li>• Ensures safe and secure patient care and work environment.</li> <li>• Respects privacy, confidentiality of patients, staff and clinicians.</li> <li>• Understands and ensures compliance with the requirements relating to medication administration, reconciliation, custody and storage.</li> <li>• Ensures patients are aware of their rights and responsibilities.</li> <li>• Develops direction and delegation skills to supervise and assist the practice of Enrolled Nurse, Hospital Aides, and nursing students.</li> <li>• Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems).</li> <li>• Promotes the profession of nursing and presents a positive professional image.</li> </ul>
<p><b>Interpersonal Relationships/Teamwork</b> To ensure effective teamwork and contribute to the achievement of St George's vision and strategic plan To communicate effectively with patients, colleagues, other health professionals and the public.</p>	<ul style="list-style-type: none"> <li>• Demonstrates respect and integrity at all times.</li> <li>• Establishes a trusting relationship with colleagues, clinicians, patients and whanau.</li> <li>• Practises nursing in a negotiated partnership with the client where and when possible.</li> <li>• Interprets and adheres to lines of authority and uses proper channels of communication.</li> <li>• Accepts and effects constructive change and/or feedback.</li> <li>• Displays a good team spirit and adopts a positive approach to work.</li> <li>• Empathises with others.</li> <li>• Demonstrates the ability to work towards independently functioning at competent nurse level, with the capacity to work as part of a team.</li> <li>• Attends and participates in staff meetings as directed.</li> <li>• Ensure effective communication, in all circumstances, with the client, between all members of the multi-disciplinary team, other hospital departments, external agencies, relatives and visitors.</li> <li>• Creates opportunities to network internally and externally.</li> </ul>
<p><b>Professional Development</b> To maintain a high level of professional development</p>	<ul style="list-style-type: none"> <li>• Completes all educational and professional requirements of the Net P programme including applicable HealthLearn courses, attending Net P study days and completing all associated assignment work.</li> <li>• Develops a professional portfolio and submits it for competent level on</li> </ul>

Area of Accountability	Expected Results
	<p>the PDRP at the end of the Net P year</p> <ul style="list-style-type: none"> <li>• Maintains own professional development and mandatory training.</li> <li>• Identifies own learning requirements/deficits and develops goals in conjunction with charge nurse/department co-ordinator to progress to a competent registered nurse in the ward environment.</li> <li>• Identifies teaching needs and provides accurate information and education to patients, relatives and/or significant others.</li> <li>• Participates in own Performance Planning and review.</li> </ul>
<p><b>Inter-professional Healthcare and Quality Improvement</b> To maintain a high level of quality improvement</p>	<ul style="list-style-type: none"> <li>• Develops an interest in quality improvement activities to monitor and improve standards of nursing.</li> <li>• Participates in other appropriate quality improvement activities as requested/required.</li> <li>• Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status.</li> <li>• Documents and reports accidents and incidents accurately in accordance with Hospital policy.</li> <li>• Participates in quality improvement programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes.</li> <li>• Supports continuous quality improvement.</li> </ul>
<p><b>Organisational Culture</b> To support a strong and positive image of St George's within the community and with key internal and external stakeholders</p>	<ul style="list-style-type: none"> <li>• Develops positive working relationships within the department and with departmental "Users".</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus".</li> <li>• Assists in facilitating positive inter-departmental relationships.</li> <li>• Maintains confidentiality in respect to St George's operations, business, employees, clients and patients.</li> <li>• Models St George's values and adheres to St George's policies and procedures.</li> </ul>
<p><b>Cultural understanding of the Tiriti o Waitangi</b> To work within the Tiriti o waitangi to improve service delivery to Maori and their whanau at George's Hospital</p>	<ul style="list-style-type: none"> <li>• Understands and has knowledge of the Tiriti o Waitangi and the implications for nursing and caring for Maori patients and their whanau</li> <li>• Demonstrates an awareness of cultural differences and obligations relating to the Tiriti o Waitangi</li> </ul> <p>Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve health outcomes for Maori</p>
<p><b>Cultural Safety</b> To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> <li>• Practices in a way that respects each patient's identity and right to hold personal beliefs, values and goals</li> <li>• Consults with members of cultural and other groups as requested and approved by the patient</li> <li>• Recognised the impact of nursing care in relation to the clients age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Accepts personal responsibility regarding occupational safety and health requirements.</li> </ul>

Area of Accountability	Expected Results
To ensure a safe working environment	<ul style="list-style-type: none"> <li>Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>Recognises safety hazards and initiates appropriate corrective actions.</li> <li>Attends fire and evacuation lectures and participates in drills as required.</li> </ul>
<b>Organisational effectiveness</b> To contribute to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> <li>Sets appropriate priorities for workload.</li> <li>Monitors stock supplies and orders appropriately.</li> <li>Participates in the department's ongoing maintenance programme.</li> <li>Looks for ways and means to actively and effectively promote cost effectiveness.</li> <li>Participates in the development of patient pathways that support effective and timely care, and improve the patient experience</li> <li>Accurately completes cost accounting documents as appropriate.</li> </ul>
<b>Other Duties</b> To undertake other duties as requested by the Patient Care Manager/ Director of Nursing from time to time	<ul style="list-style-type: none"> <li>Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> </ul>

#### Qualifications, Experience and Personal Qualities

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse with relevant post basic experience</li> <li>Holds a current practicing certificate</li> </ul>	
<b>Experience &amp; Knowledge</b>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Shows respect for people</li> <li>Uses initiative</li> <li>Is proactive and innovative</li> <li>Is an effective communicator</li> <li>Is caring and friendly</li> </ul>	

#### Agreed by:

Signed: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Hospital Manager)

Date: \_\_\_\_\_