

POSITION DESCRIPTION

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

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

Internal:	External:
• Charge Nurses/Department Coordinator • Perioperative Services Manager • Booking Coordinator • Hospital Manager • Patient Care Manger • Nursing Coordinators • Nurse Educators • Infection Prevention Coordinator • Other Nursing Staff • All other St George's staff	• Clinicians • Allied Health Professionals • Patients and Support persons

Key Areas of Accountability

Area of Accountability	Expected Results
Professional Practice To ensure a safe clinical environment for patients, staff and visitors	• 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. • Takes responsibility for developing and maintaining skills, knowledge and competencies as per hospital policies and procedures. • Prioritises clinical workload according to the patient's needs and clinician requirements. • Provides, facilitates, advocates and evaluates nursing care that is evidence-based and is responsive to patient needs. • Maintains clear and accurate records ensuring compliance with the documentation requirements of the organisation. • Ensures appropriate communication of patient health assessment information. • Demonstrates a comprehensive knowledge of Infection Control practices and complies with policy requirements. • Understands procedural guidelines for managing emergency events • Ensures safe and secure patient care and work environment. • Respects privacy, confidentiality of patients, staff and clinicians. • Understands and ensures compliance with the requirements relating to medication administration, reconciliation, custody and storage. • Ensures patients are aware of their rights and responsibilities. • Develops direction and delegation skills to supervise and assist the practice of Enrolled Nurse, Hospital Aides, and nursing students. • Uses Information Technology as required with relevant training (Microsoft Word, Microsoft Outlook and the relevant Patient Management Systems). • Promotes the profession of nursing and presents a positive professional image.
Interpersonal Relationships/Teamwork 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.	• Demonstrates respect and integrity at all times. • Establishes a trusting relationship with colleagues, clinicians, patients and whanau. • Practises nursing in a negotiated partnership with the client where and when possible. • Interprets and adheres to lines of authority and uses proper channels of communication. • Accepts and effects constructive change and/or feedback. • Displays a good team spirit and adopts a positive approach to work. • Empathises with others. • Demonstrates the ability to work towards independently functioning at competent nurse level, with the capacity to work as part of a team. • Attends and participates in staff meetings as directed. • 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. • Creates opportunities to network internally and externally.
Professional Development To maintain a high level of professional development	• 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. • Develops a professional portfolio and submits it for competent level on the PDRP at the end of the Net P year

Area of Accountability	Expected Results
	• Maintains own professional development and mandatory training. • 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. • Identifies teaching needs and provides accurate information and education to patients, relatives and/or significant others. • Participates in own Performance Planning and review.
Inter-professional Healthcare and Quality Improvement To maintain a high level of quality improvement	• Develops an interest in quality improvement activities to monitor and improve standards of nursing. • Participates in other appropriate quality improvement activities as requested/required. • Participates actively in the maintenance of the ACC Workplace Safety Management standards, Ministry of Health Certification and QHNZ Accreditation process status. • Documents and reports accidents and incidents accurately in accordance with Hospital policy. • Participates in quality improvement programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Supports continuous quality improvement.
Organisational Culture To support a strong and positive image of St George's within the community and with key internal and external stakeholders	• Develops positive working relationships within the department and with departmental "Users". • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for a "customer focus". • Assists in facilitating positive inter-departmental relationships. • Maintains confidentiality in respect to St George's operations, business, employees, clients and patients. • Models St George's values and adheres to St George's policies and procedures.
Cultural understanding of the Tiriti o Waitangi To work within the Tiriti o waitangi to improve service delivery to Maori and their whanau at George's Hospital	• Understands and has knowledge of the Tiriti o Waitangi and the implications for nursing and caring for Maori patients and their whanau • Demonstrates an awareness of cultural differences and obligations relating to the Tiriti o Waitangi Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve health outcomes for Maori
Cultural Safety To promote cultural awareness within St George's Hospital	• Practices in a way that respects each patient's identity and right to hold personal beliefs, values and goals • Consults with members of cultural and other groups as requested and approved by the patient • Recognised the impact of nursing care in relation to the clients age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability
Health & Safety	• Accepts personal responsibility regarding occupational safety and health requirements.

Area of Accountability	Expected Results
To ensure a safe working environment	- Ensures compliance with hospital security requirements and is vigilant in all matters of security. - Recognises safety hazards and initiates appropriate corrective actions. - Attends fire and evacuation lectures and participates in drills as required.
Organisational effectiveness To contribute to the cost effectiveness and changing needs of the hospital business	- Sets appropriate priorities for workload. - Monitors stock supplies and orders appropriately. - Participates in the department's ongoing maintenance programme. - Looks for ways and means to actively and effectively promote cost effectiveness. - Participates in the development of patient pathways that support effective and timely care, and improve the patient experience - Accurately completes cost accounting documents as appropriate.
Other Duties To undertake other duties as requested by the Patient Care Manager/ Director of Nursing from time to time	Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	- Registered Nurse with relevant post basic experience - Holds a current practicing certificate	
Experience & Knowledge		
Personal Attributes	- Shows respect for people - Uses initiative - Is proactive and innovative - Is an effective communicator - Is caring and friendly	

Agreed by:

Signed: _____
(Employee)

Date: _____

Signed: _____
(Hospital Manager)

Date: _____