

| Position Description | |
|---------------------------|-------------------------|
| Position Title: | Registered Nurse |
| Location: | Balclutha, Otago |
| Reports To: | Team Leader |
| Number of Direct Reports: | Not Applicable |
| Date: | August 2025 |

| Our Purpose |
|---|
| Collaborate – Innovate – Advocate ... for a healthy community. |
| Our Shared Values |
| <ul style="list-style-type: none"> • We value our people. • We value honesty and respect. • We value excellence. • We value the environment we live in. |

| Purpose of Role |
|---|
| <p>Registered nurses use nursing knowledge and judgement to assess health needs, provide care and to advise & support people to manage their health.</p> <p>They practise independently and in collaboration with other health professionals, perform general nursing functions, delegate to and direct enrolled nurses and others. They provide comprehensive assessments to develop, implement and evaluate an integrated plan of health care, and provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making. They do this in a range of settings in partnership with individuals, families, whanau and communities.</p> <p>Registered nurses may practise in a variety of clinical contexts depending on their education/training and practice experience. They may also use this expertise to manage, teach, evaluate and research nursing practice.</p> <p>Registered nurses are accountable for ensuring that all the health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.</p> <p>Some registered nurses will have conditions on their scope of practice, if their qualifications or experience limit them to a specific area of practice</p> <p>https://www.nursingcouncil.org.nz/Public/Nursing/Scopes_of_practice/Registered_Nurse/NCNZ/nursing-section/Registered_nurse.aspx</p> |



03 419 0500



info@chf.co.nz



www.cluthahealth.co.nz



9-11 Charlotte Street, PO Box, 46, Balclutha

Scope of Practice

- The Scope of Practice for Registered Nurses is defined but not limited to the following Professional, Organisational, Service Specification and National documentation, legislation and regulations.
 - > Clutha Health First Policies and Procedures and other relevant documentation – Scope of Practice: Nursing and Midwifery.
 - > Health Practitioners Competence Assurance Act 2003.
 - > Nursing Council of New Zealand Code of Conduct for Nurses and Midwives 1998.
 - > Privacy Act 2020 and the Health Information Privacy Code 1994.
 - > Health and Safety at Work Act 2015.
 - > Code of Health Disability Services (Consumer Rights) Act 1996.

Key Relationships

| | |
|------------------|---|
| Internal: | <ul style="list-style-type: none"> • Patients/Family/Whanau/Caregivers • Medical and Clerical Staff • Interdisciplinary members of the health service team including independent contractors |
| External: | <ul style="list-style-type: none"> • Primary Health Care Providers • Community Services Team |

Person Specification

| | Essential | Desirable |
|---|--|--|
| Training, Work Experience and Qualifications | <ul style="list-style-type: none"> • New Zealand Registered Nurse • Current practising certificate • Registered Nurses are required to work at the minimum competent Level 2 status • New Graduates are required to attain competent (Level 2) status within one year of commencing work at Clutha Health First | <ul style="list-style-type: none"> • Bachelor of Nursing or similar • Post Graduate Studies (certificate, diploma, masters) or work towards same |
| Skills and Knowledge | <ul style="list-style-type: none"> • Competent practitioner • Competent assessment skills • Ability to reflect assessment to planning of care • Ability to observe and apply analytical skills • Sensitivity to cultural / ethnic customs, beliefs and values • Understanding of the principles of the Treaty of Waitangi • Knowledge of adult teaching and learning • Ability to develop own performance measures • Takes responsibility for own actions • Ability to manage stress / care for self • Commitment to excellence of practice • Able to work within Clutha Health First's aims, objectives and values. • Able to maintain confidentiality and use discretion. • Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau. | |

| | | |
|-----------------------------------|---|--|
| | <ul style="list-style-type: none"> • Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards. • Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision. • A commitment towards ongoing self-development. • Ability to work as an effective member of a team. • Flexible attitude to work outside boundaries of the position when requested. • Alert, reliable, thorough, mature, have integrity and initiative. • Professional demeanour. Have an appropriate presentation and standard of personal care and grooming. • Able to maintain a current New Zealand driver's licence. | |
| Physical Task Requirements | <ul style="list-style-type: none"> • A reasonable level of fitness is required to cope with the demanding physical requirements of the job. • The following denote the key physical requirements for the position including Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery/equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required. | |

Nature and Scope of Responsibilities: Domains of Competence

| Key Accountabilities: | Example of successful delivery of duties and responsibilities: |
|--|---|
| Professional Responsibility Able to demonstrate knowledge, judgement and accountability in relation to: professional, legal and ethical responsibilities and cultural safety. Promotes and environment that maximises patient's safety, independence and quality of life and health. | |
| Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements. | <ul style="list-style-type: none"> • Practises nursing in accord with relevant legislation/codes/policies and upholds health consumers rights derived from that legislation. • Accepts responsibility for actions and decision making within scope of practice. • Identifies breaches of law that occur in practice and reports them to the appropriate person(s). • Demonstrates knowledge of, and accesses, policies and procedural guidelines that have implications for practice. • Uses professional standards of practice. |

| | |
|---|--|
| Demonstrates the ability to apply the principles of the Treaty of Waitangi Te Tiriti o Waitangi to nursing practice. | <ul style="list-style-type: none"> • Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand. • Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori. • Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. |
| Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others. | <ul style="list-style-type: none"> • Understands accountability for directing, monitoring and evaluating nursing care provided by enrolled nurses and others. • Seeks advice from a senior registered nurse if unsure about the role and competence of enrolled nurses and others when delegating work. • Takes into consideration the role and competence of staff when delegating work. • Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses and others. |
| Promotes an environment that enables health consumer safety, independence, quality of life, and health. | <ul style="list-style-type: none"> • Identifies and reports situations that affect health consumers or staff members' health or safety. • Accesses, maintains and uses emergency equipment and supplies. • Maintains infection control principles. • Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public. |
| Practises nursing in a manner that the health consumer determines as being culturally safe. | <ul style="list-style-type: none"> • Applies the principles of cultural safety in own nursing practice. • Recognises the impact of the culture of nursing on health consumers' care and endeavours to protect the health consumers' wellbeing within this culture. • Practises in a way that respects each health consumers' identity and right to hold personal beliefs, values and goals. • Assists the health consumer to gain appropriate support and representation from those who understand the health consumer's culture, needs and preferences. • Consults with members of cultural and other groups as requested and approved by the health consumers. • Reflects on his/her own practice and values that impact on nursing care in relation to the health consumers' age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability. • Avoids imposing prejudice on others and provides advocacy when prejudice is apparent. |
| Management of Nursing Care Able to assess and manage health consumer care, is responsive to the consumers' needs, supported by nursing knowledge and evidence based research. | |
| Provides planned nursing care to achieve identified outcomes. | <ul style="list-style-type: none"> • Contributes to care planning, involving health consumers and demonstrating an understanding of health consumers' rights, to make informed decisions. • Demonstrates understanding of the processes and environments that support recovery. • Identifies examples of the use of evidence in planned nursing care. • Undertakes practice procedures and skills in a competent and safe way. • Administers interventions, treatments and |

| | |
|---|---|
| | medications, (for example: intravenous therapy, calming and restraint), within legislation, codes and scope of practice; and according to authorised prescription, established policy and guidelines. |
| Undertakes a comprehensive and accurate nursing assessment of health consumers in a variety of settings. | <ul style="list-style-type: none"> • Undertakes assessment in an organised and systematic way. • Uses suitable assessment tools and methods to assist the collection of data. • Applies relevant research to underpin nursing assessment. |
| Ensures documentation is accurate and maintains confidentiality of information. | <ul style="list-style-type: none"> • Maintains clear, concise, timely, accurate and current health consumer records within a legal and ethical framework. • Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery. |
| Ensures the health consumer has adequate explanation of the effects, consequences and alternatives of proposed treatment options. | <ul style="list-style-type: none"> • Provides appropriate information to health consumers to protect their rights and to allow informed decisions. • Assesses the readiness of the health consumers to participate in health education. • Makes appropriate professional judgement regarding the extent to which the health consumer is capable of participating in decisions related to his/her care. • Discusses ethical issues related to health care/nursing practice, (for example: informed consent, privacy, refusal of treatment and rights of formal and informal health consumers). • Facilitates the health consumer's access to appropriate therapies or interventions and respects the health consumer's right to choose amongst alternatives. • Seeks clarification from relevant members of the health care team regarding the individual's request to change and/or refuse care. • Takes the health consumer's preferences into consideration when providing care. |
| Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations. | <ul style="list-style-type: none"> • Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation. • Takes action in situations that compromise health consumer safety and wellbeing. • Implements nursing responses, procedures and protocols for managing threats to safety within the practice environment. |
| Evaluates health consumer's progress toward expected outcomes in partnership with health consumers. | <ul style="list-style-type: none"> • Identifies criteria for evaluation of expected outcomes of care. • Evaluates the effectiveness of the health consumer's response to prescribed treatments, interventions and health education in collaboration with the health consumer and other health care team members. (Beginning registered nurses would seek guidance and advice from experienced registered nurses). • Reflects on health consumer feedback on the evaluation of nursing care and health service delivery. |
| Provides health education appropriate to the needs of the health consumer within a nursing framework. | <ul style="list-style-type: none"> • Checks health consumers' level of understanding of health care when answering their questions and providing information. • Uses informal and formal methods of teaching that |

| | |
|---|---|
| | <p>are appropriate to the health consumer's or group's abilities.</p> <ul style="list-style-type: none"> • Participates in health education, and ensures that the health consumer understands relevant information related to their health care. • Educates health consumer to maintain and promote health. |
| Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care. | <ul style="list-style-type: none"> • Identifies one's own level of competence and seeks assistance and knowledge as necessary. • Determines the level of care required by individual health consumers. • Accesses advice, assistance, debriefing and direction as necessary. |
| Maintains professional development. | <ul style="list-style-type: none"> • Contributes to the support, direction and teaching of colleagues to enhance professional development. • Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice. • Takes responsibility for one's own professional development and for sharing knowledge with others. |
| Interpersonal Relationships To demonstrate effective interpersonal and therapeutic communication with health consumers, other nursing staff and inter-professional communication and documentation. | |
| Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers. | <ul style="list-style-type: none"> • Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers. • Indicator: Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for health consumers with mental health needs. • Utilises effective interviewing and counselling skills in interactions with health consumers. • Demonstrates respect, empathy and interest in health consumer. • Establishes rapport and trust with the health consumers. |
| Practises nursing in a negotiated partnership with the health consumer where and when possible. | <ul style="list-style-type: none"> • Undertakes nursing care that ensures health consumers receive and understand relevant and current information concerning their health care that contributes to informed choice. • Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the health consumer and an understanding of therapeutic and partnership principles. • Recognises and supports the personal resourcefulness of people with mental and/or physical illness. • Acknowledges family/whanau perspectives and supports their participation in services. |
| Communicates effectively with health consumers and members of the health care team. | <ul style="list-style-type: none"> • Uses a variety of effective communication techniques. • Employs appropriate language to context. • Provides adequate time for discussion. • Endeavours to establish alternative communication methods when health consumers are unable to verbalise. • Accesses an interpreter when appropriate. • Discussions concerning health consumers are restricted to settings, learning situations and or relevant members of the health care team. |

| Interpersonal Healthcare and Quality Improvement | |
|--|---|
| To participate in inter-professional health care and quality improvement, evaluate the effectiveness of care and promote a nursing perspective within the inter-professional activities of the team. | |
| Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care. | <ul style="list-style-type: none"> • Promotes a nursing perspective and contribution within the interprofessional activities of the health care team. • Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area. • Collaborates with the health consumer and other health team members to develop plan of care. • Maintains and documents information necessary for continuity of care and recovery. • Develops a discharge plan and follow up care in consultation with the health consumer and other members of the health care team. • Makes appropriate formal referrals to other health care team members and other health related sectors for health consumers who require consultation. |
| Recognises and values the roles and skills of all members of the health care team in the delivery of care. | <ul style="list-style-type: none"> • Contributes to the co-ordination of care to maximise health outcomes for the health consumer. • Collaborates, consults with and provides accurate information to the health consumer and other health professionals about the prescribed interventions or treatments. • Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them. |
| Participates in quality improvement activities to monitor and improve standards of nursing. | <ul style="list-style-type: none"> • Reviews policies, processes, procedures based on relevant research. • Recognises and identifies researchable practice issues and refers them to appropriate people. • Distributes research findings that indicate changes to practice to colleagues. |

| Accountabilities and Performance Measures | |
|--|---|
| Accountabilities | Performance Measures |
| <ul style="list-style-type: none"> • The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position. | <ul style="list-style-type: none"> • That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe. |
| <ul style="list-style-type: none"> • Maintain high standards of performance | <ul style="list-style-type: none"> • Meet the performance expectations as identified in the Staff Development Performance Appraisal process. • Undertake annual CPR, OSH, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures. • Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base. |
| <ul style="list-style-type: none"> • Ensure the provision of a safe and clean environment for patient, staff and visitors | <ul style="list-style-type: none"> • Ensure maintenance and responsible use of consumables and equipment. • Ensure appropriate reporting of incidents, equipment faults and problems to the Manager. • Practice is safe and meets legal requirements. • Practice protects and enhances individual rights. |

| | |
|--|--|
| | <ul style="list-style-type: none"> • All records are maintained to meet policy and procedure requirements. • Maintain knowledge of fire and Civil Defence procedures • Be familiar with and implement Infection Control in all daily activities. |
| <ul style="list-style-type: none"> • Maintain good communication and interpersonal relationships within Clutha Health First | <ul style="list-style-type: none"> • Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the facility |
| <ul style="list-style-type: none"> • Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system | <ul style="list-style-type: none"> • Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health & Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua. • Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency. |

Scope for Action

- The registered nurse is accountable for the day-to-day delivery of care and management of own workload.
- Issues and problems outside the scope of practice and knowledge and skills of the registered nurse should be referred to the Team Leader.
- Though individual accountability is paramount, the registered nurse is also expected to function within an interdisciplinary team.
- Service and staff performance issues must be referred to the Team Leader.
- The registered nurse has no authority for budget expenditure.

Treaty of Waitangi

- Clutha Health First recognises the special relationship between Māori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi.
- As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Māori patients.

Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety at Work Act 2015 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

Changes to Position Description

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

Employee Name

Employee Signature

Date

Team Leader Name:

Team Leader Signature:

Date

Addendum: Position Specific Description

| | |
|-----------------|--|
| Position Title: | District Nurse (Registered Nurse) |
|-----------------|--|

KEY ATTRIBUTES/ AND SPECIFIC SKILLSET REQUIREMENTS:

District Nurses provide community-based services to people from Balclutha and the greater Clutha region. Referrals come from inpatient areas, private providers, and primary care.

The attributes required for a person to be fully competent in position are as follows:

| | |
|---|---|
| Education and Qualifications (or equivalent level of learning) | <ul style="list-style-type: none"> • Current driver license with clean driving record. • Competent Professional Development and Recognition Programme (PDRP) profile/portfolio or equivalent or completion of same within 12 months. • Be prepared to undertake training and credentialing in chemotherapy administration. • Commitment to completing mandatory training and self-learning packages as required by the service and organisation within agreed timeframes. |
| Experience | <ul style="list-style-type: none"> • Two-year post registration experience. • Ability to work autonomously as well as within a team. • Experience in District Nursing or an equivalent clinical setting. • Experience in wound care management, palliative care and chemotherapy is an advantage. |
| Knowledge and Skills | <ul style="list-style-type: none"> • Demonstrate a genuine interest in working in the community. • Demonstrate confidence to drive in the country areas and work within a client's home. • Demonstrated effective time management and prioritisation. • Willingness to undertake post graduate education related to clinical issues common in the community. |
| Other | <ul style="list-style-type: none"> • Be flexible in duties including enabling cover for annual, sick and education leave and/or agreed roster changes. |

Acknowledged / Accepted:

| | |
|------------------------|------|
| | |
| Employee Name | |
| Employee Signature | Date |
| | |
| Team Leader Name: | |
| Team Leader Signature: | Date |