



**Hawke's Bay  
District Health Board  
Position Profile / Terms & Conditions**

<b>Position holder (title)</b>	Registered Nurse - step 3 - 5 <i>(as per the NZNO/DHBs Nursing &amp; Midwifery Multi Employer Collective Agreement)</i>
<b>Reports to (title)</b>	Clinical Nurse Manager
<b>Department / Service</b>	Diabetes & Endocrine Services
<b>Purpose of the position</b>	<ul style="list-style-type: none"> <li>▪ The nurse works in partnership with patients and their families / whanau and collaborates with the multi-disciplinary team, to provide quality nursing care that is safe, cost effective and in accordance with professional, organisational standards, policy and procedure.</li> <li>▪ To provide nursing care in line with the Nursing Council of New Zealand (2007) Competencies for the Registered Nurse Scope of Practice.</li> <li>▪ To support the delivery of the Hawkes Bay Health Sector vision and organisational wide KPI's e.g. MOH targets, financial targets.</li> <li>▪ To recognise and support the delivery of the Hawkes Bay Health Sector vision.</li> </ul>

**Working Relationships**

Internal	External
<ul style="list-style-type: none"> <li>▪ Patients/Consumer/Tangata Whaiora</li> <li>▪ Service Management team (ie, Nurse Director, Clinical Director, Service Director)</li> <li>▪ Wider Organisational Nursing team (ie, Nurse Educators, Clinical Nurse Specialists, Nurse Practitioners, Registered and Enrolled Nurses)</li> <li>▪ Chief Nursing Officer</li> <li>▪ Allied Health Staff</li> <li>▪ Medical Staff</li> <li>▪ Other team members (ie, Care Associates, Nursing students)</li> <li>▪ Relevant advisory groups/committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Families/whanau and caregivers</li> <li>▪ General Practitioners</li> <li>▪ Practice Nurses</li> <li>▪ Primary health providers</li> <li>▪ Health agencies</li> <li>▪ Rural Health centres</li> </ul>

## Dimensions

<b>Expenditure &amp; budget / forecast for which accountable</b>	Nil
<b>Challenges &amp; Problem solving</b>	<p>To support people and their family/carers with the management of their diabetes or endocrine condition using a patient-centred model of care</p> <p>To support other health professionals in their understanding of the management of diabetes and endocrine conditions</p> <p>Guidance and clinical supervision is provided by the Clinical Nurse Specialists and Specialist Physicians within the Specialist Diabetes &amp; Endocrine Service</p>
<b>Number of staff reports</b>	Nil
<b>Delegations &amp; Decision</b>	<p>Registered Nurses practice are responsible for direction and delegation as outlined in the Nursing Council of New Zealand guidelines:</p> <ul style="list-style-type: none"><li>▪ Guideline: Responsibilities for direction and delegation of care to enrolled nurses (May 2011)</li><li>▪ Guideline: Delegation of care by a registered nurse to a health care assistant (May 2011)</li></ul>
<b>Other Indicators</b>	Service provision is for people who have been referred to the Specialist Diabetes & Endocrine Service



## Our vision

**HEALTHY  
HAWKE'S BAY**  
TE HAUORA O  
TE MATAU-Ā-MĀUI

*Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.*

## Our values

**Tauwhiro** – delivering high quality care to patients and consumers

**Rāranga te tira** – working together in partnership across the community

**He kauanuanu** – showing respect for each other, our staff, patients and consumers

**Ākina** – continuously improving everything we do



## Key Accountabilities

<p><b>PROFESSIONAL RESPONSIBILITY</b></p> <p>Has knowledge and judgement in professional, legal, ethical responsibilities and cultural safety. Is accountable for own actions and decisions, while promoting an environment that maximises client safety, independence, quality of life and health.</p>	
<p><b>Tasks (how it is achieved):</b></p> <p>Accepts individual responsibility and professional judgement for position requirements and decision making.</p> <p>Demonstrates responsibility, accountability and commitment in nursing practice and to the nursing profession.</p> <p>Applies the Treaty of Waitangi to nursing practice, assisting patients to gain appropriate support cultural needs and preferences.</p> <p>Demonstrates a clear understanding of direction and delegation when delegating work to others i.e. enrolled nurses, nursing students, care associates.</p> <p>Seeks guidance from senior RN's when required.</p> <p>Recognises and manages risks to provide care that best meets the needs and interests of patients.</p> <p>Demonstrates individual responsibility for professional development.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evaluated through performance appraisal process regarding:</p> <ul style="list-style-type: none"> <li>▪ 100% legislative compliance</li> <li>▪ Working within ethical guidelines, Code of Health and Disability Service Consumers' Rights, HBDHB Professional Nursing Standards, Policies, Protocols and Guidelines.</li> </ul> <p>Evidence of competence by:</p> <ul style="list-style-type: none"> <li>▪ Self assessment against all Nursing Council RN competencies (illustrated through the Nursing Professional Development Recognition Programme [PDRP] at proficient level 3)</li> <li>▪ Three yearly review against all Nursing Council RN competencies.</li> </ul>
<p><b>MANAGEMENT OF NURSING CARE</b></p> <p>Is responsive to client needs in relation to assessment and managing care, supported by nursing knowledge and evidence based research.</p>	
<p><b>Tasks (how it is achieved):</b></p> <p>Demonstrates competence and autonomy of practice in the clinical setting providing nursing care to patients with a range of needs.</p> <p>Utilises nursing knowledge and skills through reflective practice and professional judgement to provide competent care and advice.</p> <p>Completes timely systematic holistic assessments to determine actual and potential risk problems.</p> <p>Recognises recurring patterns related to monitoring and patient responses/conditions and is able to problem solve utilising assessment/monitoring data.</p> <p>Utilises assessment skills and nursing interventions to assess patient responses to treatments and adapt approaches to accommodate any changes.</p> <p>In partnership with the patient, family / whanau, develops an individualised plan of care to achieve the desired outcomes.</p> <p>Implements and coordinates the interventions to deliver the plan of care.</p> <p>Evaluates and records progress toward attainment of desired outcomes and revise the plan of care as necessary.</p> <p>Maintains clear, concise, timely accurate and current documentation within a legal and ethical framework.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evidenced through confirmed assessment on PDRP.</p> <p>Evaluated through evidence of competence by:</p> <ul style="list-style-type: none"> <li>▪ Self assessment against all Nursing Council RN competencies (illustrated through the Nursing Professional Development Recognition Programme [PDRP] at proficient level 3)</li> <li>▪ Three yearly review against all Nursing Council RN competencies.</li> </ul> <p>Evaluated through documentation audits.</p> <p>Evaluated through patient/family feedback.</p> <p>Timely completion of trendcare data &amp; compliance with inter-rater reliability testing (in areas utilising this system)</p> <p>Assessment against the National Diabetes Nursing Knowledge and Skills Framework at specialty level</p> <p>Achievement of accreditation at specialty diabetes nurse level with the Aotearoa College of Diabetes Nurses (NZNO)</p>

<p>Actualises all patients in Trendcare (if applicable within ward / unit).</p> <p>Takes action in situations that compromise the patients safety and wellbeing.</p> <p>Participates in health education, ensuring the patient understands relevant information related to their care.</p>	
--	--

<b>INTERPERSONAL RELATIONSHIPS</b>	
Provides interpersonal and therapeutic communication with clients, other health professionals, including documentation.	
<p><b>Tasks (how it is achieved):</b></p> <p>Demonstrates respect, empathy and interest in the patient.</p> <p>Participates in building clinical capacity and capability of nurses to meet the patient/consumer/tangata whaiora needs in an efficient and effective manner.</p> <p>Demonstrates competence in applying the principles of teaching and learning in association with patient/client care.</p> <p>Contributes to the development of nursing knowledge within the work area.</p> <p>Communicates effectively with patients and members of the health care team.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evaluated through evidence of competence by:</p> <ul style="list-style-type: none"> <li>▪ Self assessment against all Nursing Council RN competencies (illustrated through the Nursing Professional Development Recognition Programme [PDRP] at proficient level 3)</li> <li>▪ Three yearly review against all Nursing Council RN competencies.</li> </ul> <p>Contribution to work area teaching sessions</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Feedback from patients/families</li> <li>▪ Feedback from team members including students.</li> </ul>

<b>INTERPROFESSIONAL HEALTH CARE and QUALITY IMPROVEMENT</b>	
Evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the health care team.	
<p><b>Tasks (how it is achieved):</b></p> <p>Providing guidance and support to all team members including nursing students.</p> <p>Maintains and documents information necessary for continuity of care. Develops discharge plans in consultation with the patient and other team members.</p> <p>Contributes to the coordination of patient care to maximise health outcomes.</p> <p>Participates in quality systems, including standards of practice and service standards.</p> <p>Demonstrates an understanding of quality improvement principles with translation into nursing practice.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evaluated through evidence of competence by:</p> <ul style="list-style-type: none"> <li>▪ Self assessment against all Nursing Council RN competencies (illustrated through the Nursing Professional Development Recognition Programme [PDRP] at proficient level 3)</li> <li>▪ Three yearly review against all Nursing Council RN competencies.</li> </ul> <p>Evaluated through feedback from team members including students.</p> <p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Participation in the Quality Improvement processes</li> <li>▪ Timely completion of trendcare data &amp; compliance with inter-rater reliability testing (in areas utilising this system).</li> </ul>

PATIENT SAFETY	
<p><b>Tasks (how it is achieved):</b></p> <p>Demonstrates the use of patient safety mechanisms to identify near misses.</p> <p>Participation in multi-disciplinary meetings and systems</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evaluated through evidence of competence by:</p> <ul style="list-style-type: none"> <li>▪ Self assessment against all Nursing Council RN competencies (illustrated through the Nursing Professional Development Recognition Programme [PDRP] at proficient level 3)</li> <li>▪ Three yearly review against all Nursing Council RN competencies.</li> </ul> <p>Evaluated through:</p> <ul style="list-style-type: none"> <li>▪ Timely utilisation and completion of patient safety tools e.g., Event Report, Medication Errors, Falls, EWS</li> <li>▪ Evaluated through documentation audits</li> <li>▪ Feedback from team members</li> </ul>

OCCUPATIONAL HEALTH & SAFETY	
<p><b>Tasks (how it is achieved):</b></p> <p>Displays commitment through actively supporting all health and safety initiatives.</p> <p>Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision.</p> <p>Ensures own and others safety at all times.</p> <p>Complies with policies, procedures and safe systems of work.</p> <p>Reports all incidents/accidents, including near misses in a timely fashion.</p> <p>Is involved in health and safety through participation and consultation.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p> <p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>

### Key Competencies

CUSTOMER SERVICE	
<p><b>Tasks (how it is achieved):</b></p> <p>Open and responsive to customer needs.</p> <p>Demonstrate an understanding of continuous quality improvement.</p>	<p><b>How it will be measured (KPI):</b></p> <p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>

**ENGAGING EFFECTIVELY WITH MĀORI****Tasks (how it is achieved):**

Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori

Is visible, welcoming and accessible to Māori consumers and their whānau

Actively engages in respectful relationships with Māori consumers and whānau and the Māori community

Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience

Actively facilitates the participation of whānau in the care and support of their whānau member

**How it will be measured (KPI):**

Accelerated health outcomes for Maori

Evidence of positive feedback from Māori consumers and whānau, and colleagues

Evidence of collaborative relationships with Māori whānau and community/organisations

Evidence of whānau participation in the care and support of their whānau member

## Essential and Desirable Criteria: Qualifications / Skills / Experience

Essential	
Engaging Effectively with Maori	Demonstrates the ability to engage effectively with Maori consumers (patients/families/whanau). Demonstrates ability to apply the Treaty of Waitangi within the Service.
Qualifications (eg, tertiary, professional)	Registration with the Nursing Council of New Zealand as a Registered Nurse.
Business / Technical Skills (eg, computing, negotiating, leadership, project management)	Provides evidence to meet the Nursing Council of New Zealand (2007) Competencies for the Registered Nurse scope of practice and (2012) Code of Conduct for Nurses.
Experience (technical and behavioural)	<ul style="list-style-type: none"> <li>▪ A current practising certificate with the Nursing Council of New Zealand, with evidence of meeting continuing competence requirements.</li> <li>▪ Proficient level 3 portfolio as assessed via an approved Nursing Professional Development Recognition Programme (PDRP)</li> <li>▪ Demonstrated time management skills</li> <li>▪ Demonstrated ability to work within a team</li> <li>▪ Excellent communication skills</li> </ul> <p><b>Values &amp; Behaviours:</b> Shows commitment to, and demonstrates the behaviours of the health sector:</p> <p><b>He kauanuanu</b> Showing respect for each other, our staff, patients and consumers – <b>this means I actively seek to understand what matters to you.</b></p> <p><b>Ākina</b> Continuously improving everything we do – <b>this means that I actively seek to improve my service.</b></p> <p><b>Rāranga te tira</b> Working together in partnership across the community – <b>this means I will work with you and your whanau on what matters to you.</b></p> <p><b>Tauwhiro</b> Delivering high quality care to patients and consumers – <b>this means I show empathy and treat you with care, compassion and dignity</b></p>
Desirable	
	<ul style="list-style-type: none"> <li>▪ Post-graduate qualification relevant to the specialty, previous and/or planned</li> <li>▪ Knowledge and skills in diabetes nursing at a specialty level on the National Diabetes Nursing Knowledge &amp; Skills Framework</li> <li>▪ Committed to achieving and maintaining accreditation with the Aotearoa College of Diabetes Nurses (NZNO)</li> </ul>

## Recruitment Details

Position Title	Registered Nurse – Diabetes & Endocrine
Hours of Work	48 hours per fortnight - permanent
Salary & Employment Agreement Coverage	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) \$56865 - \$66,755 gross per annum according to qualifications and experience pro rata for hours worked.
Date	October 2016