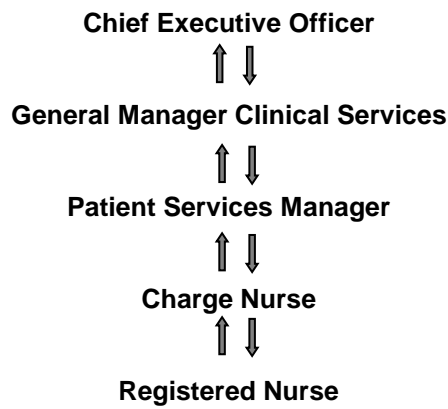




**Braemar Hospital Job Description**  
**Position Title: Registered Nurse – Acute Services**

**Responsible to**      **Patient Services Manager**  
**Prepared/Reviewed**      **March 2022**

**Place in Organisation**



**Position Holder's Name** \_\_\_\_\_

**Position Holder's Signature** \_\_\_\_\_

**Manager's Name** \_\_\_\_\_

**Manager's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Purpose of the Position**

To provide exceptional nursing care to patients of Braemar Hospital to a standard of excellence  
 To maintain a safe and therapeutic health care environment  
 To provide a level of service that meets the goals and objectives of Braemar Hospital  
 To be an active and positive team member  
 To carry out responsibilities in a professional manner, respecting both the patient and the team's expectations and requirements.

**Summary of the Position**

To provide an excellent standard of clinical care that meets the specialists' individual requirements

**Nature & Scope of Responsibilities**

**Service Requirement**

<b>Accountabilities</b>	<b>Performance Measures</b>
To meet the Standards of Care policies and procedures and report any variances to the Associate Charge Nurse or Charge Nurse	<ul style="list-style-type: none"> <li>• To ensure that each patient receives timely competent and quality service in order to meet their needs.</li> <li>• To contribute to the formulation of ward practice/procedures and to follow all agreed processes and procedures</li> <li>• Ensure every clinical patient record is completed and documented in an accurate manner.</li> <li>• To be fiscally responsible by ensuring that patient charge sheets are accurately captured and completed as per Braemar Hospital procedure and policy.</li> <li>• To ensure that medical staff are informed of all patient related information in a timely manner.</li> <li>• To ensure an integrated service delivery through open communication and information exchange.</li> </ul>

**Health & Safety**

<b>Accountabilities</b>	<b>Performance Measures</b>
To recognize individual responsibility for workplace health and safety under the health and safety act.	<ul style="list-style-type: none"> <li>• Advice or assistance is sought before commencing an unfamiliar work practice.</li> <li>• All incidents including near miss events are accurately recorded, and escalated within the time frame specified in BHL Policy</li> <li>• There is evidence that work practices ensure safety for self and others including the identification and control of work place hazards</li> </ul>
To participate in and comply with the requirements of the Health & Safety Legislation and associated Braemar policies	<ul style="list-style-type: none"> <li>• Performance demonstrates the knowledge and understanding of relevant health and safety in practice. Emergency management procedures and compulsory / compliance education and training completed.</li> </ul>

<b>Risk Management</b>	
<b>Accountabilities</b>	<b>Performance Measures</b>
<p>To act proactively within areas of responsibility to reduce the number of accidents/incidents.</p> <p>To actively contribute to risk minimization activities within the service</p>	<ul style="list-style-type: none"> <li>• Contributes to the service's risk management activities by:</li> <li>• Identifying risks and escalating to the department Manager at the point of identification</li> <li>• Participating in the service's risk minimization activities</li> <li>• Complying with Braemar policies, procedures, protocols and guidelines</li> <li>• To fully participate in the process of Quality Improvement initiatives and the process of accreditation including procedure and policy formulation</li> </ul>

<b>Continuous Quality Improvement</b>	
<b>Accountabilities</b>	<b>Performance Measures</b>
<p>To develop and maintain a culture of continuous improvement</p> <p>To ensure full compliance with approved quality standards in all areas of responsibility</p> <p>To remain current with organizational policy and procedures</p>	<p>Contributes to the service's Continuous Quality Improvement by:</p> <ul style="list-style-type: none"> <li>• Identifying and contributing to improvement opportunities and sharing with the manager</li> <li>• Participating in the service's quality improvement activities</li> <li>• Providing excellent customer service</li> <li>• Complying with standards</li> <li>• Being responsive to customer requests or complaints</li> <li>• Working to improve quality of service and customer satisfaction</li> <li>• Ensures that Braemar Hospital maintains delivery of service and physical attributes consistent with a Hotel ethos</li> </ul>

<b>Team Member</b>	
<b>Accountabilities</b>	<b>Performance Measures</b>
<p>Individual responsibilities actions and contributions enhance the success of the area/service/team and division</p>	<ul style="list-style-type: none"> <li>• Maintains a current knowledge of relevant issues, trends and practices</li> <li>• Behaviour demonstrates cultural appropriateness</li> <li>• Builds and maintains positive and productive working relationships</li> <li>• Participates as a member of designated group(s)</li> <li>• Values individual effort, innovation and creativity</li> </ul>
<p>Treaty of Waitangi</p>	<p>Works in a way that demonstrates:</p> <ul style="list-style-type: none"> <li>• Partnership and shared decision making with Māori</li> <li>• Participation and consultation with Māori</li> <li>• Protection of Māori needs, values and beliefs</li> </ul>
<p>Equal Employment Opportunities (EEO)</p>	<ul style="list-style-type: none"> <li>• Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices</li> </ul>

### Health & Safety Obligations

1. The employee shall take all reasonably practicable steps to eliminate or minimise risk in the workplace.
2. The employee shall take all reasonably practicable steps to ensure that no action or inaction by the employee while at work causes harm to any person. The failure to take all reasonably practicable steps may result in disciplinary action up to, and including summary dismissal.
3. The employee shall ensure that safety procedures are followed at all times and shall comply with the employer's health and safety rules and procedures. Failure to comply with the employer's rules and procedures may result in disciplinary action up to and including dismissal.
4. The employee shall comply with reporting obligations to the employer in respect of health and safety matters and exercise due diligence in respect of the officer duties. Failure to report or exercise due diligence may result in disciplinary action up to and including dismissal.
5. The employee is expected to report as soon as possible to management any accidents, incidents or hazards arising during the course of the employment.

### Personal & Professional Development

<i><b>Accountabilities</b></i>	<i><b>Performance Measures</b></i>
<p>Assumes responsibility for personal and professional / work education and development</p> <p>Role models expected conduct and standards for team harmony within department and at committee level</p> <p>Actively seeks new personal growth opportunities and undertakes the necessary education /training to deliver on new projects</p> <p>Uses nursing knowledge and skill to assess, plan, implement and evaluate patient needs</p> <p>Applies analytical reasoning and professional judgement to nursing practise issues/decisions.</p>	<ul style="list-style-type: none"> <li>• Can demonstrate how skills/information/currency in thinking is undertaken; can demonstrate new learning in action by effective performance</li> <li>• New and ongoing learning needs are articulated and appropriate resources for education and training are sourced</li> <li>• Reflects on own practice and professional behaviour; modifies own behaviour according to feedback, results, and outcomes</li> <li>• Reflect upon, and evaluates with peers, the effectiveness of nursing care.</li> <li>• Prepares for, and participates in self-appraisal and annual performance review</li> </ul>
<p>The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position</p>	<ul style="list-style-type: none"> <li>• Additional duties are performed in an efficient manner, to the required standard within a negotiated timeframe</li> </ul>
<p>The staff member contributes to the overall success of Braemar Hospital</p>	<ul style="list-style-type: none"> <li>• Feedback from peers, management, medical staff and support staff confirms contributions are positive, participation is effective.</li> </ul>

<b>Staff Reporting</b>	
Direct Reports	Nil

<b>Relationships</b>	
Internal	All Staff within Braemar Hospital Resource Nurses Hospital Coordinators/ Charge Nurses and Associate Charge Nurse Charge Nurse and Associate Charge Nurse Executive Team Patients and families
External	Surgeons rooms Other private surgical and public hospitals Medical associates Midland Cardiovascular Service Providers of local clinical support services

<b>Person Specifications</b>	
<b>Education</b>	
Essential	Registered Nurse
Desirable	Other relevant additional tertiary qualification
<b>Training &amp; Experience</b>	
Essential	<ul style="list-style-type: none"> <li>• Minimum 2 years postgraduate experience in an acute care setting such as PACU, HDU/ICU and/or CCU</li> <li>• Current Advanced Care life support – NZRC or equivalent minimum level 6</li> <li>• Current Nursing Council Practicing Certificate</li> </ul>
<b>Competencies</b>	
Professional Skills	<ul style="list-style-type: none"> <li>• Advanced Clinical assessment competence with sound skill knowledge base with reference to accepted surgical and standards of practice</li> <li>• Effective communication and interpersonal skills (written and oral) in English</li> <li>• Proven ability to change, innovate and be adaptable.</li> <li>• Logical approach to problem solving, fosters inquire and critical thinking Effective workload planner with excellent time management skills.</li> <li>• Commitment to own professional development</li> </ul>
Personal Skills	<ul style="list-style-type: none"> <li>• Relationship development and management</li> <li>• Initiative and Drive</li> <li>• Accountable /Reliable/Honest</li> <li>• Achievement Oriented</li> <li>• Self Sufficient / Independent</li> <li>• Flexible and Adaptable</li> <li>• Innovative and Creative</li> </ul>

Behavioural Attributes	<ul style="list-style-type: none"><li>• Team Player</li><li>• Respect for professional relationships</li><li>• Respect for privileged information</li><li>• Outstanding customer service</li><li>• Solution focused</li><li>• Exhibits consistency in behaviour</li><li>• Cheerful disposition with a sense of fun at work</li><li>• Sincere interest in people and their wellbeing.</li></ul>
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