

Position Description

Position Title:	Registered Nurse Patient Services
Department:	Patient Services
Location:	Kaweka Hospital and affiliated sites
Reporting To:	Patient Services Team Leader

Kaweka Values and Culture

The Kaweka Way – Making It Better

The Kaweka Way encompasses the foundational values that allow us to provide a world class facility and service to our patients, our local community and our teams.

Kounga - Quality

I will confidently ensure that all patients and staff have a quality experience and patients have the best possible health outcome.

Ngākau tapatahi - Integrity

I will create an environment of trust that inspires and elicits open-minded attitudes towards quality and improvement.

Mahi ngātahi - Teamwork

I will remove barriers to create more effective systems and processes and ensure that collaboration and inclusiveness are at the heart of everything I do.

Atawhai - Kindness

I will treat all of our patients and colleagues with respect for their position, understanding, compassion and genuine care so that they feel reassured and at ease.

Pārekareka - Fun

I will embrace Kaweka Hospital as an appealing workplace that is happy and fulfilling for our team.

Whakapai ake - Improvement

I will continuously improve my knowledge and skills to ensure that Kaweka Hospital is a leading surgical facility improving and innovating healthcare in New Zealand.

All Hands On-Deck Approach

At Kaweka Hospital we know the most successful teams are made up of people who are willing to “jump in and get the job done”, even if it’s a task not specifically stated in your position description. From time-to-time this may be required of you, however, we will always ensure that your safety, and that of our patients, is paramount so we will never expect you to do anything outside what is reasonable for your role.

Purpose of the position

Our Registered Nurses use nursing knowledge and complex nursing judgment to assess patients’ health needs and to provide care, advice and support to manage their health throughout their journey with Kaweka Hospital and beyond. They work within their scope of practice as part of a multidisciplinary team. They work in partnership with individuals, families and whānau to achieve the best possible patient outcomes. The Patient Services team, work alongside and with surgeons and anaesthetists and contribute directly to the success of patient outcomes. The Patient Services team plays a vital role in the full patient experience with Kaweka Hospital from the initial booking through to the completion of their journey.

Position Responsibilities

- First and foremost, a Registered Nurse will practice in accordance with the Nursing Council of New Zealand Code of Conduct and competencies for a Registered Nurse.
- Ensure that professional, legal, ethical and cultural safety standards, are maintained. Demonstrate knowledge and judgement and be accountable for one's own actions and decisions, while promoting an environment that maximises patient safety, independence, quality of life and health.
- Work closely with the surgeons to enable them to deliver the best possible care, and surgical results, for our patients.
- Provide assessment and patient care, which is responsive to each patient's needs, and is supported by nursing knowledge and evidence-based research and in accordance with appropriate instructions given by medical staff.
- Provide interpersonal and therapeutic communication with patients, other nursing staff and interprofessional communication and documentation.
- Participate as a member of the team, evaluate the effectiveness of care and promote a nursing perspective within the activities of a multidisciplinary team.
- Contributes to the delivery of safe and effective services.
- Ensures standards of care are assured and documented.
- Coordinate patient care with other members of the surgical team.
- Communicate and collaborate effectively with members of the team and other stakeholders.
- Act as a patient advocate and maintain privacy and confidentiality of individuals and health information.

Your Commitment to Diversity and Reducing Inequities

- Supports a health workforce that reflects the Hawke's Bay community.
- Demonstrates knowledge and understanding of local tikanga and Māori culture and supports the use of Te Reo Māori.
- Is visible, welcoming and accessible to Māori, Pasifika patients and their whānau, and all other ethnicities without prejudice.
- Is committed to reducing inequities for Māori and Pasifika in accessing services.
- Is able to apply the Tiriti o Waitangi within the delivery of services on behalf of Kaweka Health.
- Actively engages in respectful relationships with all patients and their support networks to encourage participation in the delivery of care.
- Demonstrates the ability to engage with all patients and how they identify themselves.
- Provides an accessible service for the disabled community that recognises the individual needs of the patient.
- Promotes awareness of LGBTTQIA+ communities, the challenges they face and being an ally in the workplace.

Your Commitment to Quality, Occupational Health, Safety, & Wellbeing, and Environment

- You will be proactive in the use of appropriate mechanisms to identify all accidents, incidents, near misses, and nonconformances.
- You will participate in multi-disciplinary meetings and systems.
- You will not do anything that puts your own or others occupational health & safety, or wellbeing at risk.
- Follows all quality, occupational health, safety, & wellbeing, and environmental policies, procedures, and instructions.
- Understand your rights and responsibilities as a worker under the Health and Safety at Work Act 2015.

Kaweka Health Staff are People Who

- Lead by example and are self-confident but humble.
- Operate with a defined vision and a bias for action.
- Are self-directed, rapid learners.
- Aren't content with the status quo and are able to break down barriers to move the organisation forward.
- Exhibit passion and excitement regarding their work.
- Are tenacious and willing to put in extra effort to achieve their, and Kaweka's goals.
- Are collaborative by choice and don't make decisions in isolation.
- Are passionate about improving the responsiveness and quality of the solutions delivered.
- Have effective written and face-to-face communication skills.
- Are problem solvers by nature.

- Have superior customer service mindsets.
- Are able to influence others, work in a team environment, and also able to work independently.
- Are able to handle multiple, and sometimes conflicting, priorities.

Professional Requirements

Education

Required

- Bachelor's degree in Nursing.
- Current registration with Nursing Council of New Zealand as a Registered Nurse.

Desired

- Basic life support certification
- Advanced cardiac life support (ACLS) certification
- Paediatric Advanced Life Support (PALS) certification

Experience

At least three years varied surgical services experience of which a minimum of one should have been based in Admissions/Day surgery or Pre-Admissions nursing.

Expectation and Scope

- Makes decisions within delegated responsibility to meet requirements within the team.

People Management

- May delegate to and direct enrolled nurses, health care assistants, operating theatre assistants, student nurses and others within their scope of practice.

Physical Status

- Physically demanding role, high stress environment.
- Exposure to blood, body fluids and tissue, communicable diseases, chemicals, radiation and repetitive motions.
- Full range of body motion including handling and lifting patients.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting, standing and walking for extensive periods of time.
- Lifting and carrying items weighing up to 20kgs.
- Corrected vision and hearing to within normal range.

Vaccination Status

Recommend vaccinations and those deemed mandatory and as required by the Ministry of Health. This will be reviewed frequently by the Senior Leadership Team following any amendments to the requirements of the Ministry of Health.

Employment Agreement:	Individual Employment Agreement as agreed with the employee, commensurate with experience.
Position Description Prepared Date:	December 2024
Employee Name:	
Signed by Employee:	
Date of Signature:	

Small changes to your position may occur however anything of an ongoing nature will be reviewed, agreed and entered in writing as a variation.