

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	Registered Nurse General Surgical, Vascular & Plastics Outpatient Department		
	<b>DIRECTORATE</b>	Surgical Directorate	<b>DEPARTMENT</b>	General Surgical, Vascular & Plastics Outpatient Department
	<b>REPORTING TO</b> (operationally)	Clinical Nurse Manager, General Surgical, Vascular & Plastics Outpatient Department	<b>REPORTING TO</b> (professionally)	Clinical Nurse Manager, General Surgical, Vascular & Plastics Outpatient Department
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the General Surgical, Vascular & Plastics Outpatient Department in the Hawke's Bay District Health Board (HBDHB) Staff reporting - Nil			
<b>PURPOSE OF THE POSITION</b>	Registered nurses utilise nursing knowledge and complex nursing judgment to assess health needs and provide care, and to advise and support people to manage their health. They practise independently and in collaboration with other health professionals, perform general nursing functions, and delegate to and direct enrolled nurses, health care assistants 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. Registered nurses are accountable for ensuring all health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.			
<b>KEY DELIVERABLES</b>	The Registered Nurse will practice in accordance with the Nursing Council of New Zealand Code of Conduct and competencies for a Registered Nurse. The Registered Nurse will utilise their nursing knowledge to: <ul style="list-style-type: none"> <li>• Demonstrate knowledge &amp; judgement &amp; is accountable for own actions and decisions, while promoting an environment that maximises health consumer safety, independence, quality of life and health.</li> <li>• Undertake nursing assessments, care planning &amp; evaluation of the health consumer's care, which is responsive to their needs, and which is supported by nursing knowledge, patient safety tools and evidence based practice.</li> <li>• Demonstrate effective &amp; therapeutic communication with health consumers &amp; all team members which is clearly documented.</li> <li>• Evaluates the effectiveness of care &amp; promotes a nursing perspective within the activities of the team.</li> <li>• Provide evidence based health education and advice to patients and whanau to enable them to make health choices suitable to their needs and be self-managing.</li> <li>• Ensures documentation is accurate and maintains privacy, including use of assessment and acuity tools.</li> <li>• Demonstrates responsibility for supporting the learning of others e.g., new staff, graduates, nursing students, within the clinical area.</li> <li>• You may be assigned additional portfolios within this role and these will be mutually agreed between yourself and your manager.</li> <li>• Engages in professional development and ongoing maintenance of continuing competence with a professional development recognition programme (PDRP) portfolio, evidenced within 12 months of commencing within the role.</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			

<b>KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>• Patients/Consumer/Tangata Whaiora</li> <li>• Clinical Nurse Manager</li> <li>• Wider department nursing team</li> <li>• Wider Organisational Nursing teams</li> <li>• Chief Nursing and Midwifery Officer</li> <li>• Allied Health Staff</li> <li>• Medical Staff</li> <li>• Other team members</li> <li>• Administration staff</li> </ul>	<b>EXTERNAL</b> <ul style="list-style-type: none"> <li>• Other service providers</li> <li>• Primary &amp; NGO sector</li> <li>• Rural health providers</li> <li>• Regional / other DHB services</li> </ul>
<b>DELEGATION AND DECISION</b>	Registered Nurses practice are responsible for direction and delegation as outlined in the Nursing Council of New Zealand guidelines: <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>HOURS OF WORK</b>	Variable days, as required - Monday – Friday	
<b>TENURE</b>	Casual	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) \$75,773 - \$106,739 gross per annum according to qualifications and experience pro rata for hours worked.	
<b>DATE</b>	February 2025	
<b>EXPENDTURE AND BUDGET RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>• Meeting Ministry of Health Outpatient Targets (ESPI1 &amp; 2).</li> <li>• Awareness of Outpatient Referral Management Processes such as First Specialist Appointment (FSA), timeframes.</li> <li>• Follows process for Did Not Attend outpatient appointments.</li> <li>• Works closely with Head of Department, Clinical Nurse Manager, outpatient booking coordinators to ensure Ministry of Health Targets are met.</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Current registration with Nursing Council of New Zealand as Registered Nurse.

### Experience

- Sound wound care knowledge & experience

### Business / Technical Skills

- Holds a current annual practising certificate as Registered Nurse.
- Holds a currently assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme (PDRP)
- Good computer skills.
- Demonstrated sound assessment skills

### Key Attributes

- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Effective communication skills.
- Positive attitude with problem solving focus.

### Effectively Engaging with Māori

- 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

### Physical requirements for role:

Able to kneel

Able to get 1 knee up on bed

Able to squat

Able to raise arms above head

Able to reach arms out in front

Able to walk up 2 flights of stairs without stopping

Able to do at least 3 half press ups (i.e. on knees)

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination

## DESIRABLE CRITERIA

### Experience

- General Surgical, Vascular & Plastics Outpatient experience.
- Negative Pressure Wound Therapy experience

### Business / Technical Skills

- Advanced Outpatient experience



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

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



**HE KAUANUANU RESPECT**  
Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

**RARANGATE TIRA PARTNERSHIP**  
Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**  
Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.