

# Position Description

<b>Role:</b>	Registered
<b>Reports to:</b>	Clinical Manager
<b>Parameters of Role:</b>	1.0 FTE
<b>Location:</b>	Laura Fergusson Trust Wellington
<b>Staff responsibility:</b>	Responsible for the direct line management of Support Workers
<b>Effective date:</b>	February 2020

## Mission, Vision and Values

**Our Mission:** The Laura Fergusson Trust provides opportunities for people with disabilities to pursue a supported and independent lifestyle.

**Our Vision:** Building on our abilities.

**Our Values:** In our work, we value people, innovation and excellence.

## Background to the Role

The Wellington Laura Fergusson Trust (LFT) provides client residential, respite and community, rehabilitative and recreational services to individuals with a physical disability.

LFT prides itself on providing a comfortable, accessible, well-maintained resident facility and grounds, in a homelike environment.

All staff are expected to support residents/clients to build on their abilities so they are able to live a life that is as independent as possible.

## Purpose of the Position

1. To provide competent, efficient and effective nursing / clinical care services through appropriate assessment, care planning and intervention that enhances and achieves the optimum health and wellbeing of clients.
2. To establish and maintain a therapeutic relationship with LFT clients, their families and whanau.
3. To assess health needs, provide care and support people to manage their health.
4. To work independently and in collaboration with other health/allied health professionals and the Rehabilitation and Programmes Team in a manner that facilitates the organisations mission.
5. To orientate, coach, mention and supervise staff and, provide direction and delegation to Enrolled Nurses(EN), Coordinators and care and support staff.
6. To support the leadership team ensuring it is well-equipped with the appropriate level of information to drive forward the LFT continuous quality improvement strategy.

## **Key Areas of Responsibility**

### **1. Clients**

The Registered Nurse promotes an environment that ensures the safety of clients / health team members and others, acting as a resource, role model or leader as appropriate. Identify and manage risk as applicable to

- Infection control/ communicable disease.
- Health and safety / environmental issues (i.e. Cold chain policy).
- Restraint minimization and safe practice (NZS 8141:2001).
- Incident reporting.
- Cultural safety.
- Physical safety of clients /self/ others
- Client non compliance
- Security.

Implement nursing responses and policies for risk management within area of practice.

Recognise and respond to changes in client health status including critical or unexpected events, being able to initiate appropriate / immediate response.

### **2. Staff**

- Coordination and delegation of support care needs appropriate to staff role
- Manage/maintain the staff roster, populate and circulate rosters in a timely manner, ensure that rostering practices are fair, transparent and appropriate for the needs of clients, staff and organisation. Arrange replacements for rostered staff that are unable to work their rostered shifts due to unplanned and planned leave, training / professional development.
- Act as a mentor for new Team Leaders during the Orientation process and assist with the orientation of new staff.
- Support, coach and empower staff to fulfil the responsibilities of their role
- Assist the Clinical Manager with staff skills assessments and performance appraisals.
- Monitor staff training and ensure that time is made available on the roster for staff to attend required training.
- Foster team work and collaboration in person-centred care
- Participation in monthly staff meetings and staff training
- Complete allocated staff appraisals on a yearly basis and report back to Clinical Manager

### **3. Quality Management**

- Influence and support staff in Organisational projects/Quality initiatives
- Conduct quality audits and surveys, as per the Quality Management System policies and procedures, as required and/or when requested

- Actively participate with clients Lifestyle Plans, monitoring and reporting on progress to the Clinical/Rehabilitation teams
- Consistently review processes to improve service delivery
- Ensure compliance with LFT policies and procedures both for self and reporting staff.

**4. Workplace Health & Safety**

- Comply with health and safety policies and procedures to maintain a safe workplace and report all incidents, adverse events, accidents and near misses in a timely fashion.
- Role model health and safety standards and practices
- Identify and assess risks within the working environment and take all practical steps to control those risks.

**5. Professional Development**

- Maintains a high level of professional responsibility and performance
- Actively participate in training and other activities to maintain and improve competence.

**Note:** The duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NZ Registered Nurse (RGON, RcpN, BN).</li> <li>• Must be a New Zealand citizen or permanent resident or the holder of a valid work visa</li> <li>• Full New Zealand driver’s licence, or legally licensed and able to drive in New Zealand.</li> </ul>
<b>Competencies (Knowledge, Skills and Experience Required)</b>	<ul style="list-style-type: none"> <li>• Knowledge of legislation applicable to this role, e.g. the Privacy Act, The Code of Health and Disability Services Consumers' Rights</li> <li>• Understanding of and commitment to Te Tiriti o Waitangi</li> <li>• Ability to work independently, maintain accountability and demonstrate a collaborative approach</li> <li>• Experience in primary health care and/or emergency care is an advantage.</li> <li>• Computer literacy</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Team player who consistently demonstrates a willingness to support peers and go the extra mile.</li> <li>• Adaptability, flexibility and a willingness to embrace change.</li> <li>• High-levels of personal and professional integrity.</li> <li>• Respect for and sensitivity to cultural, health and disability needs</li> <li>• Clarity and openness about decision-making processes, wherever possible providing opportunities for others to be involved in decisions that affect their work.</li> <li>• Give new ideas from others a fair hearing and proper consideration.</li> <li>• Promote and role model a positive, open, inclusive and collaborative approach</li> <li>• Being engaged and having fun at work</li> </ul>

I have read and understood the duties and responsibilities of the position described in this role description.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_