

Position Description

Job Title: **Registered Support Staff**

Registered Nurse, Enrolled Nurse, Nurse Assistant

Primary Purpose of the Role:

To work as part of a team to encourage and empower people with a learning disability to live a meaningful life by providing quality care and support that enhances and enriches people's lives and creates optimum conditions for individual development.

This will involve:

- Developing, implementing and evaluating care and support appropriate to individual need
- Actively promoting self advocacy, self confidence, independence, participation and choice.
- Assisting people to achieve opportunities and involvement in a valuing lifestyle of their choice shared by family, friends and the community
- Role modelling a commitment to the mission and values of Brackenridge
- Promoting a positive and learning culture

Reports to:	Person Centred Coordinator / Manager Client Services / Health Advisor
Functional relationships with:	The people being supported, parents/family/whanau, friends, managers, behaviour support, vocational planner, communication coordinator, community agencies, doctor/specialist/ allied health staff and other professional groups

Scope of Practice

The Registered Support Staff will utilise nursing knowledge and nursing judgement to assess health needs and provide support and care, and to advise and support people to manage their health and support needs. The Registered Support Staff practices independently and in collaboration with others, performs nursing functions and delegates to others in accordance with relevant legislation/codes/policies and **within their scope of practice**. This occurs in partnership with individuals, families, whanau and communities.

Key Performance Objectives:

Task

1. To demonstrate professional responsibility, complying with Brackenridge's Policy and Procedures and working within Brackenridge's philosophical framework.

- Accepts responsibility for ensuring practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.
- Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice and support
- Demonstrates accountability for directing, monitoring and evaluating support that is provided by others and utilises more experienced RN's to assist with problem solving and setting priorities

- Promotes an environment that enables independence, choice, dignity, quality of life and health for people being supported
- Practices in a manner that the person determines as being culturally safe.
- Represents Brackenridge and the nursing profession in a committed way, projecting a professional image at all times

2. To demonstrate professional accountability in the support of individuals embodying the Code of Health and Disability Services Consumers Rights

- Assists identification of individuals needs, wishes and aspirations
- Acts as a key worker and advocates supporting the individual through the person centred planning process (What You Need To Know About Me) and implements agreed goals ensuring people have opportunities to develop new skills and retain old ones. Liaises with others in pursuance of people's goals and positively promotes the person centred model of support.
- Supports people's participation in social, leisure, educational and employment opportunities within the local community and in line with ordinary life principles.
- Builds and extends people's circles of support by developing and maintaining friendships and relationships in their community.
- Implements Active Support within the values of involvement, participation and relationship building.
- Encourages and promotes a healthy lifestyle including ensuring people are involved in the choosing, planning and preparation of healthy, nutritious meals
- Provides planned nursing care and support to achieve identified outcomes
- Undertakes comprehensive assessment of individuals in a variety of settings
- Ensures documentation is accurate and maintains confidentiality of information and adheres to legislative and Brackenridge's policies and procedures on confidentiality and the management of sharing information
- Ensures individuals and their family/whanau/representative have adequate explanation of the effects, consequences and alternatives of proposed care/support options
- Communicates regarding verbal and written reports to ensure information is passed to the relevant people including individuals, family/whanau, staff and other agencies whilst ensuring that confidentiality is appropriately maintained.
- Acts appropriately to protect oneself and others if faced with unexpected responses, confrontation, personal threat or other crisis situations
- Evaluates individuals progress toward expected outcomes in partnership with the person and their family/whanau/representative
- Recognises changes in people's health status and support needs and intervenes appropriately
- Recognises own limitations of knowledge and utilises appropriate recourse people when necessary.
- Provides education appropriate to the person and their needs and maximises opportunities for learning and independence.
- Maintains professional development
- Continues to advance clinical knowledge and skills through self learning, in service education and external programmes as approved by line manager.
- Participates in teaching others
- Role models "best practice" behaviours by ensuring the promotion of people's independence, choice, equality, diversity and rights
- Positively promotes the services of Brackenridge and fosters increased awareness and support for the organisation

3. To participate in the annual performance review process in conjunction with the line manager or nominated appraiser.

- Prepares for and participates in annual performance review
- Identifies and documents professional goals
- Maintains a professional nursing portfolio
- Presents Annual Practicing certificate in a timely manner

4. Health and safety - To maintain a safe and secure environment by following relevant Brackenridge policies, protocols and standards

- Ensures that risk policies are followed and that Health and Safety, fire, accident and incident recording and other procedures are observed.
- Promptly initiates first aid/emergency actions and summons emergency response and provides emergency assistance
- Completes Fire, CPR, Health and Safety, Infection Control, NVCI, medication training and updates regularly as required by Brackenridge's policies and procedures
- Identifies and takes appropriate action and promptly records individual and Occupational Safety and Health incidents
- Assists in the maintenance of equipment and where necessary promptly reports unsafe or malfunctioning equipment
- Maintains standards for safety, hygiene and medico-legal requirements

Organisational Competencies

Individual Support – To provide quality nursing care and support services that are what individuals want and need. To give individuals the opportunity to comment or complain if they need to. **To work with individuals and do what needs to be done to meet their needs.** To inform your line manager about what individuals say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your line manager identifying your development needs through your personal development plan. To attend and complete all identified core competency training. To be a member of and actively participate in Quality Council, Health and Safety/ other committees and Working Parties as required. To be ready to share learning with others.

Valuing Diversity – To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what individuals tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of Brackenridge's goals, mission and values.

Person Specification

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Minimal Essential Requirements	Method of Assessment
1. Skills and Knowledge	
Demonstrates professional accountability within scope of practice	Application / Interview
Relates to people with a learning disability in a positive and valuing manner. Uses valuing language. Has a genuine want to work for people with a learning disability	Application / Interview
Recognises that people with a disability have the same rights and life expectations as the broader community	Application / Interview
Strong focus on human rights	Application / Interview
Has a demonstrated commitment to the New Zealand Disability Strategy	Application / Interview
Can influence and mentor others in a positive and constructive way	Application / Interview
Ability to handle cash and to record income and expenditure within individual and household accounts	Interview
Demonstrates an effective understanding of issues around disability, gender, race culture and sexuality as they affect the people they support.	Application / Interview
Embraces diversity and positively promotes individualised support	Application / Interview
Demonstrates emotional maturity by making good decisions even in difficult situations. Has a relaxed even temperament.	Application / Interview
Warm, open and receptive. Open to other people's ideas. Respects others and demonstrates the capacity to work cooperatively alongside others to achieve common goals	Application / Interview
Fosters the introduction of new ideas and is active in encouraging others to support different approaches	Application / Interview
Demonstrates an awareness of the treaty of Waitangi/Te Tiriti o Waitangi and it's relevance to the support of Maori in Aotearoa/New Zealand.	Application / Interview
Demonstrates self motivation by setting high personal standards. Sets goals and is focused on achieving them. Can work autonomously but is also prepared to seek advice where appropriate.	Application / Interview
Has good communication skills and is able to express themselves both orally and written in a clear and understandable manner.	Application / Interview
Can maintain accurate documentation and complete reports in a timely manner.	Application / Interview

<p>Health and Safety The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk</p>	Interview
<p>Confidentiality A knowledge and understanding of the legislative requirements on confidentiality and the management and sharing of information</p>	Interview
<p>Individual Support – listen and respond to individual need, seek out innovative ways of consulting individuals and engaging partners. Network with others to develop supports for the benefit of the individual.</p>	Interview
<p>Staff Support – Influence and mentor others in a positive and constructive way to empower people to live meaningful lives</p>	Interview
<p>Valuing Diversity Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance service quality whilst being prepared to accept feedback about your own behaviour. Recognise people’s strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage.</p>	Interview

2. Experience/ Qualifications/Training

<p>Essential: Be registered with the Nursing Council of New Zealand as a Registered General / Comprehensive / Psychopaedic Nurse or Be registered with the Nursing Council of New Zealand as an Enrolled Nurse or Be registered with the Nursing Council of New Zealand as a Nurse Assistant</p>	Application
<p>Hold a current Nursing Council of New Zealand Annual Practicing Certificate</p>	Application
<p>Must be willing to undertake appropriate training and development in order to meet the requirements of the position</p>	Application / Interview

3. Work Related Circumstances

<p>A No Smoking Policy will apply</p>	Interview
<p>To work contracted hours which will include a rota shift system to cover mornings, evenings and weekends as required.</p>	Interview
<p>To assist people who require moving and handling support in accordance with Brackenridge’s policies and procedures</p>	Interview
<p>To manage personal stress that may be generated by the working environment.</p>	Interview
<p>To hold a full clean and current drivers licence. Must be able to drive a manual car and/or van</p>	Application
<p>Satisfactory Police Check</p>	Application

The intent of this position description is to provide a representative summary of the primary duties and responsibilities performed by staff in this role. Staff members may be requested to perform job related tasks other **than those** specified.

Note to Applicants: Please try to show in your application form how you best meet these requirements