

REGISTERED NURSE, MEDICAL OUTPATIENTS AND ONCOLOGY

1. PURPOSE OF POSITION

The Staff Nurse will provide optimum care utilising nursing knowledge and skills to patients within the Medical & Oncology Outpatient Area (or when directed by the Clinical Nurse Manager to work in another Outpatients Departments).

Assists with all the activities within the Outpatients Department, ensuring adequate resource levels, reordering of consumables, maintenance and checking of equipment.

Professional development and ongoing training is a key of this position. With your Manager, you will identify your training needs and develop an educational programme that addresses these needs. Assistance with the orientation of new staff and associated documentation will be part of this role.

2. ORGANISATIONAL VALUES

Here at the Taranaki District Health Board (DHB) our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Taranaki DHB's values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Taranaki DHB values are:

Partnerships	WHANAUNGATANGA	We work together to achieve our goals
Courage	MANAWANUI	We have the courage to do what is right
Empowerment	MANA MOTUHAKE	We support each other to make the best decisions
People Matter	MAHAKITANGA	We value each other, our patients and whanau
Safety	MANAAKITANGA	We provide excellent care in a safe and trusted environment

3. DIMENSIONS

Reports to:	Clinical Nurse Manager: Renal and Medical & Oncology Outpatients
Number of people reporting to you	Nil
Financial limits authority	Nil
Operating Budget	Nil

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4. WORKING RELATIONSHIPS

External	Internal
General Practitioners Pharmacists Other DHBs Visiting Oncologists Visiting Haematologists Cancer Society Hospice Central Cancer Network	Community Ambulatory Manager Oncology MOSS Physicians Surgeons Laboratory staff Fulford Radiology Inpatient Services Allied Health District Nursing Payroll Pharmacy Booking staff

5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
<p>1. Clinical Duties: Medical & Oncology Outpatients</p> <p>To perform nursing duties on a rostered basis to achieve optimum patient care and management.</p>	<ul style="list-style-type: none"> • Safe administration and management of cytotoxic treatments in accordance with established protocols. • Able to undertake assessment and management of patients in a safe effective, timely and appropriate manner to maximise patient wellbeing. • Patient care meets the standards of nursing practice. • Health promotion activities are undertaken relevant to patients, and the health care setting. • Care is customer focused and planned with regard to ethnic, cultural, religious and other individual needs. • Patient management data is regularly assessed for future planning and enhancement of care. • Patients, and where appropriate their families, are involved in the planning of care and are kept informed at all appropriate stages. • Regular assessment of patient condition is undertaken. • The multidisciplinary team is given access to the patient to achieve maximum wellbeing. • The role of patient advocate is undertaken to ensure procedures and care is appropriate. • Able to respond appropriately in an emergency.
<p>2. Customer Service</p> <p>Responsible for providing quality care for patients and ensuring an excellent customer</p>	<ul style="list-style-type: none"> • Take responsibility for patient care. • Function competently within skill levels. • Use assessment skills to plan and implement appropriate patient care.

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focus in all working relationships.	<ul style="list-style-type: none"> • Evaluate the effectiveness of care and treatment. • Co-ordinate care with other health personnel to ensure quality service. • Provide a friendly secure environment to overcome patient fear and stress. • Communicate with patients, relatives and staff in an open, friendly, clear, effective and helpful manner. • Demonstrate cultural sensitivity. • Maintain patient confidentiality and protect their right to privacy. • Update IBA patient information as required.
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Organisational Accountabilities	Expected Outcome for all employees
Treaty of Waitangi	<p>The Taranaki District Health Board embraces the three principles of the Treaty of Waitangi. In practical terms this means:</p> <ul style="list-style-type: none"> • Partnership; working together with iwi, hapu, whanau and Maori communities to develop strategies for improving the health status of Maori • Participation; involving Maori at all levels of the sector in planning, development and delivery of health and disability services that are put in place to improve the health status of Maori • Protection; ensuring Maori wellbeing is protected and improved as well as safeguarding Maori cultural concepts values and practices
Health and Safety	<ul style="list-style-type: none"> • Maintains a safe and healthy environment • Complies with health & safety policies and procedures • Carries out work in a way that does not adversely affect their health and safety or that of other workers • Complies with procedures and correctly use personal protective equipment and safety devices provided • Contributes to hazard identification and management process • Reports accurately near misses/incidents/accidents in a timely manner • Participates in health and safety matters
Personal Development	<ul style="list-style-type: none"> • Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills. • Participates in the performance appraisal process where personal performance and development is reviewed. • Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.

6. VARIATION TO DUTIES

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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 can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the Outpatient team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
Effective Communication Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making
Decision Making/Problem Solving Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.
Innovation/Initiative Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.
Resilience/Flexibility Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.
Cultural Safety Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.
Teamwork Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success

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8. EDUCATION

Registered Nurse with a current APC.

9. SKILLS

Excellent interpersonal skills with the ability to work within and across departments.
Demonstrates a commitment to quality assurance, improvement and accreditation principles.
Ability to successfully contribute to the team.
Excellent time management skills and the ability to prioritise.
Demonstrates the ability to maintain confidentiality at all times.
A caring professional, sensitive to cultural issues.
Ability to manage a high and varied workload and provide leadership to staff in demanding situations.

10. EXPERIENCE

Clinical knowledge and experience in medical and cancer nursing.
Experience in cytotoxic administration desirable but not essential.