

## JOB DESCRIPTION

**Job Title: Registered Nurse (Rehab)**

## CONTEXT OF THE JOB

- The position of Registered Nurse is responsible for providing nursing oversight to clients across residential services, contributing to the implementation of individual client rehabilitation plans, and providing a holistic oversight of clients' health and wellbeing. All services need to be provided in accordance with contractual obligations and billable targets.
- The job reports to the Area Manager
- This job description was reviewed in September 2012.

## KEY TASKS AND RESPONSIBILITIES

### 1. Assessment, Planning and Monitoring

*Perform initial assessment of clients, monitor their progress, and intervene as required*

- Provide a full health assessment of all clients on admission and at regular intervals, in accordance with contract requirements
- Complete and document initial nursing care plans
- Assist the client to design goals to achieve optimum independence and self-management
- Conduct nursing visits in accordance with initial care plans
- Write nursing reports as required eg: Complex Need Assessments.
- Assist in implementing crisis intervention policies and procedures when necessary

### 2. Supervision of RCA's

*Ensure Rehabilitation Coach Assistants (RCA's) are suitably equipped to fulfil their function when dealing with health related issues*

- Provide nursing oversight, coaching and advice to RCA's as required
- Ensure correct policies and procedures are implemented by staff in regards to medication and medical regimes
- Provide training on medicines management as required
- Provide training on infection control as required

### 3. Professional Development

*Continuous Improvement and Self Development*

- Take ownership of and responsibility for professional development
- Work with the Area Manager to identify interests and opportunities for skill development
- Participate in self directed learning to develop clinical skills, and maintain a growing level of competence as defined in the HPCA
- Enthusiastically participate in opportunities for in-service education, training, and skill development, for the purposes of Continual Professional Development
- Maintain up to date annual practicing certificate, and ensure ongoing New Zealand Nursing Council registration



- Participate in regular clinical supervision to focus on clinical skill development, best practice methods in a commercial environment, and maintaining personal safety and boundaries in clinical relationships
- Participate in providing in-service training for other staff, coach and mentor other staff as requested

## 4. Team Work

*Operate as part of a larger rehabilitation team*

- Liaise and negotiate with the service purchaser, General Practitioners, external healthcare assessors and other providers in order to ensure the provision of integrated rehabilitation services
- Takes direction from and consults with medical professionals in ensuring that the most appropriate medication and other medical interventions are provided to clients.

## 5. Health and Safety

- Actively participates in Health and Safety training, the identification and reporting of hazards, and other such responsibilities as required by functional manager
- Ensures reporting of all accident and incidents is carried out in line with company policy
- Ensures timely reporting and action of safety issues that have the potential to place the service or client at risk
- Demonstrates an awareness of infection control processes and can demonstrate application of these in day-to-day methods
- Maintains a safe and hygienic standard inside and outside the facility
- Undertakes responsibility for own and others safety and health in the workplace
- Demonstrates a commitment to identifying and reducing hazards in the workplace

## 6. Observes quality standards and policies at all times

- Ensures all company policies and procedures are read and understood and adhered to at all times
- Focuses on continuous improvement in providing rehabilitation services
- Ensures accurate and timely records have been completed within the facility/ies as per company policy
- Demonstrates knowledge and understanding of cultural diversity, especially in relation to the Treaty of Waitangi
- Demonstrates a knowledge of client rights under the Code of Health and Disability Services Consumers' Rights and the Privacy Act

## KEY COMPETENCIES

### Preferred Skills:

- Knowledge of standardised assessments and outcome measures used in rehabilitation
- Knowledge of ACC legislation/insurers as purchaser of services
- Up-to-date knowledge of rehabilitation methods and treatment philosophies
- Knowledge of Te Reo and Tikanga Maori and experience with kaupapa Maori services
- Knowledge of cognitive and physical rehabilitation methods
- Good PC skills, working knowledge of Microsoft word and basic spreadsheet software
- Demonstrated ability to learn and apply new skills quickly and effectively



## Preferred Attributes:

- Strong customer focus
- Energetic, enthusiastic, committed to sound clinical practice and professional development
- Flexible, enjoys learning and developing new skills, interested in following up new opportunities
- Focused on continuous improvement in the workplace
- Enjoys working with clients and interacting with funders
- Seeks feedback, treats negative feedback and mistakes as opportunities for learning
- Reflects on practices, learns from case outcomes and from experiences
- Able to motivate clients to learn and participate in treatment programmes
- Aware of commercial imperatives within the business, able to reconcile these with clinical practice
- Confident and personable with a variety of people in different settings
- Happy to work as a member of a team, comfortable working in isolation when necessary
- Commitment to working within an interdisciplinary team environment
- Able to organise and prioritise workload appropriately and efficiently
- Excellent written and oral communication skills

## EXPERIENCE, TRAINING AND QUALIFICATIONS

- Degree or Diploma in Nursing
- Current New Zealand registration to practice as a Registered Nurse
- Current New Zealand driver's licence
- Prior experience in the rehabilitation sector
- Prior experience providing community nursing and home healthcare services
- Prior experience providing oversight, coaching and supervision for homecare assistants (or similar employee types)

**VISION & VALUES OF BUPA**

**Bupa’s purpose is to help people live longer, healthier, happier lives.**

**We do this through our vision of ‘taking care of the lives in our hands’. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.**

**Our values**

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

<b>Passionate</b> 	Full of energy Love what we do and why we do it Love our customers
<b>Caring</b> 	Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters
<b>Open</b> 	Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity
<b>Authentic</b> 	True to yourself Genuine and honest Say what we mean, mean what we say
<b>Accountable</b> 	Always responsible Take ownership Make it happen
<b>Courageous</b> 	Be brave Dare to try Speak up
<b>Extraordinary</b> 	Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small

Signed \_\_\_\_\_

(Employee)

\_\_\_\_\_

(Employer)

Date \_\_\_\_\_

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.

Our purpose is  
*Longer, healthier, happier lives*



**What:**  
Bupa Promise

Know me  
and my needs

Help steer my  
decisions

Be there when  
I need you

**How:**  
Bupa Values



Health & Care

