

Position Description

Registered Nurse | Nāhi ā Rēhita

Reports to Clinical Manager

Service/Team Te Wairua Royal Oak

About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We provide effective, evidence-based services that support wellbeing. We do this in partnership with tāngata whai ora (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest and feel hopeful about their future. Our services encourage stronger connections with friends and whānau and enable meaningful participation in the community.

Our pillars – whakawhirinaki | trust, pono | honesty, haepapa | responsibility, matapōpore | concern, and aroha | love – are the foundation of our work, guiding how we work together and with others.

Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia
Tuia te muka tangata ki te pou tokomanawa
Ka tū mana motuhake, Ka noho herekore i ngā waranga me ngā wero nui o te ao.

People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol and other addiction challenges.

Tō Tātou Aronga | Our Purpose

Ka hangaia e mātou he whare haumarū, he whare tūmanako hoki e tīni ai te tangata, he wāhi whakaaroaro, he wāhi ako, he wāhi tūhono anō hoki, mei kore e puta tātou ki te wheiao, ki te ao mārama.

We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future.

Position Purpose

- Provide, or direct and advise other employees (kaimahi) to provide timely, safe and effective medical or health interventions (within their scope of practice) to Odyssey tāngata whai ora (people seeking wellness).
- Take the lead for ensuring that all policies related to medications and physical health issues are accurately implemented within the service.

Key Areas of Responsibility

Area of Responsibility	Performance Measures
<p>Nursing Services</p> <ul style="list-style-type: none"> • Complete initial assessments of new tāngata whai ora upon admission to the service, including: <ul style="list-style-type: none"> ○ Assessment of medication needs. ○ Arranging initial medical appointments with relevant health providers where required. ○ Participating in clinical and/or mental health assessments of tāngata whai ora and completion of core documentation regarding risk assessments as required. • Establish and maintain positive working relationships with tāngata whai ora. • Support tāngata whai ora by providing nursing care in a timely, caring and coordinated manner, and thorough ongoing monitoring of their medical condition as required. • Document nursing management plans and strategies for the care and support of tāngata whai ora, ensuring they are current and include strengths, and family/whānau input as appropriate. • Ensure documentation on medical care provided to tāngata whai ora is accurate, timely, concise and meets all privacy and confidentiality requirements. • Respond to medical emergencies as required, such as accidents on site, liaising with doctors, dentist, optometrists, psychiatrist and any other relevant medical or mental health providers and coordinating appointments (attending where possible/appropriate) as required. • Provide advice and support on the implementation of infection prevention and control measures on site, including advice on any serious medical incidents or outbreaks as necessary. 	<ul style="list-style-type: none"> • Clinical Manager is satisfied that the assessments undertaken and treatment plans devised are appropriate, effective mitigate risks where identified and result in positive tāngata whai ora outcomes. • Tāngata whai ora and family/whānau and multi-disciplinary team members (including external health providers) express satisfaction with their involvement, communication, education and the implementation of policies and procedures that relate to the management of health and medication issues. • Regularly attends clinical meetings and colleagues express satisfaction with the inputs provided on tāngata whai ora. • Demonstrates appropriate knowledge of and adheres to clinical protocols and practice guidelines pertaining to the area of clinical practice/service delivery. • Clinical Manager is satisfied with adherence shown to all relevant medication or nursing care policies and procedures and relevant statutory requirements or standards. • Clinical Manager is satisfied that practices are aligned with established ethical and clinical practice standards as provided by the Nursing Council of New Zealand and/or other relevant professional bodies. • Written documentation and notes comply with organisational policies and procedures and privacy act/confidentiality requirements. • Clinical Manager and team members are kept appropriately informed about tāngata whai ora treatment and medical issues. • Information recorded about tangata whai ora is accurate, timely and meets all case note writing policy and procedural requirements and privacy act/confidentiality requirements; Case reviews are kept up to date in Recordbase.

Area of Responsibility	Performance Measures
<ul style="list-style-type: none"> • Work with management to ensure the effective implementation of identified quality improvement plans or activities. • Communicate with the Clinical Manager in a timely manner all relevant information regarding the medical needs and situations of tāngata whai ora. • Participate in daily handovers, which includes documenting relevant information to staff on shift regarding client medical needs. • Write up tāngata whai ora clinical case notes and reviews, and input into the Odyssey client database (Recordbase). <p>Medication Management</p> <ul style="list-style-type: none"> • Assess and administer medication to tāngata whai ora in line with documented nursing or medication plans. • In liaison with the Clinical Manager, ensure the effective management and maintenance of supplies of medication on site as per relevant organisational policies and procedures and/or standards. This includes: <ul style="list-style-type: none"> ○ Checking supplied medication orders are correct, signed off and are securely stored. ○ Ensuring the medical clinic area is well organised and user friendly so other staff can administer medication after hours. ○ Ensuring files and records are up to date in line with organisation policies. • Provide timely medication management training to other kaimahi and assess their medication management competency. • Review, update and communicate medication management competencies to other kaimahi and the Clinical Manager as required. • Provide medication management and/or infection prevention and control training and/or advice to tāngata whai ora and kaimahi in response to situations as required. 	<ul style="list-style-type: none"> • Clinical Manager is satisfied that adequate supplies of medicines are ordered in a timely manner, are securely stored and effectively managed. • Clinical Manager is satisfied with the maintenance of the medical clinic area. • Team members are trained in a timely manner and express satisfaction with the medication management training provided. • Team members demonstrate appropriate competence in medication management protocols as per organisational policies, procedures or guidelines.

Area of Responsibility	Performance Measures
<p>Health and Safety</p> <ul style="list-style-type: none"> Identify and act on any potential risks to self or others, including tāngata whai ora, whānau and/or other kaimahi. Be familiar with and abide by the organisation’s health and safety policies and reporting procedures, ensuring others do the same as required. Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these. <p>Te Tiriti o Waitangi</p> <ul style="list-style-type: none"> Demonstrate knowledge and understanding of Te Tiriti o Waitangi and its application in this role. <p>Professional Development</p> <ul style="list-style-type: none"> Be proactive in own professional development. Attend relevant organisational trainings as required. <p>General</p> <ul style="list-style-type: none"> Work cooperatively with colleagues and contribute actively to team meetings. Carry out any other duties that may be delegated by the line manager, which are in keeping with the scope of the role. 	<ul style="list-style-type: none"> Risks (including Health and Safety, compliance and maintenance) are identified and reported. Plans are put in place to resolve and/or mitigate potential problems as required Issues are escalated to relevant manager as required. Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring kaimahi are compliant. Follows correct protocols when using safety equipment. Workplace hazards are identified and plans are put in place to reduce /eliminate these, or the matter is escalated to the relevant authority. <ul style="list-style-type: none"> Actions show knowledge and ability to apply the principle of Te Tiriti in the delivery of role. <ul style="list-style-type: none"> Has an individual development plan which is implemented. Attends organisational training required for role. <ul style="list-style-type: none"> Regular attendance at team meetings and makes useful contributions. Work is undertaken and completed. Commitment and flexibility are demonstrated.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Clinical Manager/team • Operations Manager – Te Wairua Services • Other Registered Nurses • Service Improvement and Development Lead/team • Quality Manager • Consumer Advisor • Pou Tikanga/Kaiārahi Māori • Other Odyssey kaimahi 	<ul style="list-style-type: none"> • Tāngata whai ora and their whānau • Medical and Dental agencies • Mental Health agencies • Other medical/health provider staff • Specialist Health Addiction Advisory Support staff • Emergency or Crisis Liaison Support staff

Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> • At least 2 years' experience working as a Registered Nurse, including experience working in the Social Services, Health, Addictions or Mental Health sectors • Nursing registration and a current APC • Post Graduate Certificate in Health Sciences (Mental Health Speciality) is desirable • Experience of training and advising others • Understanding the importance of equal opportunity to health care access and outcomes • Demonstrated cultural sensitivity and rainbow diversity awareness • Knowledge of the customs and culture of Pacific peoples • Demonstrated understanding of the principles of Te Tiriti o Waitangi and its application to this role • An interest in Māori tikanga and Pacific customs and culture • High regard for confidentiality and security, including client information • Understanding of and interest in Odyssey's work • Proven expertise in using Microsoft suite applications • Full current NZ drivers license
Skills and Abilities
<ul style="list-style-type: none"> • Strong interpersonal and written/verbal communication skills • Ability to establish and maintain effective relationships with a range of stakeholders • Ability to work under pressure, complete work on time and to a good standard • Ability to work with limited supervision • Demonstrated awareness of diverse cultures, identities and experiences, including rainbow communities • Willingness to consider other viewpoints and adjust decisions as appropriate • Self-motivated, able to take the initiative and adapt decisions as appropriate • Ability to show discretion and tact • High regard for security and confidentiality, including client information • Fluency in English (written and spoken) • Ability to diffuse conflict • Demonstrated IT/word processing skills • Ability to acknowledge own limitations and be proactive with own self-development

Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

Whakawhirinaki Trust	Reliable and shows great integrity.
Pono Honesty	Transparency and openness underpin all actions.
Haepapa Responsibility	Achieves and surpasses goals.
Matapōpore Concern	Empathic and interested in the wellbeing of others.
Aroha Love	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with tāngata whai ora and whānau.