

POSITION DESCRIPTION

POSITION: Patient at Risk (PAR) Registered Nurse (RN)

RESPONSIBLE TO: Associate Charge Nurse Manager – Intensive and Coronary Care Unit

PROFESSIONAL REPORTING TO: Director of Nursing and Midwifery

Health New Zealand | Te Whatu Ora Nelson Marlborough

Our vision | Tō tātou manako: All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

Our mission | Tō tātou kaupapa: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

Our Values – Ō tātou whanonga pono

Respect | Manaakitanga: We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hapori, kaimahi hoki.*

Innovation | Auaha: We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hapori.*

Teamwork | Whakarāmemene: We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora katoa.*

Integrity | Ngākau tapatahi: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

PURPOSE AND OVERVIEW OF POSITION

The PAR RN is a key professional nursing role across Te Whatu Ora (Nelson Marlborough) clinical services health system. The purpose of the PAR role is to:

- Work with the clinical wards and staff to identify patients at risk of deterioration, or developing critical illness.
- Respond to clinical emergencies and acute referrals.
- Respond to patient and family escalation (Korero Mai)

- Monitor patients recently discharged from ICCU
- Provide education and advice in the management of acutely unwell patients
- Provide support and expertise to ward staff where and when most needed
- Facilitate the safe and timely transfers of patients to ICCU
- Promote the Early Warning Score (EWS) system
- Provide escalated care to try to prevent further patient deterioration
- Support the rapid response team
- Practice independently and in collaboration with other health professionals, to develop, integrate, and evaluate a plan of care
- Provide coaching and education to RNs and Registered Medical Officers (RMOs) in the context of the deteriorating patient
- Enable ward staff to recognise and treat unwell patients on the wards and provide clinical support by supporting ward nursing staff and junior medical staff to initiate and implement appropriate escalation of care
- Utilise nursing knowledge and complex nursing judgment to assess consumer's health needs and provide care, and to advise and support people to manage their own health.
- Practise independently and in collaboration with other health professionals, perform general nursing functions and delegate to and direct enrolled nurses, healthcare assistants and others.
- Provide comprehensive assessments to develop, implement, and evaluate an integrated plan of health care.
- Contribute to the development of pathways, protocols and guideline development in the provision of the PAR service.
- Provide interventions that require substantial scientific and professional knowledge, skills and clinical decision making.
- Delivery of care occurs in a range of settings in a therapeutic partnership with individuals, families, whanau and communities.
- Registered nurses are accountable for ensuring all health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.
- Lead and advocate for appropriate fiscal and human resource utilisation to ensure quality and safety of care and best use of health resources
- Work in partnership with CNM/ACNM and Nurse Educators to identify personal learning needs and to ensure personal competence to perform the activities of the PAR RN role.
- Contribute to continuous quality improvement, including collection of relevant data on all service activity

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Domain One - Professional Responsibility <i>Domain One contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for one's actions and decision, while promoting an environment that maximizes client's safety, independence, quality of life and health.</i></p>	
<p>1.1 Provides professional direction, leadership and management of care delivery</p>	<ul style="list-style-type: none"> • Practices in accordance with legal, ethical, cultural safety and professional standards. • Demonstrates clinical leadership in ethical decision making and patient advocacy. • Takes a leadership role in implementing care delivery and service initiatives with a nursing and or multi disciplinary focus. • Understands accountability for directing, monitoring and evaluating nursing care provided by enrolled nurses and others. • Seeks advice from a senior registered nurse if unsure about the role and competence of enrolled nurses and others when delegating work. • Takes into consideration the role and competence of staff when delegating work. • Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses and others. • Provides effective clinical leadership/role modelling to other staff within and across the nursing services and to other stakeholders to ensure that service delivery and practice standards are consistent, evidence based and complement the vision and values of Te Whatu Ora (Nelson Marlborough). • Maintains an overview of the clinical/professional issues/standards of practice and trends affecting patient deterioration management within and beyond the service, assisting with the implementation of care initiatives including quality and safety activities. • Manages care delivery within evidence based treatment protocols for all patients. • Complies with quality focused nursing protocols with support from national groups (Health Quality and Safety Commission) guiding Nursing services ensuring care standards are articulated, supported, achieved, documented and audited. • Ensures that there is effective and timely patient centred communication within and across the health system in relation to the management of care. • Ensures that opportunities to contribute to service development and the achievement of outcomes are taken up.
<p>1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi Te Tiriti o Waitangi to nursing practice</p>	<ul style="list-style-type: none"> • Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand. • Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori. • Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.

<p>1.3 Promotes an environment that enables health consumer safety, independence, quality of life and health</p>	<ul style="list-style-type: none"> • Identifies and reports situations that affect health consumers or staff members' health or safety. • Accesses, maintains and uses emergency equipment and supplies. • Maintains infection control principles. • Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public.
<p>1.4 Practises nursing in a manner that the health consumer determines as being culturally safe</p>	<ul style="list-style-type: none"> • Recognises the impact of the culture of nursing on health consumer's care and endeavours to protect the health consumer's wellbeing within this culture. • Practises in a way that respects each health consumer's identity and right to hold personal beliefs, values and goals. • Assists the health consumer to gain appropriate support and representation from those who understand the health consumer's culture, needs and preferences.
<p>Domain Two - Management of Nursing Care <i>Domain Two contains competencies that are related to client assessment and the management of client care, which is responsive to clients' needs and is supported by nursing knowledge and evidence-based research.</i></p>	
<p>2.1. Provides planned nursing care to achieve identified outcomes</p>	<ul style="list-style-type: none"> • Contributes to care planning, involving health consumers and demonstrating an understanding of health consumers' rights, to make informed decisions. • Demonstrates understanding of the processes and environments that support recovery. • Identifies examples of the use of evidence in planned nursing care. • Undertakes practice procedures and skills in a competent and safe way. • Administers interventions, treatments and medications, (for example: intravenous therapy, calming and restraint), within legislation, codes and scope of practice; and according to authorised prescription, established policy and guidelines.
<p>2.2 Undertakes a comprehensive and accurate nursing assessment of health consumers across a variety of settings</p>	<ul style="list-style-type: none"> • Undertakes assessment in an organised and systematic way. • Uses suitable assessment tools and methods to assist the collection of data. • Applies relevant research to underpin nursing assessment.
<p>2.3 Ensures documentation is accurate and maintains confidentiality of information</p>	<ul style="list-style-type: none"> • Maintains clear, concise, timely, accurate and current health consumer records within a legal and ethical framework. • Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery.

<p>2.4 Ensures the health consumer has adequate explanation of the effects, consequences and alternatives of proposed treatment options</p>	<ul style="list-style-type: none"> • Provides appropriate information to health consumers to protect their rights and to allow informed decisions. • Makes appropriate professional judgement regarding the extent to which the health consumer is capable of participating in decisions related to his/her care. • Facilitates the health consumer's access to appropriate therapies or interventions and respects the health consumer's right to choose amongst alternatives. • Checks health consumers' level of understanding of health care when answering their questions and providing information.
<p>2.5 Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations</p>	<ul style="list-style-type: none"> • Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation. • Takes action in situations that compromise health consumer safety and wellbeing. • Implements nursing responses, procedures and protocols for managing threats to safety within the practice environment.
<p>2.6 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care</p>	<ul style="list-style-type: none"> • Identifies own level of competence and seeks assistance and knowledge as necessary. • Determines the level of care required by individual health consumers. • Accesses advice, assistance, debriefing and direction as necessary.
<p>2.7 Maintains professional development</p>	<ul style="list-style-type: none"> • Contributes to the support, direction and teaching of colleagues to enhance professional development. • Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice. • Takes responsibility for one's own professional development and for sharing knowledge with others. • Participates in annual performance review process including review of performance goals and identification of areas for professional development.

Domain Three - Interpersonal Relationships <i>Domain Three contains competencies that relate to interpersonal and therapeutic communication with clients, other nursing staff and inter-professional communication and documentation.</i>	
3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers	<ul style="list-style-type: none"> • Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers. • Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for health consumers with mental health needs. • Utilises effective interviewing and counselling skills in interactions with health consumers. • Demonstrates respect, empathy and interest in health consumer. • Establishes rapport and trust with the health consumers.
3.2 Practises nursing in a negotiated partnership with the health consumer where and when possible	<ul style="list-style-type: none"> • Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the health consumer and an understanding of therapeutic and partnership principles. • Recognises and supports the personal resourcefulness of people with mental and/or physical illness. • Acknowledges family/whanau perspectives and supports their participation in services.
3.3 Communicates effectively with health consumers and members of the health care team	<ul style="list-style-type: none"> • Uses a variety of effective communication techniques. • Employs appropriate language to context.
Domain Four - Interprofessional Health Care and Quality Improvement <i>Domain Four contains competencies to demonstrate that the nurse, as a member of the health care team evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.</i>	
4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care	<ul style="list-style-type: none"> • Promotes a nursing perspective and contribution within the inter-professional activities of the health care team. • Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area. • Collaborates with the health consumer and other health team members to develop plan of care. • Maintains and documents information necessary for continuity of care and recovery. • Develops a discharge plan and follow up care in consultation with the health consumer and other members of the health care team.
4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care	<ul style="list-style-type: none"> • Makes appropriate formal referrals to other health care team members and other health related sectors for health consumers who require consultation. • Contributes to the co-ordination of care to maximise health outcomes for the health consumer.

	<ul style="list-style-type: none"> • Collaborates, consults with and provides accurate information to the health consumer and other health professionals about the prescribed interventions or treatments. • Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them.
4.3 Participates in quality improvement activities to monitor and improve standards of nursing	<ul style="list-style-type: none"> • Recognises and identifies researchable practice issues and refers them to appropriate people. • Distributes research findings that indicate changes to practice with colleagues. • A quality, customer-focused service is provided at all times, which follows best practice. • Participates in quality improvement processes in your area of work.
General	<ul style="list-style-type: none"> • Obligations contained in Appendices 1 & 2 are met. • Other duties as negotiated with your Manager.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- RN with current NZNC practising certificate.
- 5 years post registration experience in acute care
- Current expert PDRP or current proficient PDRP working towards expert
- Relevant postgraduate qualification including assessment paper
- Current Core advanced certification

Preferred

- Completed Postgrad Diploma/Masters in Nursing

EXPERIENCE/KNOWLEDGE

- Nursing Council of NZ key documents – Scope of Practice for Nurses; NP, RN, RN Expanded practice, EN; Direction & Delegation; and Educational Standards.
- Treaty of Waitangi and its application to the health setting.
- Misuse of Drugs Act (1977) and Regulations.
- NCNZ Code of Conduct (2012).
- Health & Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996).
- Privacy Act (1993) and Health Information Privacy Code (1994).
- Health and Safety at Work Act (2015).
- New Zealand Health Care Standards.
- Te Whatu Ora (Nelson Marlborough) Nursing and Midwifery Policies and Procedures.
- Equal Employment Opportunities.
- NZNO Code of Ethics (2010).
- NZNO Standards of Professional Nursing Practice (2012).
- Current over-arching NZ Health Strategies.

SPECIFIC SKILLS

- Excellent inter-professional communication skills
- High level of written communication.
- Advanced patient assessment skills
- Advanced life support skills
- Clinical teaching skills
- Effective report writing skills.
- Demonstrated competency in priority setting/time management.
- Demonstrated competency in effective problem solving/planning.
- Demonstrated multi-disciplinary relationship skills.
- Experience and credibility with the health care team as a professional resource in managing the deteriorating patient
- Demonstrated education provision in area of clinical practice
- Knowledge of current issues within nursing in NZ and internationally.
- Ability to work independently and to be an effective team member.
- Knowledge and understanding of medico/legal and ethical responsibilities.
- Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook

- Keeps up to date with available information technology relevant to position
- Understands and complies with Te Whatu Ora (Nelson Marlborough) Information Technology policies
- Ability to deliver change and contribute to quality initiatives
- Demonstrates knowledge and understanding of tikanga and Maori culture

PERSONAL ATTRIBUTES

- Positive and friendly approach with ability to maintain ongoing courteous rapport in difficult situations.
- A personally held clarity and vision for contemporary nursing now and into the future which is patient centric.
- Demonstrated ability to rapidly assess and analyse situations and to bring robust and workable solutions to patient care.
- Demonstrated commitment to quality and continuous improvement and the achievement of nursing sensitive quality indicators.
- Demonstrated ability to be a good listener.
- Multidisciplinary team focus.
- Patient focused.
- Empathy and respect for individuals from diverse backgrounds.
- Demonstrated ability to embrace change.
- Demonstrated ability to take initiative.
- Commitment to ongoing education/ professional development.
- Honest and reliable.
- Courage to act and innovate with a commitment to contemporary nursing practice.
- Leadership skills
- Self-directed and motivated
- Seen as approachable by other staff. Sensitive and constructive to others.
- Manage conflict constructively
- Ability to remain calm under pressure

APPENDIX 1

Clinical Competencies for transition and assessment (Foundational clinical competencies only)

Aotearoa/New Zealand Critical Care Outreach Forum: Quality and Operational Standards for the Provision of Critical Care Outreach Services – February 2022

Section B Clinical Competencies
<p>The goal of developing clinical competencies for critical care outreach nursing practice has been to set a standard of practice that sits firmly in the operational standards. The clinical competencies are predominantly task based and are only one element of the education and training required for a role in critical care outreach nursing. Knowledge and skill will be brought into the role and further built on in various ways such as; study days, academic study, bedside teaching, specialty courses and case reviews, and during orientation to the outreach nursing role.</p> <p>The clinical competencies are separated into two sections; foundational clinical competencies and extended competencies. The foundational clinical competencies are deemed to be the minimum required for the role and if not possessing them coming into the role, achieving them by the end of the orientation period would be the goal. The extended clinical competencies refer to tasks that may not be relevant to some clinical settings so therefore are deemed optional and uptake should be in settings that they are relevant. Competencies can be signed off as they are achieved by a designated assessor from within each service and all foundational competencies completed by the end of orientation. Maintenance of the clinical competencies would ideally be reviewed every three years in alignment with the comprehensive performance reviews.</p>
Foundational Clinical competencies
Can conduct a comprehensive physical assessment and utilise advanced clinical reasoning skills to inform on the patient management
Neurological skills
Can perform pupillary assessment and identify abnormalities
Can perform a Glasgow Coma Score (GCS) and an AVPU assessment
Can identify seizure activity/abnormal posturing/tone
Can identify signs and symptoms of hypoglycaemia and manage appropriately
Can identify signs and symptoms of raised intracranial pressures
Cardiovascular skills
Can perform auscultation of heart sounds and can identify abnormalities
Can measure jugular venous pressure (JVP)
Can assess peripheral pulses for volume, rate, regularity
Can assess the capillary refill time (CRT) both centrally and peripherally
Can perform and interpret ECG
Can assess for signs of peripheral oedema
Able to perform an accurate fluid review and identify hypovolaemia or fluid overloaded states – consider special populations i.e. frail elderly, cardiac failure, renal failure, sepsis
Administration of IV fluids with consideration of specific populations and conditions

Has gained relevant training and knowledge to expertly perform and manage advanced IV therapies, vascular access including specialty access devices
Respiratory skills
Can perform auscultation of the lungs and identify abnormal/absent/added sounds
Can recognise increased work of breathing and accessory muscle use
Recognise the indications for commencing oxygen therapy appropriately
Can identify the appropriate oxygen delivery device and the associated complications
Understands the mechanism of high flow nasal prong oxygen (HFNP) and indications for commencement and potential risks
Able to assist with insertion of underwater seal drains (UWSD) and management
Able to obtain both a percutaneous venous (VBG) and arterial blood sample (ABG) and interpret the results
Abdominal assessment skills
Can perform auscultation of bowel sounds and identify abnormalities
Can perform examination of the abdomen by palpation and identify abnormalities
Can assess urine output in the context of fluid volume status
Can perform nasogastric tube insertion and can confirm position placement on chest x-ray
Sepsis assessment skills
Identify patients at risk for sepsis and signs and symptoms of early sepsis
Can provide the rationale for rapid implementation of the sepsis protocol
Infection prevention and control
Able to identify credible, current resources for infection control procedures
To demonstrate current knowledge of Covid-19 nursing practices
Intra-hospital transfer of the deteriorating patient
Identifies patients at risk during transport to another department and collaborates with the inter-disciplinary team to ensure safe transport and monitoring procedures are in place
Uses portable monitoring equipment to measure heart rate, respiratory rate, blood pressure, oxygen saturations
Ensures portable oxygen and suction equipment present
Is familiar with the geographic's of the hospital campus and what resources are available to ensure patient safety
Demonstrates competency in the use of the transport ventilator
Demonstrates effective communication skills between the multi-disciplinary team, patients/whānau to formulate a plan of care and implement it appropriately
Communication and collaboration skills
Demonstrates effective communication skills in the setting of the deteriorating patient
Emergency Procedures
Discuss the reasons for intubation
Discuss the potential complications of intubation
Identify, locates and demonstrates knowledge of intubation equipment; <ul style="list-style-type: none"> • Laryngoscope • Endotracheal tube • Magills forceps • Stylets/introducer • Bougie

<p>Identify, locates and demonstrates knowledge of difficult intubation equipment;</p> <ul style="list-style-type: none"> • intubating laryngeal masks • McCoy laryngoscope blade • Cryothyroidotomy set • Video laryngoscope
Discuss roles and responsibilities of medical and nursing staff during intubation
Discuss the rationale behind cricoid pressure and how it is applied
Discuss the rationale behind the use of BURP and how it is applied
Demonstrate the correct method of securing an endotracheal tube
Identify, locate and demonstrate the application of capnography
Demonstrate how to manually bag an intubated patient
Can identify clinical signs and symptoms associated with a displaced endotracheal or tracheostomy tube
Demonstrates the ability to manage displaced endotracheal or tracheostomy tube
Discuss the management of a blocked tracheostomy tube
<p>Demonstrate an understanding of administration route, dosage and actions of the following drugs and in which clinical situations they are likely to be used;</p> <ul style="list-style-type: none"> • Adrenaline • Metoprolol • Amiodarone • Digoxin • Phenylephrine • Metaraminol • Midazolam • Fentanyl • Naloxone • Suxamethonium • Rocuronium • Propofol
Able to insert, obtain bloods, manage and remove an intra-osseous (IO) needle
Able to demonstrate knowledge of appropriate IO sites and needle sizes
Demonstrate knowledge of the massive transfusion protocol
Extended clinical skills
Demonstrate ability to perform male catheterisation
Demonstrates the ability to interpret chest x-rays and identify lines, tubes and normal versus abnormal findings
Demonstrates the knowledge and ability to initiate transcutaneous pacing and ongoing management
Locate the magnet and discuss its use in patients with a permanent pacemaker during an emergency
Discuss the indication for and use of the emergency pacing mode on temporary pacing boxes
Demonstrates knowledge of indications for BiPAP, contraindications, setup and ongoing nursing management

APPENDIX 2

General Responsibilities of an Employee of Te Whatu Ora (Nelson Marlborough)

1. Professional Responsibilities

As an employee of Te Whatu Ora you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Te Whatu Ora departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Te Whatu Ora are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

Te Whatu Ora is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Te Whatu Ora’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Te Whatu Ora is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Te Whatu Ora is a Smokefree Organisation. This applies to all staff and contractors working within Te Whatu Ora buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Te Whatu Ora staff employed on Board business in the community.

APPENDIX 3

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Te Whatu Ora
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.