

## Part 2: RN POSITION DESCRIPTION

(use in combination with MDHB Generic RN Position Description)

Vacancy ID: 5762

(replaces Vacancy ID: 5549)



<b>Role Title:</b>	Registered Nurse, Integrated Operations Centre
<b>Reports to:</b>	Clinical Resource Nurse Coordinator Appropriate Charge Nurse
<b>Professionally responsible to:</b>	ADON
<b>Full-Time Equivalent:</b>	As negotiated

### Reporting line:

### Uru Arotau: Acute & Elective Specialist Services

The following appendix will not replace or remove any of MDHB RN Key Responsibilities and Measures as outlined in the MDHB RN Position Description (Generic): The Appendix is designed to outline the area / service specific requirements for the RN role that are additional to those outlined in the generic MDHB RN position description.

### Specific Area / Service Requirements for this MDHB RN role:

#### ROLE PURPOSE:

#### ESSENTIAL QUALIFICATIONS:

Additional activities as designated:	Performance Measures

## Conditions of Appointment

### EMPLOYMENT AGREEMENT

The Collective Agreement which covers the work of this position is the District Health Boards/ NZNO Nursing and Midwifery Multi-Employer Collective Agreement (Collective Agreement) which applies to employees appointed to roles that are covered by the Collective Agreement and who are members of the New Zealand Nurse Organisation (NZNO) union.

### NATURE AND TENURE OF APPOINTMENT

The appointment is permanent but may be terminated by four weeks' notice in writing by either party. In the event of the appointee being found to have breached the organisation's code of conduct or other policies, the appointment may be terminated without notice.

### SALARY

The commencing salary for the appointment will be within the "Registered Nurse and Midwife Salary Scale", as specified in the Collective Agreement that applies at the time the position is taken up, with movement through the salary steps being by annual increment.

Salary is proportionate to hours worked. All salary payments will be made by direct credit to a nominated bank account in the appointee's name (or jointly including the appointee's name).

### HOURS OF WORK

As negotiated working rostered, rotating duties.

If the appointment is full-time the employee shall not engage in any other business or occupation without the prior consent of the Organisation. If an appointee is engaged in other business or occupation when taking up a full-time appointment with MidCentral District Health Board, and wishes to continue to participate in this other business or occupation, this must be disclosed to the hiring manager prior to accepting the appointment.

### TREATY OF WAITANGI

MidCentral District Health Board is committed to its obligations under the Treaty of Waitangi. The appointee will be expected to incorporate the principles of the Treaty of Waitangi in their working practices.

### EQUAL EMPLOYMENT OPPORTUNITIES

MDHB is committed to the principles of Equal Employment Opportunities and all recruitment activities are conducted in accordance with these principles.

### SMOKE FREE ENVIRONMENT

MidCentral District Health Board provides smoke-free workplaces that protect the health and comfort of employees, patients/ clients, contractors, volunteers and visitors. All buildings, grounds and vehicles owned, occupied or leased by MidCentral District Health Board are smoke-free. Employees are expected to promote smoke-free lifestyles and act as role models when working with patients/ clients and in the community.

### CODE OF CONDUCT

MidCentral District Health Board has a Code of Conduct that sets out the standards of performance and conduct required of employees. Employees of MidCentral District Health Board are also required to act

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*Ka whai aroha*

*Respectful*  
*Ka whai ngākau*

*Courageous*  
*Ka mātātoa*

*Accountable*  
*Ka noho haepapa*

with a spirit of service to the community and meet high standards of integrity and conduct as set out in Standards of Integrity and Conduct - a code of conduct issued by the State Services Commissioner.

### **CONFIDENTIALITY**

All employees are responsible for the security of confidential and sensitive information which is held by MidCentral District Health Board. All employees have a responsibility to comply with the requirements of the Privacy Act 1993 and the Health Information Privacy Code 1994 and any subsequent amendments. It is a condition of employment for all employees that confidential or sensitive information is only accessed, used or disclosed as necessary to meet their employment or contractual obligations and in accordance with the relevant legislation, their professional obligations, and any other obligations imposed by law. Note: This does not preclude the sharing of clinical information among health professionals involved in the care or treatment of the individual on a “need to know” or consultancy basis. Confidential information concerning a patient or people and whānau who is receiving or has received services provided by MidCentral District Health Board may not be accessed by employees not involved in the care or treatment of the patient or client, and also may not be disclosed to unauthorised persons, except for those specific cases defined in relevant legislation and as per MidCentral District Health Board’s Confidentiality Policy.

### **HEALTH DECLARATION**

Shortlisted applicants will be required to complete a Health Declaration form and provide this to the hiring manager. They may also be required to undergo a medical examination as part of assessing their ability to fulfil the requirements of the position.

### **DECLARATION OF CRIMINAL CONDUCT AND OTHER INFORMATION**

Shortlisted applicants will be required to complete a Declaration of Criminal Conduct and Other Information form and provide this to the hiring manager.

### **POLICE CLEARANCE/ CHECK(S)**

Some appointments at MidCentral District Health Board are subject to a Police Clearance which requires the applicant to complete a New Zealand Police Vetting Service Request and Consent Form. Additionally, overseas police checks may need to be applied for by the appointee if they have lived in any country other than New Zealand for 12 months or more within the last 10 years. Shortlisted applicants will be advised of the requirement to undergo a New Zealand Police Clearance, and provide overseas police clearance/s, as required. Notwithstanding the police clearance process upon appointment, in future all MidCentral District Health Board employees may be required to undergo police and/ or other vetting procedures, and all staff will be required to participate in this process. MidCentral District Health Board reserves the right to withdraw any offer to the appointee, or if the appointee has commenced work, terminate employment, if any adverse information arises out of the police check/s.

### **CHILDREN’S ACT 2014**

Due to this role having contact with children and MidCentral District Health Board’s commitment to child protection, shortlisted applicants will be subject to ‘safety checks’ in accordance with the Children’s Act 2014 before any offer of employment is made. These checks are required periodically for existing employees in accordance with the relevant legislation.

### **APPLICATIONS**

Applicants are required to complete an official form of application, providing names and addresses of three confidential referees\* – one being the current or most recent employer or educator, and attaching a CV and cover letter. Copies of recent testimonials or any other information considered pertinent to the position may also be included. To apply online, please visit the “Vacancies” page under “Working at

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MDHB” on our website: [www.midcentraldhb.govt.nz](http://www.midcentraldhb.govt.nz). Any queries contact Human Resources on +64 6 350 8850 or email [vacancy@midcentraldhb.govt.nz](mailto:vacancy@midcentraldhb.govt.nz).

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