

Position Description

Radiology Nurse

Fulford Radiology Services Limited (FRSL) is a progressive and enterprising imaging company based in Taranaki, our parent facility being located at Taranaki Base Hospital. The company carries out procedures for both public and private patients, employing 61 staff and operating seven satellite locations within the province. FRSL is a joint venture entity with Taranaki District Health Board and Taranaki Radiologists Limited. The company offers a range of services including general radiography, fluoroscopy, CT scanning, ultrasound, cardiac and vascular intervention studies, nuclear medicine, mammography and MRI.

FRSL strives to encourage a team-focused environment in order that patients receive a seamless service from the point of booking and presentation at Reception through to billing and departure from our premises. Staff in all modalities are encouraged to work together cohesively to ensure flexibility in their functions, and the ability to support their colleagues.

FRSL endeavours to continually provide a high quality and efficient service to patients, to referrers and to members of the public, ensuring the operation is a professional and well-run organisation.

Modality/Area	All Modalities at Base Hospital Radiology
Reports To:	Clinical Imaging Manager Clinical Director
ROLE SUMMARY	
This position is primarily based within the department specified above. However, as Fulford is a multi-site employer, all employees may be required to undertake their duties in any area of the organisation.	
Purpose of the Position:	The provision of safe nursing support and knowledge for Fulford Radiology Services Ltd (FRSL) and to patients/clients and their families. Such support and knowledge must be at all times in accordance with the professional standards, protocols and policies of the Nursing Council of New Zealand, and of Fulford Radiology Services Ltd.
Direct Reports:	Nil
Delegated Authorities:	Financial - Nil Staff - Nil.

FUNCTIONAL RELATIONSHIPS	
Key Working Relationships	Nature or purpose of contact
Clinical Director Clinical Imaging Manager	<ul style="list-style-type: none"> Professional responsibility/accountability Delivery of strategy and advice on clinical-related issues
All Fulford Radiology Staff	<ul style="list-style-type: none"> Effective provision and delivery of service
Professional Nurse Adviser at Taranaki District Health Board (TDHB)	<ul style="list-style-type: none"> Professional Development and Recognition Programme (PDRP) Guidance and advice for clinical-related issues
The Multi Disciplinary Health Care Team at FRSL; Referring Clinicians; Other Health Care Professionals	<ul style="list-style-type: none"> Liaison and communication Referral of patients, scheduling of cases Clinical advice
Patients, Clients and Families/Whanau	To develop effective relationships in providing management of nursing care

REGISTRATION / SCOPE OF PRACTICE

You must be able to demonstrate that you are registered with the Nursing Council of New Zealand, and that your scope of practice enables you to undertake the duties of this position.

You must hold a **current** annual practising certificate.

KEY PERFORMANCE INDICATORS

Key Accountability: Professional Responsibility

Tasks (How it is achieved)	Key Performance Indicators (How it will be measured)
<ul style="list-style-type: none"> Assumes and accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislative requirements. Promotes an environment that enables client safety, independence, quality of life, and health. Practices nursing in a manner that the client determines as being culturally safe. Demonstrate the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. Utilises own professional knowledge to enhance that of other health care professionals as required. 	<ul style="list-style-type: none"> Registered Nurse is able to demonstrate knowledge, judgment and accountability for own actions and decisions, while promoting an environment that maximizes client safety, independence, quality of life and health as evidenced through individual performance reviews with the Clinical Imaging Manager and the PDRP. Sighting of Annual Practising Certificate. Participation in radiology nursing on-call service provision (when competent).

Tasks (How it is achieved)	Key Performance Indicators (How it will be measured)
Key Accountability: Management of Nursing Care	
<ul style="list-style-type: none"> • Provides planned nursing care to achieve identified outcomes according to Protocol Manuals. • Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings within the Radiology Department. • Demonstrates flexibility to adapt to changing workload demands (daily and weekly). • Ensures documentation is accurate and maintains confidentiality of information. • Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options. • Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations. • Evaluates client's progress toward expected outcomes in partnership with clients. 	<ul style="list-style-type: none"> • Registered Nurse is able to demonstrate competence related to client assessment and managing nursing care, which is responsive to clients needs and which is supported by nursing knowledge and evidence based research, as evidenced through the individual performance reviews and the PDRP. • Participation in radiology nursing on-call service provision (when competent)
<ul style="list-style-type: none"> • Provides health education appropriate to the needs of the client within a nursing framework. • Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care. • Maintains professional development. 	
Key Accountability: Interpersonal Relationships	
<ul style="list-style-type: none"> • Establishes, maintains and concludes good therapeutic interpersonal relationships with client. • Practices nursing in a negotiated partnership with the client where and when possible. • Communicates effectively with clients and members of the health care team. 	<ul style="list-style-type: none"> • Registered Nurse provides evidence through the individual performance reviews with the Clinical Imaging Manager and through submission of PDRP portfolio which supports interpersonal and therapeutic communication with clients, other nursing staff, including nursing staff and inter-professional communication and documentation.

Tasks (How it is achieved)	Key Performance Indicators (How it will be measured)
<ul style="list-style-type: none"> • Ensures a safe environment for patients and other staff members and has a working knowledge of safety practices including but not limited to: <ul style="list-style-type: none"> - Radiation Protection - Infection Control - CPR - Administration of contrast media under the direction of a Radiologist - Anaphylactic reactions including contrast reactions - Fire and Electrical safety - Civil Defence/Emergency procedures - FRSL Health and Safety issues. 	<ul style="list-style-type: none"> •
Key Accountability: Inter-Professional Health Care and Quality Improvement	
<ul style="list-style-type: none"> • Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care. • Recognises and values the roles and skills of all members of the health care team in the delivery of care. • Participates in quality improvement activities to monitor and improve standards of nursing. • Educating and orientating, training and mentorship for new MRTs and other staff, to Radiology Department Emergency Protocols and equipment. 	<ul style="list-style-type: none"> • Inter-professional healthcare and quality improvement which is evidenced through the individual performance reviews and portfolio submission for PDRP which demonstrates an ability to evaluate the effectiveness of care and promote a nursing perspective within the inter-professional activities of the team. • Staff act appropriately and competently in emergency situations. • Contribute to the development and recognition of evidence-based nursing practice. • Use correct channels of communication. • Participates in quality assurance programmes pertaining to Radiology.
Key Accountability: Health and Safety In Employment	
<ul style="list-style-type: none"> • Complies with all safe work procedures, policies and instructions. • Reports all hazards, incidents and accidents to supervisors in a timely manner. • Actively participates in the ongoing development of safe workplace practices at FRSL. 	<ul style="list-style-type: none"> • Completed the FRSL Health and Safety Induction. • Attendance at workplace clinical staff meetings (indicated by minutes) where health and safety is discussed. • Demonstrated by signed training records. • Active involvement in, and completion of, audit and rehabilitation programmes as required.

Tasks (How it is achieved)	Key Performance Indicators (How it will be measured)
	<ul style="list-style-type: none"> • Timely, full and accurate completion of accident and hazard forms if and when required. • Advice is sought before commencing an unfamiliar work practice.
Key Accountability: Administration	
<ul style="list-style-type: none"> • Checks, monitors and controls usage of medical supplies and orders specific supplies within FRSL. For example SSD Pack, drugs, medical supplies, dressings and laundry. • Ensures that no expired drugs or equipment is used. • Maintains and updates, as necessary, Nursing Protocols and Procedures as per company and IANZ requirements. • Ensure that emergency equipment are subject to checking as per protocol. • Meets with agency representatives and keeps other staff informed on relevant matters. • Facilitates and coordinates bookings as required. 	<ul style="list-style-type: none"> • Monthly stock takes, checks and ordering completed so there are adequate and current supplies in department. • Nursing protocols and procedure manuals are up to date. • Up to date stock supplier catalogues. • Patients are appointed, prepared and booked for required exams within appropriate timeframes, with relevant Radiologist and other personnel in attendance.
Person Profile	
QUALIFICATIONS, SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • New Zealand Registered Nurse • Current New Zealand Annual Practising Certificate (APC) with no conditions • Four Years post graduation nursing experience, with recent clinical practise • Knowledge of aseptic techniques and competency to create and maintain a sterile field • Basic computer skills
Desirable	<ul style="list-style-type: none"> • Post registration studies or a commitment to work towards a post-registration qualification • Previous experience in a Radiology department • IV Cannulation skills • Knowledge of contrast media reactions • Knowledge of radiation protection practices • Acute Life Support(ATLS) trained.

PHYSICAL REQUIREMENTS

Under the Human Rights Act 1993, discrimination based on disability is unlawful. FRSL makes all reasonable efforts to provide a safe and healthy work place for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the Administration Manager/Human Resources Officer at Fulford Radiology Services Ltd.

- Must be able to function in rapidly changing and demanding conditions when required
- Hearing and speech must be sufficient to communicate clearly with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment and to hear emergency alarm
- Must be able to wear face masks and rubber gloves for protection against infectious disease.
- Cannot have a health condition which could increase appointee's susceptibility if exposed to infections more frequently than usual.
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals and latex rubber.
- Skin should not be fissured, scaly, cracked on hands, forearms, face or neck.
- The appointee must not have infection or colonisation with MRSA.
- The appointee must not have a health condition that will put others at risk.
- Manual dexterity sufficient to operate a variety of specialised equipment used within wards/departments at FRSL/TDHB is required, including syringes and intravenous pumps together with safe administration of drugs and use of clerical items including personal computers.
- A high degree of physical capacity is required as the work is physically demanding, involving standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently. (Stature extremes may increase hazard of shared activities).
- Physical ability to wear personal protective equipment is necessary, specifically lead apron/thyroid shield for personal radiation safety.
- A high degree of mental concentration is required.
- Ability to move about and undertake necessary duties (sometimes in restricted spaces) in departments within FRSL/TDHB settings is necessary.
- Visual ability sufficient to read, write/record, operate equipment, safely administer medications, monitor equipment and patient status enabling accurate performance of essential job duties.

FRSL may require you to undergo a pre-employment medical.

CAPABILITY REQUIREMENTS

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

Capability	Summary
Effective Communication	Willing and able to initiate verbal discussion/dialogue. Makes good use of active listening skills. Ignores other distractions. Articulates response clearly. 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.
Responsibility/Accountability	Accepts responsibility for implementation and completion of a task/action. Learns from mistakes to ensure improvement in future performance. Accepts accountability for outcomes and seeks to improve future performance
Innovation/Initiative	Recognises and acts upon current opportunities. Adapts work practices to take advantage of those opportunities. 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.
Customer Responsiveness	Has a sound awareness of customer needs and works actively to improve customer satisfaction. Takes personal responsibility for correcting customer service problems. Corrects problems promptly and objectively.
Teamwork and Cooperation	Shares all relevant or useful information with team members. Willing to sacrifice personal goals for the achievement of team objectives. Is an enthusiastic and willing participant of the team approach. Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to team success.
Time Management	Manages time to maximum advantage on a day to day basis, generally meeting deadlines. Takes a proactive rather than reactive approach to activities.
Cultural Awareness and Safety	Has an understanding of the Articles and Principles of Te Tiriti O Waitangi / the Treaty of Waitangi. Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/colleagues.
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 where necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.