



Nurse

The Nurse is responsible for providing an exceptional level of front-line nursing care on Mt Ruapehu and assisting in the planning and documentation of the Mt Ruapehu Medical Centre services, with particular regard to meeting ACC standards.

Working closely with internal and external stakeholders, including safety services team, ski area guests, St John Ambulance, National Air Desk, Police, Hospitals, Pharmacies and Suppliers to ensure coordinated medical care for patients.

KEY RESPONSIBILITIES

OPERATIONAL:

- Deliver acute medical care in accordance with the Tūroa and Whakapapa Medical Centre policies, procedures and work to current evidence-based medical guidelines.
- Assist with the provision of medical facilities in keeping with stated company goals.
- Assist with the medical training and ongoing education of Safety Services staff.
- Perform any duties as requested by the Practice Manager, NSC, and Lead Doctor as required to enhance the performance of the company and assist in achieving company goals.
- Actively foster a service-focused culture within the Company.
- Maintain safe, clean and tidy work areas.
- Actively seek new methods and suggestions to improve the efficiency of the operation.
- Attend and participate in weekly staff meetings and any scheduled full departmental or company staff meetings.
- Participating in internal and external audits, ensuring that audit requirements are met, and any necessary corrective actions are taken.
- Assist with internal audits relating to nursing duties these include but are not limited to; triage, infection prevention and control, HDC code of rights, quality stock account for controlled drugs.
- Assist with clinic stock take and ordering, in a timely manner.
- Assisting Practice Manager with budgeting for Medical Centres by maximising expenditure savings where possible.
- Maintain professional development by partaking and delivering education sessions to clinic staff and safety services team.
- Assist in ensuring vaccines/medication storage is compliant with RAL Cold Chain standards and policies.

HEALTH, SAFETY AND ENVIRONMENT:

- Encourage and maintain an environment which promotes quality service delivery and safety for all patients and staff.
- Assist in carrying out annual review of the Departmental Risk Register for the department and ensure new hazards are identified and actioned as required.
- Responsible for reporting and documenting incidents, adverse events, complaints and follow up corrective actions in a timely manner, relaying any of the above at the monthly staff meeting where relevant.
- Assist in investigating workplace accidents within the department.
- Adhere to all company policies and procedures and become a role model for staff within the department.
- Ensure clinics policies and procedures are reflective of current legislation.
- Ability to be adaptable to new policies and procedures as per Best Practice Guidelines.
- Play your part in keeping yourself, your team and guests safe and having fun

COMMUNICATION:

- Ensure a high level of communication with the Practice Manager, NSC, Lead Doctor and Ski Area Leadership Team, and all Ski Area employees.
- Ensure external parties are communicated with and kept up to date with information. Maintain a high level of communication with all other relevant external parties.

OTHER DUTIES

- Carry out projects as requested by the Practice Manager, NSC, Lead Doctor and perform any other duties required to enhance the performance of the company and assist in achieving company goals.
- The Employee will perform all other reasonable duties required and comply with reasonable instructions issued by the Employer.



KEY REQUIREMENTS

QUALIFICATIONS AND EXPERIENCE:

*Must complete self-assessment of core skill competencies, as part of application.

- Knowledge of the New Zealand health system, particularly ACC.
- Suturing and plaster casting experience.
- Computer literate.
- Skilled in developing and maintaining guest relationships.
- Ability to apply appropriate interpersonal styles within a team.
- Ability to share technical information with other technical or non-technical people in a manner that is quickly understandable.

COMPETENCIES AND PERSONAL QUALITIES:

- High level of accuracy.
- Punctual and reliable.
- High energy levels.
- A quick response to requests, ideas and suggestions in a non-defensive way.
- A tolerance for uncertain market and weather conditions.
- Flexible approach to work schedules, guest needs and the strategic direction of the organisation.
- Tactfulness and helpfulness in dealing with others.
- Effective negotiation skills.
- Ability and commitment to engage with guests in a friendly, professional manner, ensuring your interactions support them to have the best experience
- A team player, who is able to work collaboratively, support your team mates back and build a positive workplace culture.
- A willingness to jump in and assist others as needed.
- An understanding of and commitment to following health and safety procedures with the ability to identify hazards, ensuring you, your team and our guests get home safely.

Other Requirements

- Able to provide evidence of Hepatitis B vaccination, we require laboratory evidence of immunity (antibody > than 10mIU/ml).