



JOB DESCRIPTION

POSITION TITLE	Registered Nurse
LOCATION	Taradale Masonic Rest Home & Continuing Care Elmwood Memory Care Home & Hospital
REPORTS TO	GM – Care & Villages
DIRECT REPORTS	Nil
LAST UPDATE	December 2025

OUR VALUES – What we hold most dear

Embrace life & living – people, community, culture, difference, with fun, humour & positive energy.

Accept & respect choice – with openness and sensitivity, of individuality and individual needs, because we are stronger together.

Act with a service heart – with aroha, care and kindness for our residents, their families, our communities and each other.

PURPOSE

The Registered Nurse is responsible for providing comprehensive nursing care to elderly residents, with a strong focus on their health, comfort, and overall well-being. This includes assessing, planning, implementing, and evaluating care in partnership with the wider multidisciplinary team to meet each resident's physical, emotional, and psychological needs and to ensure a safe and supportive environment that promotes dignity, independence, and quality of life.

KEY OBJECTIVES

- Maintain high standards of nursing care and practice, ensuring compliance with the Nursing Council of New Zealand Standards of competence for a Registered Nurse and company guidelines at all times.
- Provide safe, effective and compassionate nursing care that meets the diverse cultural, emotional and clinical needs of residents.
- Maintain open, respectful and timely communication with residents, their families/whānau, colleagues, medical practitioners and other health professionals.
- Conduct thorough assessments, develop and regularly update care plans and evaluate care outcomes to ensure residents' needs are met within agreed timeframes.
- Monitor and report on care outcomes (eg, adverse event), identifying areas for improvement.

- Lead, guide and support staff to achieve high standards of care and teamwork, in line with NDMT's policies and procedures.
- Adhere to all health, safety and infection control protocols to maintain a secure and supportive workplace for residents and staff.
- Actively participate in the professional development, coaching and education of the nursing team by leading by example, sharing knowledge and providing hands-on guidance.

KEY RESPONSIBILITIES

KEY TASKS	PERFORMANCE OUTCOMES
Clinical and Professional Leadership	• Develop and document each resident's initial care plan within the required timeframe after admission, ensuring accuracy and completeness. • Conduct comprehensive nursing assessments within designated timeframes to ensure timely and appropriate care planning for residents. • Ensure Enrolled Nurses and/or Healthcare Assistants understand and follow the established care management protocols, providing consistent high quality personal care that upholds residents' dignity and independence. • Support the induction and ongoing training of new staff as directed by the GM – Care & Villages. • Maintain strict infection prevention and control standards by following best practices, monitoring compliance and educating staff on hygiene protocols. • Administer medications safely and accurately, following best practice guidelines and correct procedures, documenting appropriately, and reporting any concerns or adverse reactions promptly. • Assess, manage and evaluate wound care in consultation with a Medical Practitioner. • Obtain written informed consent from the resident or their authorised representative for any treatment or care provided by students or trainees. • Ensure daily documentation is accurate, thorough and up to date while ensuring entries made by Healthcare Assistants and other clinical staff are verified. • Adhere to all clinical policies, procedures and professional guidelines to ensure safe and effective care delivery. • Minimise the use of restraints by conducting thorough assessments and exploring alternative approaches, ensuring that, when necessary, all restraint use is correctly assessed, documented, monitored, and reviewed. • Proactively assess and monitor residents' health needs, providing evidence-based guidance and collaborating with the multidisciplinary team to adjust care plans and interventions as needed.
Relationship Management	• Build and maintain professional and effective relationships with key internal and external people and contacts across all levels across the organisation e.g., residents and their whānau, GPs, allied health professionals, contractors, suppliers etc. to ensure effective communication and the smooth operations of the services NDMT provides.
Health and Safety	• Demonstrate a clear understanding of Health & Safety requirements including reporting of any identified safety hazards, near misses, incidents and accidents. • Demonstrate knowledge and understanding of NDMT emergency procedures including emergency evacuation procedures and civil defence emergency procedures (if applicable).

	• Support and adhere to all health and safety policies, procedures and systems that promote the health, safety and wellbeing of all people who work in, live in and access NDMT. • Ensure the appropriate use of Personal Protective Equipment (PPE) as required for specific tasks or work environments and ensure compliance with PPE protocols to maintain personal and team safety.
Cultural Awareness	• Participate in ongoing training and development provided to enhance knowledge and understanding of cultural awareness, ensuring respectful and inclusive practices that recognise and honor the diverse cultural backgrounds and preferences of all residents and colleagues. • Actively engage in and promote the principles of Te Tiriti o Waitangi in all interactions and decision-making processes. • Ensure all services provided to residents are spiritually and culturally appropriate by maintaining awareness of the principles of Te Tiriti o Waitangi, respecting tikanga Māori (Māori customs and protocols), and applying these cultural understandings in everyday interactions and professional settings. • Recognise the importance of the Pacific culture, language faith and family values and support NDMT to foster an inclusive environment by embracing and integrating Pacific Island cultural values, customs, and worldviews.
Professional Development	• Participate in all NDMT required training programmes. • Maintain up to date knowledge with relevant legislation, best practice activities, procedural and policy developments. • Maintain professional standards through self-development and attendance at appropriate courses.
Confidentiality	• Maintain strict confidentiality at all times including compliance with the Privacy Act 2020 and all related organisational policies.
General	• Treat all residents, their families/whānau, friends, representatives and staff with respect at all times. • Positively promote the reputation of the NDMT at all times. • Carry out any other additional duties as may be reasonably required from time to time.

PERSON SPECIFICATION

Qualifications

- Bachelor of Nursing, or other Level 7 or 8 qualification, approved by the Nursing Council of New Zealand.
- Current Registration with the Nursing Council of New Zealand (NCNZ) as a Registered Nurse.
- Current First Aid Certificate.

Skills, Experience and Attributes

- Previous experience in a similar role, ideally in aged care or a similar healthcare setting, is preferred but not essential.
- Proven ability to work collaboratively within a multidisciplinary team, offering support and sharing knowledge to achieve desired outcomes.
- Excellent communication skills, both verbal and written, and a compassionate, resident-focused approach.
- Strong clinical knowledge and ability to manage complex care needs.
- Ability to assist in the development and implementation of individualised care plans, ensuring they are up to date and reflect residents' needs and preferences.

- Competent in maintaining accurate, timely, and confidential documentation, including resident records and medication logs.
- Proficient with computer systems and experienced in using digital care platforms that support care planning, maintain clinical records, and manage resident information.