

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives within the New Zealand health and disability strategies.**

|  |  |  |
| --- | --- | --- |
| **Position Title:** | **Nurse Practitioner** | |
| **Reports to:** | Professionally: Lead Nurse Practitioner  Operationally: Clinical Nurse Manager– Integrated Family Health Service (IFHS) | |
| **Key Relationships:** | Internal:   * All WCDHB staff, particularly: * IFHS Management Team * Integrated Family Health Centre colleagues * Rural Nurse Specialists * Other Nurse Practitioners * RN Prescribers * Senior Medical Officers * Rural Learning Centre * Workforce Development Team * Quality Team | External:   * ACC * Aged Residential Care * West Coast PHO * Community pharmacies * Māori Health Providers * St John Ambulance * NGO’s * College of Nurses Aotearoa-NPNZ * Transalpine/CDHB * Work & Income New Zealand |
| **Role Purpose:** | The Nurse Practitioner is responsible for providing advanced clinical expertise and care to enhance access and quality of care for people presenting to the Integrated Family Health Service. Care isprovided within an interdisciplinary model that meets the needs of patients and whānau accessing these services, and aligns with the vision and values of the WCDHB. Key deliverables include:   * Improving access to services * Improving standards of clinical care for people accessing these services * Advancing nursing practice * Enhancing clinical and professional standards | |
| **Complexity:** | The Nurse Practitioner communicates with a variety of health professionals within and external to the WCDHB, locally, nationally and internationally. This requires excellent communication and negotiation skills to ensure that appropriate and timely clinical care from a range of services is provided in a cohesive way across the care continuum. The Nurse Practitioner is also required to interact on a frequent basis with a range of WCDHB staff.  The Nurse Practitioner will provide care to a wide range of patients seeking services within the health centre, satellite clinics and aged care facilities as required. The range of issues will be diverse and will require solutions customised to meet the needs of individuals accessing these services. This will require:   * An innovative approach to problem-solving that is inclusive and understanding of other disciplines, team members, and services * The ability to coordinate staff at all levels across the care continuum * The ability to exercise sound judgement and negotiation skills aimed at achieving people-centred outcomes * Empowerment to make decisions and recommendations related to health services and enhancing professional nursing practice across the region. | |

**KEY ACCOUNTABILITIES:**

|  |  |
| --- | --- |
| **The Nurse Practitioner is responsible for:** | **The Nurse Practitioner will be successful when:** |
| 1. **High quality, advanced clinical care**   Works with patients, their whānau, and other members of the healthcare team to improve health outcomes.  Communicates at an advanced level with all involved in the care of a client, including communication via clinical documentation. Documents accurately and professionally and maintains data security at all times. | * Demonstrates effective clinical management of patients who present within the Nurse Practitioner scope of practise * Electronically documents in a professional, accurate and timely manner within the IFHS and ensures patient/whānau involvement in decision-making is visible * Practises in a way that is deemed by tangata whenua and whānau to be culturally safe and based on the principles within the Treaty of Waitangi in order to eliminate inequity for Māori * Utilises current research and evidence-based practice to support effective decision making in the holistic: assessment, planning, treatment, and evaluation of, clinical care * Uses knowledge of pathophysiology and pharmacology, as well as advanced assessment skills, to determine holistic diagnoses and plans of care in partnership with patients, whānau, and the wider care team * Plans and prioritises care by collaboratively identifying health promotion and disease management goals that are important to the patient and their whānau * Performs therapeutic and/or diagnostic procedures based upon the patient’s clinical status, and documents the patient’s response to these * Orders and interprets appropriate diagnostic and laboratory tests, and explains the necessity, preparation, nature, and anticipated effects of procedure(s) to patients, whānau, and other members of the care team * In partnership with the patient and their whānau, identifies educational needs to improve health literacy * Advocates on behalf of the patient, whānau, and/or colleagues as appropriate * Effectively and safely prioritises own caseload * Works closely with all members of the clinical team to provide clinical guidance, assistance, education, and support * Communicates, collaborates, and coordinates care with other health professionals to ensure best outcomes for patients and their whānau * Ensures all documented information entered is compliant with WCDHB policy * Ensures all collected information is stored and access-protected in accordance with the Health Information Privacy Code * Ensures patient register information is correct and timely so as to maximise PHO funding opportunities * Identifies and conducts relevant screening and recalls within recommended timeframes * Demonstrates an ability to prevent and manage adverse reactions/emergencies/crises * Modifies practice, as appropriate, to take into account the impact of the wider determinants of health, including changes to health policy and funding |
| 1. **Clinical & professional leadership, and consultancy**   Works in collaboration with the wider care team to develop safe, effective, and sustainable model of care services. | * Demonstrates expert communication with all members of the healthcare team that is timely and professional * Care delivery maintains continuity of plan and provider, and involves referrals to the wider care team as appropriate * Innovative approaches are utilised as necessary to meet patient needs * Identifies barriers to service delivery and client satisfaction, and leads/participates in appropriate evidence-based actions to address these * Contributes to the development of local policies and procedures to help guide consistency in contemporary standards of care * Contributes to the development of national and local health policy through membership and participation in various sector groups * Recognises and acts accordingly to concerns of professional standards involving colleagues, working together with the appropriate line manager * Has knowledge of service specifications/contracts that underpin service provision for the WCDHB; keeping abreast of any changes * Works in collaboration with relevant management ensuring the service is delivered in a cost effective, sustainable manner (including emphasising quality services and managing cost) |
| Demonstrates effective clinical and professional leadership, as well as consultancy. | * Collaborates and leads effectively within the multidisciplinary team * Demonstrates skilled mentoring, coaching, and teaching * Provides clinical supervision for colleagues, as required * Seeks guidance around problems and complaints, and handles these professionally and sensitively |
| Provides expert advice. | * Acts as a consultant for care and management provided in alignment with scope of practise * Recommends appropriate care products/therapies/interventions according to latest research and evidence * Acts as a specialty consultant nationally and internationally |
| Promotes interprofessional ways of working. | * Respects and values the contributions of others within the care team and can articulate how this helps to achieve high quality, patient-centred care * Uses an interprofessional approach when participating in multidisciplinary team meetings * Is able to articulate the work of nurses and identify the values and knowledge that underpin and guide nursing practice. Is also able to articulate how this work enhances care provided alongside other professional frameworks (allied, medical, non-clinical). * Promotes understanding of the Nurse Practitioner contribution to care delivery * Collaborates across the care continuum to provide care that is regarded positively by patients and whānau who are the recipients of this care * Promotes effective teamwork - both within the immediate team and between teams working throughout the West Coast region |
| Conducts relevant research. | * Relevant nursing and related research is critiqued and applied in all aspects of the role * Undertakes, presents and publishes research that challenges and improves practise at a local, national, and international level * In collaboration with the Quality Improvement Team, leads and participates in clinical audit to evaluate and develop practice |
| 1. **Nursing practice development**   Works with nursing staff to continuously improve nursing practice and patient outcomes.  Works with clinical staff to develop individual clinical practice. | * Demonstrates ongoing commitment to the professional development of others * Helps identify, plan, prioritise, and deliver evidence-based education and training within the IFHS. * Actively engages in various local, regional, and national forums to promote understanding of advanced nursing roles and their contribution * Promotes advanced nursing roles, as appropriate, to other nurses; facilitating career progression and succession planning * Demonstrates skilled mentoring, coaching and teaching, including the ability to provide professional feedback * Participates in activities within the WCDHB Nurse Prescribers’ Peer Session (group meets monthly) and other forms of peer review, case review, and de-briefing activities * Communicates practice concerns to the person concerned, line manager and/or Director of Nursing, as appropriate |
| Responsible for own continued clinical competency and professional development | * Demonstrates ongoing personal commitment to life-long learning * Participates in own annual performance review in conjunction with operational and professional line managers, with performance feedback utilised proactively as an opportunity for professional growth * Maintains ongoing education at least at the level required to maintain own Annual Practising Certificate * Maintains organisational requirements around mandatory training and other requirements relevant to the Nurse Practitioner role, as determined by the Director of Nursing and/or operational line manager * Attends monthly clinical/professional supervision (externally) with an agreed supervisor * Attends monthly peer review sessions with appropriate WCDHB SMO * Maintains clinical expertise and knowledge in accordance with evidence based practice * Maintains a portfolio of practice in accordance with the Nursing Council of New Zealand’s Nurse Practitioner requirements for continuing competence * Regularly attends the Nurse Practitioners New Zealand (NPNZ) annual forum * Attends other educational opportunities and conferences relevant to role and scope of practice, as negotiated with the Director of Nursing and operational line manager |
| 1. **Quality Improvement**   Ensures a quality service is provided and takes an active role in quality activities, identifying areas of improvement  Actively manages threats to a quality service | * Demonstrates personal commitment to ensuring quality service provision * Recognises areas of improvement and changes in practice that are required to improve healthcare standards * Works with the Quality Team to implement initiative aimed at improving healthcare standards including conducting relevant research * Participates in Cornerstone accreditation and/or other quality improvement programmes, as appropriate * Provides expert advice as appropriate regarding the development, or review, of standards of practise, protocols, and policies * Provides input into investigations, incidents, and reviews of clinical outcomes. Collaborates on changes and follows up as appropriate. * Communicates and escalates threats to quality service provision appropriately |
| 1. **Health and Safety**   Maintains a high quality, safe and secure work environment by following relevant WCDHB and divisional policies, protocols and standards  Actively manages risk | * Demonstrates personal commitment to health and safety, with a focus on preventing harm * Complies with all New Zealand legislation relevant to Health and Safety * Complies with organisational health and safety policies, including those related to: handling of instruments, storage of drugs, disposal of sharps and any other potentially dangerous equipment and substances * Ensures all accidents/incidents are reported in the Safety 1st incident reporting system * Works alongside the WCDHB Occupational Health & Safety team to implement initiatives aimed at improving health, safety, and wellbeing * Complies with health and safety policies and standards when providing care in the community * Communicates and escalates threats to health and safety appropriately |
| 1. **Honouring cultural diversity**   Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.  Consistently demonstrates awareness and sensitivity of cultural differences when working with patients and their families/whānau, and when working with clinical and non-clinical colleagues across the WCDHB. | * Consistently utilises Tikanga Best Practise guidelines in everyday practise * Engages with Takarangi cultural competency training and actively demonstrates these competencies in everyday practise * Demonstrates personal commitment to addressing inequity for Māori and Pacific peoples accessing WCDHB acute care services * Works in collaboration with the WCDHB Māori Health Team, local iwi, Māori Mental Health Team, etc. to develop strategies aimed at addressing inequities * Consistently respects the spiritual beliefs and cultural practises of others, including colleagues * Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues |
| 1. **Hours of work**   Maintains appropriate clinical hours to maintain clinical competence  Maintains appropriate professional hours to fulfil the development component of this role | * Participates in the GP/NP roster enabling clinical cover in a way that is fair and equitable * Contributes to the on-call roster as required * Ensures clinical service provision of at least 80% of employed FTE, as per employment agreement * Ensures specific hours of no less than 10% of FTE is dedicated to education, teaching and supervision requirements of the role (including clinical supervision, staff development, formal and informal teaching, and research) |

**PERSON SPECIFICATION:**

|  |  |
| --- | --- |
| **Qualifications & Experience** | |
| **Essential**   * Clinically focussed Masters degree in Nursing * Registered as a Nurse Practitioner with the Nursing Council of New Zealand * Current Annual Practising Certificate * Minimum 5 years recent relevant clinical experience related to integrated health services and primary care * Sound knowledge and understanding of medico-legal and ethical responsibilities within the acute care clinical setting * Experience in mentoring, coaching, and informal teaching * Current NZRC CORE Advanced certificate * New Zealand residency and/or current work permit * Current full driver’s licence | **Desirable**   * Experience in both the acute and primary care health setting * MedTech 32 experience * Experience in leadership or management role * Experience conducting research * PRIME training |
| **Personal Attributes** | |
| **Essential**   * Client focussed and committed to the principles of the Treaty of Waitangi * A proven expert clinical assessment and decision-making skills in acute health * A proven ability to work effectively within a team * Able to articulate a vision for advanced nursing roles and their function within the WCDHB healthcare team * Able to apply critical thinking and problem solving skills to develop creative, innovative, and sustainable approaches to complex situations or challenges * An excellent, advanced written and verbal communicator * Flexible, adaptable, and promotes a positive attitude within a changing environment * Able to act with integrity and discretion * Able to prioritise complex workloads | |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.