**POSITION DESCRIPTION**

# Maori Health Clinical Assessor

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| **Department:** | **Complex Clinical Care Network (CCCN)** |
| **Location:** | West Coast region |
| **ReportS to:**  **Professional report:** | CCCN Manager  Director of Nursing |

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

#### ServicE Vision & PURPOSE:

The Health of Older Person’s Service (HOPS) vision is to improve the health and well being of older people living on the West Coast.

#### ORGANISATIONAL Values:

* Care & respect for others
* Integrity in all we do
* Responsibility for outcomes

**PRINCIPLE OBJECTIVES:**

* To complete a comprehensive clinical (geriatric) assessment of clients’ medical, rehabilitation and support needs by using the InterRAI Home Care or Contact Assessment in order to identify issues to be addressed that will promote a person’s self-determination within their current environment or the environment they wish to be in.
* To priorities these needs in conjunction with the client and the CCCN (Complex Clinical Care Network) staff and/or IDT members, focusing on a restorative approach by using Post Assessment Guidelines to develop a Care Plan for the client.
* To facilitate referrals to services that will assist in restoring function and eliminating or minimizing the need for ongoing supports i.e. falls prevention programs. Planning and ensuring co-ordination of a package of services to meet their ongoing needs and reviewing this package to ensure that the services continue to meet the needs of the client.
* To improve the health status and identify cultural needs of Nga Turoro and Whanau through good communication and application of the concepts of Tikanga Maori throughout all activities related to the well being of Nga Kaumatua and whanau.
* The Maori Health Clinical assessor will be responsible for receiving and managing the referrals for support services for Māori people in the West Coast DHB region. The incumbent in this role will be required to complete NASC for Māori people within the West Coast or to provide specialist advice to a member of the team who may not identify as Māori and who is completing a NASC process for a person who identifies as Māori.

**FUNCTIONAL RELATIONSHIPS:**

**Internally:**

1. Director of Nursing

Nursing Director - Older People, Population Health, Canterbury

1. CCCN Manager and other CCCN staff
2. HOPS Consultant Geriatrician
3. General Manager, Maori Health
4. West Coast DHB Kaiawhina
5. HBSS and District Nurses
6. Nurse Manager Community Services / Primary Health
7. Clinical Nurse Managers, Clinical Nurse Specialists, Rural Nurse Specialists, Medical and Allied Health Staff and Community Teams
8. Nga Ratonga (General Maori Health workers)

**Externally:**

1. Aged Residential Care Facilities staff and residents
2. Community and Primary Care Services (including Maori Health) Providers
3. Clients/family/whanau/careers/iwi/hapu
4. Referrers
5. Informal providers
6. O Te Tai O Poutini

**KEY PERFORMANCE OBJECTIVES:**

**Task: To complete InterRAI assessments to CCCN level of competency**

Expected result:

* + Turoro/clients will be assessed via a comprehensive clinical geriatric assessment/review using the Contact Assessment or full InterRAI Home Care Instrument as required
  + Client/family/whanau will be provided information about the interRAI assessment, care planning and service co-ordination process.
  + With the agreement of the client, consult with family/whanau/ caregivers, service providers, general practitioners etc in relation to this assessment.
  + Utilise professional skills and knowledge to develop care plan that is focused on a restorative approach and that eliminates or minimizes the need for ongoing support and promotes quality of life for the client.
  + Complete documentation of the assessment process and the outcomes. Liaise as required with other members of the CCCN Team to develop a Care Plan and a Service Plan that reflects the client’s prioritised needs and goals and encourages independence, self-determination and the person’s participation to the level of their capacity. Formulate the client’s care plan
  + Refer on to Allied Health if required

**Task: Provide a culturally appropriate and safe climate of care.**

**Expected result:**

* A Maori viewpoint of health for nga Kaumatua and their whanau is promoted through Tikanga Maori concepts being applied to all activities related to Kaumatua health and wellbeing;
* Use *Te Arotakenga*, the Maori Cultural Assessment process, in conjunction with the interRaI, to underpin all activities, undertaken with nga Kaumatua and their whanau.
* Model and promote respect for the outcomes associated with cultural concepts and values to mainstream staff within the CCCN and Inter Disciplinary Teams, and
* Provide credible cultural input to Inter Disciplinary Teams in the planning of care pathways for nga Kaumatua.
* Access to OPDH services is facilitated for nga kaumatua and whanau by Kaiawhina Kaumatua
* Ensuring first and ongoing contacts with the service are managed in a culturally appropriate manner.
* Determining the kawa (protocol).
* Informing nga kaumatua and whanau of the role of Kaiawhina Kaumatua as part of the Inter Disciplinary Teams.
* Introducing them to the service.
* Explaining the service’s processes and procedures.
* Undertaking clinically and culturally appropriate Clinical Assessments activities in accordance the agreed standard and format.
* Facilitating and co-ordinating on-going contact as appropriate.

**Initiate and promote an understanding of tikanga maori to all CCCN staff /inter disciplinary team members that assists and supports the CCCN’s operational commitment to the treaty of waitangi, and implementation of the West coast district health board’s maori health plan, whakamahere hauora maori ki waitaha.**

* Regular feedback is given to staff/inter disciplinary team on the cultural aspects of service delivery;
* Cultural consultation is provided to staff/inter disciplinary team in order to facilitate the provision of culturally safe service for nga kaumatua; and
* Cases are presented at regular case review meetings as appropriate.
* Able to demonstrate knowledge of tangata whenua, with particular reference to the local iwi, hapu and marae structures and kawa;

##### Contribution to CCCN policies and procedures ensures cultural appropriateness.

* Communication with the maori community/resources and other community agencies is established and maintained, and relevant regular meetings are attended to assist maori whanau to know of the services available, and to ensure consistency of practice.
* Develop and maintain networks within the maori community so that they become aware of the services provided by CCCN’s service as well as other kaumatua services
* These networks will enhance recognition of kaumatua health issues

**Task: Complete, sign off and co-ordinate Support Plan**

Expected result:

* Ensure the turoro/client is fully informed of the coordination process.
  + Identify service delivery options in the identified timeframes.
  + Review appropriateness of support and services and negotiate adjustments as necessary.
  + Consider a wide range of options (including formal and informal and natural supports) when developing turoro/clients service plans.
  + Ensure turoro/clients understand their options regarding choice of available service providers or reasons why choice is not available.
  + The costs of the plan will not exceed the levels set by Planning and Funding. If the costs are in excess of the set level, the process for approval will be followed.
  + Demonstrate awareness of safe practice, i.e. for turoro/client, self and others.
  + Knowledge and application of legislation governing obtaining, release, and storage of client information.
  + Undertake reviews of Packages of Care as identified via the review process.
  + Maintain and disseminate resource information on and update knowledge of a broad range of services available in the community, means of access to, eligibility for and understand the cost of these resources.
* **To undertake duties associated with the Assessor’s professional scope of practice and competency level.**
  + Clients may access relevant interventions/service as required without referral to another professional of the same discipline; e.g. an OT may undertake any relevant OT duties that arise during an assessment visit or a registered nurse is expected to provide appropriate level of nursing input. A Social Worker may help people cope with a crisis, and support them with coping strategies.
  + To work within current scope of practice and seek appropriate direction and delegation as required.

**Task: Complete statistical information requirements**

Expected result:

* Complete appointments form in a timely and precise manner and forward to the team administrator.

**Task: Take part in duties relating to the Single Point of Entry referral system.**

**Expected result:**

* + Be an effective member of the Single Point of Entry duty and triage system, as required.

**Task: Culturally Safe Practice**

**Expected result:**

* + Demonstrate a commitment to bi-cultural practice
  + Evidence of a service which takes into account the socio-cultural values of clients/family /whanau

**Task: Participate in professional development, training, education, appraisal**

**Expected result:**

* + To have a comprehensive understanding and clinical knowledge of the ageing process, care of the elderly and the issues associated with ageing.
  + To maintain currency in professional practice within the specialist of gerontology by undertaking relevant professional development that is aligned to the priorities of the Older Person’s Service.
  + Maintain professional accountability to the appropriate professional leader.
  + Must maintain the requirements of the appropriate registration authority to hold an annual practising certificate or the requirements to maintain professional competency of the appropriate professional body for those health professionals not under the Health Practitioners Competence Assurance Act 2003 (HPCA).
  + Contribute to the professional development of others (including social work students)
  + To maintain the competency requirements of the appropriate registration authority or professional body whichever is relevant.
  + To meet requirements for the appropriate professional group e.g. any credentialing requirements, such as the competency based performance review for nursing, any compulsory training requirements of the service or professional group.
  + Undertake professional supervision as per the appropriate professional body’s supervisions standards
  + Prepare and participate in own annual performance review process based on position description and WCDHB process.
  + Undertake quality improvement and develop own professional expertise in the specialist of gerontology
  + Participation in appropriate Maori training hui, sessions and courses to further enhance own development in Tikanga Maori is maintained.
  + Attendance at planned cultural supervision and guidance from Kaumatua and Nga Ratonga
  + Attendance at training sessions held with Nga Ratonga, as appropriate for the role
  + Ongoing development and review of Maori NASC standards nationally

**Task: Participate in developing and maintaining communication with key agencies, service providers and client care groups.**

Expected result:

* Is an active, collaborative member of the health team, contributes to patient conferences, interdisciplinary meetings and strategic planning of the service.
* To give accurate and prompt information while representing the service which promote the goals and objectives of the service.
* Network with GP Practices and other relevant service providers

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**Task: Undertakes other duties consistent with the above position description as reasonably requested by the Director of Nursing and Midwifery and/or CCCN Manager from time to time.**

Expected Result:

* Required duties are completed in a competent and effective manner, consistent with the policies, procedures, aims and objectives of West Coast District Health Board.

**Task: To implement emergency procedures and maintain a safe and secure work environment by following relevant West Coast District Health Board policies, protocols and standards.**

Expected Result:

* Be aware of and comply with West Coast DHB health and safety policies and procedures.
* Work in a safe and healthy manner to prevent harm to themselves or others.
* Be pro-active in identifying and controlling hazards through staff meetings - OSH accidents are reported directly to the CCCN Manager.
* Demonstrate competence and initiate actions in emergency procedures, e.g. fire and CPR.
* Complete and annually maintain Emergency Procedures, CPR and other competencies, e.g. electrical safety, back care training as required by West Coast District Health Board’s policies and specialty area.
* Identify, take appropriate action and promptly report clinical, OSH and security incidents.

**HEALTH & SAFETY:**

Observe all West Coast DHB safe work procedures and instructions

* Ensure your own safety and that of others
* Report any hazards or potential hazard immediately
* Use all protective equipment and wear protective clothing provided
* Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
* Co-operate with the monitoring of workplace hazards and employees health
* Ensure that all accidents or incidents are promptly reported to your manager
* Report early any pain or discomfort
* Take an active role in the  West Coast DHB's  rehabilitation plan, to ensure an early and durable return to work

Seek advice from your manager if you are unsure of any work practice

**QUALITY:**

Every staff member within WCDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organizational and divisional policies and procedures.

**QUALIFICATIONS & EXPERIENCE:**

**Essential**

* Must have a professional degree / qualification or recognised equivalent New Zealand qualification, or be a Registered Health Practitioner (under the HPCA), or overseas equivalent (Social work, Occupational Therapy, Registered Nurse, or related discipline).
* Must hold and maintain a current annual practising certificate or equivalent as required by the relevant Registration Authority or Professional Body
* Those with a social work qualification be either registered under the Social Workers Registration Act (2003), or hold a current ANZASW or NZSWRB Certificate of Competency and will become registered within six months, or will complete an ANZASW or NZSWRB Certificate of Competency within six to twelve months and become registered within twelve months.
* Have completed InterRAI Assessment training (or be prepared to complete) to CCCN level of competency which is maintained and up to date
* Have the clinical knowledge, judgement and expertise to undertake comprehensive clinical health assessment and to formulate the client’s care plan.
* Clinical experience in the specialist area of gerontology.
* Current full New Zealand driver’s license and the ability to drive manual and automatic vehicles
* An understanding and working knowledge of ageing process

**Desirable:**

* Knowledge and understanding of health and/or Mental health changes and the impact on the elderly.
* Received formal training in supervision

**PERSONAL ATTRIBUTES:**

##### Mandatory

**Key Behaviors:**

* Ability to “work together” in a truthful and helpful manner.
* Ability to “work smarter” by being innovative and proactive.
* Accepts responsibility for actions.
* Ability to provide inspirational and motivational leadership
* Ability to work with clients and their family/whanau/careers.
* Ability to express self clearly verbal and written.
* Ability to effectively organize, update and disseminate information.
* Able to priorities and work effectively under pressure.
* Demonstrate effective management of the allocated workload and required administrative and reporting procedures.
* Positive approach to and identified strategies for problem solving.
* Commitment to ongoing professional development

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

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| *Signed on behalf of West Coast District Health Board* |  | *I accept the terms and conditions as outlined in this Position Description* |
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| ***Name***  ***Position***  **West Coast District Health Board** |  | ***Name***  ***Job Title***  **West Coast District Health Board** |