

# POSITION DESCRIPTION

## Public Health Nurse



This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

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.

<b>Position Title:</b>	<b>Public Health Nurse</b>	
<b>Reports To:</b>	<b>Cheryl Hutchison CNM Community Nursing</b>	
<b>Role Purpose:</b>	<p>Public Health Nurses are pivotal in the interface between family, home, early childhood facilities, schools and other health professionals and social agencies. Utilising the Ottawa Charter &amp; The Treaty of Waitangi, they promote health, well-being and disease prevention in Tamariki/children and their whanau/families within their communities.</p> <p><u>The aim is to:</u> To provide an appropriate Well Child Personal Health Service to children / Tamariki (Birth – 18 years) and their families / whanau within the Community.</p>	
<b>Key Relationships:</b>	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>- Manager Community / Primary Health</li> <li>- Clinical Nurse Manager</li> <li>- IFHC staff</li> <li>- WCDHB Staff (Community / Primary &amp; Secondary)</li> <li>- Paediatric Services</li> <li>- Immunisation Coordinator / Outreach Immunisation Nurse</li> <li>- B4 Schools Co-ordinator</li> <li>- School Dental Therapists</li> <li>- Vision and Hearing Technician</li> <li>- Children's health department and CNM</li> </ul>	<p><u>External:</u></p> <ul style="list-style-type: none"> <li>- Plunket Nurse</li> <li>- Whanau / Parents / guardians / authorised others</li> <li>- Tamariki / children</li> <li>- Primary Health Providers</li> <li>- West Coast PHO</li> <li>- Government / non-government organisations e.g. Oranga Tamariki</li> <li>- Community Public Health (Health Promoters &amp; Health Protection)</li> <li>- Medical Officer of Health</li> <li>- Pre-Schools, Kohanga Reo &amp; School Principals and staff</li> <li>- Health Camp staff</li> <li>- Maori Health Providers-Poutini Waiora</li> <li>- Alternative Education facilities</li> <li>- Family Start.</li> </ul>

### Key Performance Indicators (KPIs)

**Tamariki Ora / Well**

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<p><b>Child &amp; Whanau / Family Health</b></p> <p><i>To provide an appropriate Well Child Personal Health Service to children / Tamariki [birth – 18 yrs.] and their families / whanau within the Community</i></p> <p><b>B4School</b></p> <p><b>Healthy Kids</b></p> <p><b>School Based Health Services</b></p> <p><b>HEADDSSS</b></p> <p><b>Youth Justice Assessments</b></p> <p><b>Support Vulnerable Families</b></p> <p><b>Enuresis</b></p> <p><b>Health Promotion</b></p> <p><b>Oral health</b></p> <p><b>Hygiene</b></p> <p><b>Nutrition</b></p> <p><b>Sun Smart</b></p> <p><b>Contact Tracing</b></p>	<p><u>Public Health Nurse responsibility:</u></p> <ul style="list-style-type: none"> <li>• Carry out comprehensive wellness and holistic assessment of all clients/ family in her/his care, utilising the nursing process (assess, plan, implement &amp; evaluate)</li> <li>• Validate and accurately document decision-making based on nursing knowledge and clinical experience mindful of legal implications</li> <li>• Acknowledge own limitations in complex situations and seek assistance</li> <li>• Maintain competencies for the service provision and ensure hold an APC.</li> <li>• Uphold client Privacy and Confidentiality according to the Medico legal requirements incorporated in WCDHB and Nursing Council policy</li> <li>• Practice demonstrated compliance with the Health &amp; Disability Consumers Rights and the Child Protection Act (<i>Section 125</i>)</li> <li>• Collaboratively plan care which is culturally and spiritually safe for the client/family and is inclusive of the three principles of the Treaty of Waitangi i.e. Protection, Participate and Partnership</li> <li>• Will work with clients to bring about change by: <ul style="list-style-type: none"> <li>≡ Assessing learning readiness( Literacy awareness)</li> <li>≡ Evaluating knowledge / lifestyle choices</li> <li>≡ Maximising every opportunity to improve health and learning priorities.</li> <li>≡ Provide health promotion messages and education.</li> </ul> </li> <li>• Will empower parents to make informed decisions regarding their children's immunisations and general well being</li> <li>• Will assess the health and immunisation status of 4 year olds at a B4Sc Clinic and refer appropriately.</li> <li>• Initiate referrals to other Health Professionals in a timely manner</li> <li>• Consult and discuss with family /whanau regarding the health of any child between 6 weeks and 18 years as seen fit.</li> <li>• Provide on-going HEADDSSS in the High Schools and other secondary/tertiary educational facilities for year 9 or 10.</li> <li>• Participate in the 'Strengthening Families' initiative, attending meetings when requested</li> <li>• Participate in Early Childhood Centres/School/Community liaison meetings to discuss health issues in designated geographical areas and document outcomes as appropriate</li> <li>• Network effectively within and beyond WCDHB</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensure that your knowledge and concepts of community development and partnership are current</li> <li>• Will work collaboratively with iwi, Maori Health providers and whanau to improve Maori Health</li> <li>• Will undertake Well Child checks when referred to by Midwifery services, other agencies or self-referral</li> <li>• Will support parents with children with disabilities to ensure their appropriate needs are met e.g. continence</li> </ul>
<b>Health Promotion:</b> <i>To contribute toward the achievement of improved health outcomes through population based Public Health activities with individuals, families and communities, utilising the Ottawa Charter framework and the Treaty of Waitangi</i>	<ul style="list-style-type: none"> <li>• Fostering partnership with local communities for the development and implementation of Innovative Strategies and Initiatives, both local, national and international</li> <li>• Identify and network with established community agencies, especially with new ethnic groups/key people</li> <li>• Identify and respect cultural differences within new immigrant community</li> <li>• Consult with the community</li> <li>• Provision of appropriate resources to assist Health Promotion Initiatives</li> <li>• Advocate for Public Health Policy in relation to the Client Group to make a healthier choice</li> <li>• Follow the principles of the Ottawa Charter in provision of health promotion</li> </ul>
<b>Communicable diseases:</b> <i>To ensure that Notifiable Diseases are identified, investigated and measures put in place to minimise risk</i>	<ul style="list-style-type: none"> <li>• Work closely with the Health Protection Officer to manage specified cases of notifiable infectious diseases e.g. Tuberculosis, that need investigating &amp; contacts traced, ensuring effective treatment &amp; referrals are initiated or provided.</li> <li>• GP will inform of suspected infectious disease to Community and Public Health and refer for contact tracing as required to the Public Health Nurse Service.</li> <li>• Immunisation Programmes are provided in accordance with the National Immunisations schedule and local priorities (<i>these include assisting the WCDHB's OHS service to provide a staff immunization programme</i>).</li> <li>• Acknowledge the importance of the prevention of spread of infectious / communicable diseases and will under the direction of the Medical Officer of Health assist in planning and implementing school-based or other vaccination programmes.</li> <li>• Delivery of School-based immunisation programmes e.g. HPV, and others that</li> </ul>

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	<p>may be requested by the MOH.</p> <ul style="list-style-type: none"> <li>• In the event of a Pandemic outbreak, will work under the direction of the CPH/WCDHB for the delivery of appropriate services.</li> </ul>
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### KEY ACCOUNTABILITIES

The Public Health Nurse is responsible for:	
<p><b>Health and Safety:</b></p> <p><i>Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards.</i></p>	<ul style="list-style-type: none"> <li>• The <b>Public Health Nurse</b> will take reasonable care for his/her own health and safety and ensure that his/her acts and omissions do not adversely affect the health and safety of other persons.</li> <li>• The <b>Public Health Nurse</b> will co-operate with any reasonable policy or procedure of WCDHB and follow any reasonable instruction relating to health and safety.</li> <li>• The <b>Public Health Nurse</b> will notify the line manager of any health and safety issues in a timely manner.</li> </ul>
<p><b>Quality Standards:</b></p> <p><i>Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.</i></p>	<ul style="list-style-type: none"> <li>• It is expected that the Public Health Nurse will participate in the development (<i>identification and planning</i>) of quality activities as they relate to Health Promotion and Disease Prevention.</li> <li>• The IFHC and Clinical Nurse Manager will be kept informed of significant events and developments within the Public Health Service.</li> <li>• Specific objectives will be reviewed throughout the year by the Nurse Manager Community/Primary Nursing and/or the General Manager of Community/Primary Health Services to ensure quality contractual obligations are met.</li> <li>• The Public Health Nurse will proactively work collaboratively with the community to develop a Health Promotion Plan appropriate for their community, aligned with the Ottawa Charter framework and the Treaty of Waitangi.</li> <li>• Evaluation of all health promotion activities and education sessions held will take place.</li> </ul>

### Qualifications & Experience (*indicate years of experience required and level of learning*)

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Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Registered Nurse</li> <li>▪ NZNC annual practicing certificate</li> <li>▪ Post Graduate qualifications (<i>or working towards</i>) relevant to this specialist area of nursing e.g. Health Promotion, Child and Family Health, Advanced Child Health Assessment, Plunket Certificate, Vaccinator's Certificate etc are desirable</li> <li>▪ Manual Driver's license required</li> <li>▪ Minimum two years Postgraduate nursing experience in either Tamariki/Child or Community Health.</li> <li>▪ Participation in Health Promotion/Education activities would be an asset</li> <li>▪ Experience in community consultation, implementation and evaluation of service projects</li> <li>▪ Sound knowledge of child and family health</li> <li>▪ An understanding of the Ottawa Charter and the Treaty of Waitangi and its application.</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate qualifications (or working towards) relevant to this specialist area of nursing e.g. Health Promotion, Child and Family Health, Advanced Child Health Assessment, Plunket Certificate, Vaccinator's Certificate etc. are desirable.</li> <li>• Knowledge of Te Reo &amp; Tikanga</li> <li>• Participation in Health Promotion / Education activities.</li> </ul>

### Person Specification:

- The preferred appointee should have the following personal qualities: -
- An interest in improving health outcomes for children, youth and families within the community
- Is interested in service development as the IFHS model of care delivery is implemented and developed in your area.
- The ability to work as an independent/ autonomous practitioner and/or as a participating and interactive team member
- As well as: -
  - The ability to maintain confidentiality and use discretion
  - The ability to work unsupervised and prioritise workloads

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- Possess ability to work co-operatively and efficiently
- Possess a high level of initiative and imagination
- Accountability
- Have well-developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities
- Be culturally safe with an understanding of the Principles of the Treaty of Waitangi
- Flexibility to work extra hours if required
- Be able to produce well-written documentation when required
- Computer competent
- A high level of self-presentation
- Able to work under pressure and meet deadlines
- Commitment to on-going self-development
- Be smoke-free

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.

***Signed on behalf of West Coast District Health Board***

\_\_\_\_\_

***Date*** \_\_\_\_\_

***Name:*** \_\_\_\_\_

***Position:*** \_\_\_\_\_

**West Coast District Health Board**

***I accept the terms and conditions as outlined in this Position Description***

\_\_\_\_\_

***Date*** \_\_\_\_\_

***Name:*** \_\_\_\_\_

***Job Title:*** \_\_\_\_\_

**West Coast District Health Board**