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| **POSITION DESCRIPTION** | West Coast District Health Board *Te Poari Hauora a Rohe o Tai Poutini* |

December 2021

This Position Description is a guide and will vary from time to time and

between services and/or units to meet changing service needs

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| 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. | | |
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| Organisational Vision The West Coast District Health Board’s vision is an integrated health system that is clinically sustainable and financially viable and wraps care around the patient to help them stay well. Organisational Values  * Care and respect for others. * Integrity in all we do. * Responsibility for outcomes. | | |
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| **POSITION TITLE:** | | **Walking in Another’s Shoe’s Dementia Educator** |
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| **REPORTS TO (Title):** | | Complex Clinical Care Network Manager |
| **Reports professionally to** | |  |
| **PRINCIPAL OBJECTIVES** | | |
| In conjunction with the South Island Walking in Another’s Shoes Coordinator, to be responsible for the implementation and delivery of The Walking in Another’s Shoes Dementia Education programme within the West Coast Region. This includes the administration of education; provision of clinical advice and support to staff engaging in the programme. To create an environment that enhances learning opportunities supported by promotion of “best practice” outcomes. | | |
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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | | |
| **INTERNALLY: see examples below** | | |
| 1 | Community Mental Health Registered Nurse | |
| 2 | Kahurangi CNM and Psychgeriatrician | |
| 3 | Senior Nursing and Allied Health staff of Grey Base, Buller and Reefton Hospital’s and the CCCN & AT&R Units | |
| 4 | HBSS, District Nursing Team, Nurse Specialist’s | |
| 5 | CNS for Gerontology – Community Greymouth and Buller | |
| 6 | Residential Care Facilities, Primary Care Facilities | |
| 7 | PS Community Team members | |
| **EXTERNALLY:** | | | |
| 1 | National Walking in Another’s Shoes Staff | | |
| 2 | Regulatory bodies | | |
| 3 | Other stakeholders | | |
| 4 | Dementia care providers | | |
| 5 | South Island Regional Dementia Project staff | | |
| 6 | Recognised Tertiary Educational Agencies | | |

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| **KEY PERFORMANCE OBJECTIVES:**  **All tasks are in consultation with the Walking in Another’s Shoes Regional Coordinator**. | |
| **Task** | **To implement The Walking in Another’s Shoes education programme and related professional development activities within residential facilities, home based support services and/or NGO’s to promote ‘best practice outcomes’ in relation to the service specifications.** |
| Expected Result | * Ensure that training/education adheres to principles of adult learning. |
|  | * Deliver appropriate training/education activities in consultation with the Walking in Another’s Shoes Coordinator utilising the CDHB licensed education programme. This includes regular workplace visits to students that focus on the provision of case based teaching and clinical support. |
| Task | **In consultation with the residential facilities, home based support and NGO’s providers ensure all education and professional development meets their collective needs as well as any individual needs to prescribed standards.** |
| Expected Result | * Ensure programmes for registered health professionals are provided with an awareness of NZ registration body standards and relevant care facility policy requirements. |
| Task | **To act as a resource and role model in clinical experience.** |
| Expected Result | * Maintain a credible clinical profile. |
|  | * Demonstrate competent and effective teaching skills. |
|  | * To support residential facilities as appropriate on relevant clinical topics and enhancing person centred practice. |
|  | * Provide information as available on courses, conferences and seminars. |
|  | * Demonstrate commitment to professional development. |
|  | * Attend relevant educational programmes and keep up to date with Local, National and international trends. |
| Task | **To monitor effectiveness of training and modify as required.** |
| Expected Result | * Monitor and evaluate all learning activities to ensure programmes adhere to stated objectives and assessment criteria. Foster an evidence/best practice approach. |
| Task | **To develop and maintain database of attendees.** |
| Expected Result | * Data base is current and available on request |
| Task | **To collate robust evaluation data and report outcomes as requested.** |
| Expected Result | * Using provided evaluation materials collect and maintain an evaluation data base for each cohort of students. * To provide evaluation data to the National Walking Office in Canterbury at the completion of each programme and as required for regional reporting. * Provide evaluation and reports of training and programmes to Clinical Manager as required. |

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| **HEALTH & SAFETY:** |
| Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies. |
| This will be achieved by ensuring: |
| * Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor. |
| * Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings. |
| * A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards. |
| * All employees are provided with information about the hazards and controls that they will encounter at work. |
| * Regular workplace audits are carried out. |
| * All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures. |
| * All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use. |
| * All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes. |
| * Support and participation occurs in employee’s rehabilitation for an early and durable return to work following injury or illness. |

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| **QUALITY:** |
| Every staff member within CDHB 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 organisational and divisional policies and procedures. |

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| **QUALIFICATIONS & EXPERIENCE:** |
| Essential   * Relevant Allied Health Professional or Registered Nursing Qualification * Five years’ post qualification experience with at least two years working in the field of dementia. * Demonstrated clinical teaching abilities. * Excellent interpersonal skills and ability to motivate and support behavioural change within complex environments. * Good computer skills including word-processing, PowerPoint and key board skills * Competent in making presentations to large groups * Able to successfully facilitate group work * Valid full NZ drivers licence and able to drive a manual vehicle |

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| **PERSONAL ATTRIBUTES:** Mandatory **Key Behaviours:**   * 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 demonstrate compassion in clinical practice. * Demonstrated commitment to a person- centred approach in dementia care. * Ability to provide inspirational and motivational leadership * Ability to work autonomously and be self-motivated. * Ability to work under pressure to tight timeframes |

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 than those specified.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I have read and received a copy of this Position Description, which accurately reflects the role for which I have been employed.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_