

**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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| **Position Title:** | **District Nurse** | |
| **Reports to:** | Associate Clinical Nurse Manager Primary and Community  CNM Buller Health | |
| **Key Relationships:**  **Significant Working Relationships** | Internal:   * Health care team members * HBSS,CNS’s SW, Allied Health members Home Community Support services * Ancillary support personnel * Wards, units, departments * Staff Development * Health and Safety Coordinators   **Committees / Groups**   * Quality * OSH * Nursing subcommittees * Infection Control * Unit Team Meetings * Regional DN meetings * Multidisciplinary service specified meetings * Reports to Associate Clinical Nurse Manager Primary and Community * District Nurses within the team, MDT members, Allied Health and Service leaders * Participation in peer review with appropriate health professionals. | External:   * Health care consumers * Family/whanau members * Members of the public * Volunteers * Students and Polytechnic tutors * Other health providers and agencies * GP’s, Practice Nurses * Medical Specialists * ACC * Other DHB’s/CDHB |
| **Role Purpose:** | The District Nurse is responsible for :  Providing patients and their families/whanau with contemporary nursing care that is client centred based on comprehensive nursing assessment, ensures continuity, is culturally sensitive, and research-based to optimise quality of life.  A District Nurse will provide holistic care in an autonomous manner within the community through an **Integrated Family Health Centre Model** with a multi-disciplinary approach to assist individuals and their family / whanau to meet their individual health needs.  As Buller works within the integrated model, the District Nurse may be asked to flex across the other services on site, following appropriate orientation; when the workload dictates. | |
| **The key deliverables are:**  **The key deliverables are:**  *(continued)* | **Accurate and comprehensive holistic assessment of client health needs**   * Documented assessment reflects actual assessment findings and potential service delivery needs.   **Client Centred Care Planning**   * Patient centred care plan highlights actual health needs * Enhanced patient centred care for HOP across DN and HBSS incorporating InterRai Guidelines * Developing services within the DN services to integrate with HBSS that meets best practice for our elderly. * Patient centred care plan reflects MDT consultation that enhances the patient journey. * This may include 24/7 support in some cases.   **Patient Centred Care Plan Evaluation**   * Evaluation of care and reassessment occurs at each interaction. Nursing process. * Changes in care needs are reflected in a patient centred nursing care plan jointly with HBSS to meet the evaluation process   **Accurate And Timely Documentation**   * Accurate and timely client documentation is maintained at all times * Data for statistical purposes is collected and provided in a timely fashion   **Foster Therapeutic Relationships With Effective Communication To Ensure Networks Are Established / Maintained**   * District Nursing teams are committed to daily case review to maintain continuity and implement change in patient requirements. * Communication is maintained with DN and all other Health Professionals involved in your patients care. * Committed to attending MDT meetings.   **Education and Supervision**   * Active participation in patient focused care involving all appropriate health team members and assisting with preceptoring and supervision of new staff, Enrolled Nurses, students and Health Support Workers * Generously and willingly shares skills and knowledge that is appropriate to any of the above groups.. * Participates in departmental education sessions * Accountable and committed to own ongoing education * Take part in annual performance appraisal * Participates fully in case review /peer review to enhance the patient journey across the service. * Demonstrate the use of current research/evidence based best practice in your day to day clinical work. * Fully aware of the benefits of professional supervision to develop own nursing practice   **Self Care Options/Health Promotion/Wellness**   * Identify opportunities for Health Promotion with clients * Promotes self care when planning patient journey with patient. * When identifying care needs with the patient be mindful of preventing hospital admissions within the plan. * Identify learning needs of clients and access appropriate resources * Encourages self care/empowers responsibility for meeting own health needs and provides appropriate resources.   **Health and Safety**   * Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards. * Maintains confidentiality and privacy * Be aware at all times of potential harm / injury to your self and clients * Take all practicable steps to eliminate / isolate and minimise any potential hazard * Where hazards and potential harm to staff and clients persist despite all attempts to eliminate, isolate or minimise them, the ACNM must be notified * Actively participates in maintaining unit hazard register * If accidents, injury or near hits occur – personal safety first, report to the Line Manager, complete a Safety 1st online form   **Quality Improvement**   * Participate in quality improvement * Identify areas that arise in the course of your practice where quality improvement can be applied * Proactively reviews service delivery to implement quality improvements   **Resource Management**   * Take responsibility for the appropriate, efficient use of WCDHB Resources (staff, vehicles, treatment products and equipment)   **Other Duties As Required**   * From time to time other duties may be required. * Palliative District nursing services may need to cover after hours on call in some instances to support the dying patient at home.” Hospice in the Home” in line with the MOH “Resource and Capability Framework for Integrated Adult Care Services in New Zealand” document | |

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| **Complexity:** | Most challenging duties typically undertaken or most complex problems solved:   * Completes Nursing assessment and care planning with patient involvement at all times * Aware and practices the legal requirements of **Documentation, Code of Conduct, Professional Boundaries and Health Practitioners Competencies Act.** * Able to access appropriate resource personnel and equipment * ACC Nursing Services comprehensive needs based approach to care that includes treatment and rehabilitation as per service guidelines. * Wound management – demonstrates advanced knowledge of wound assessment management and healing * Continence / Ostomy Management –demonstrates advanced skill and knowledge along with the champion nurse in the team to manage this care to best practice guidelines. * Diabetes Management – able to educate and supervise diabetic clients in conjunction with the Diabetes CNS to the level of best practice guidelines. * Palliative Care – Demonstrates advanced knowledge of home based holistic care to meet the hospice philosophy in caring for terminally ill, their family / whanau and the bereaved which in some cases may include 24 hour support. Able to maintain case management /primary role in the management of Palliative patients at home. * Oncology – Aware of the management of client’s pre and post chemotherapy and radiotherapy. * Intravenous / Subcutaneous Therapy – maintains competency to WCDHB/CDHB policy and procedure and follows best practice guidelines to maintain expert service delivery. * Enternal feeding - aware of principles and clinical knowledge and skill to maintain home care and seeks education as needs demand. * Oxygen therapy – Aware of safety and policy to maintain best practice within the delivery of this service in the community setting safely. * Demonstrates knowledge and skill to meet the demand of providing care to an escalating acuity of patient care presenting by the early discharge model. * Completes appropriate administrative tasks * Ability to use standard software applications (MS Office suite, MS Outlook, |

**PERSON SPECIFICATION:**

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| **Qualifications & Experience** *(indicate years of experience required and level of learning)* | |
| **Essential**   * Must be a Registered General Obstetric Nurse or Registered Comprehensive Nurse, registered with the Nursing Council of New Zealand pursuant to the HPCA, and possess a current practicing certificate. * Must have a current driver’s licence and a good driving record. * Have had relevant Post Basic experience. * Must demonstrate a high standard of clinical / rehabilitative / therapeutic skills. * Must demonstrate sound knowledge and practice of nursing and holistic assessment techniques to identify client needs. * Must demonstrate the ability to establish and maintain effective therapeutic relationships in the work setting. * Demonstrate the ability to communicate effectively both orally and in writing. * Demonstrate a commitment to ongoing education. * Demonstrate a commitment to research based practice. * Demonstrate knowledge of the Treaty of Waitangi and how that impacts on community nursing safe practice. * Demonstrate and apply knowledge of other health related legislation e.g. Privacy Act, Health and Disability Commissioners Act, Medications Act etc. * Demonstrate the ability to be proactive in changing practice and the ability to adapt to change. * Demonstrates accountability and responsibility to maintain core competencies to provide safe nursing practice to enhance the patient journey | **Desirable**   * Have an understanding of Medtech * Be prepared to flex across the IFHC service in alignment with the integrated model of care |

#### HEALTH AND SAFETY

Lead or implement emergency procedures and maintain a safe and secure work environment by following relevant WCDHB/C DHB and Divisional policies, protocols and standards. This includes but is not limited to.

* Practice safe work habits and ensure the health and safety of yourself and others.
* Make unsafe work situations safe or, inform a supervisor or manager.
* Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards.
* Use Personal Protective Equipment correctly and when required.
* Report hazards, incidents, accidents, and near misses promptly and accurately.
* Seek advice from manager if unsure of work practices.
* Complete mandatory training as required.
* Is knowledgeable of emergency procedures and evacuation plans.
* Assists in maintenance of equipment as required, and reports faulty equipment promptly.
* Actively practice clinical standard precautions.
* The District Nursewill be responsible for their own safety and will ensure that no action or inaction on their part will cause harm to any other person.
* The District Nurse will abide by the Organisation’s Health and Safety Plan and will participate in plan development and Health and Safety Training as appropriate. The District Nurse will bring health and safety issues to the attention of your Direct line Manager in time for consideration during the preparation of plans and budget.

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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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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.