DATE: 10th November 2022

Te Tai o Poutini is committed to the principles of Te Tiriti o Waitangi Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

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| **Position Title:** | Public Health Nurse  |
| **Reports to:** | Clinical Nurse Manager |
| **Accountable to:** | Clinical Nurse Manager / Consultant Population Health Central |
| **Key Relationships:** | Internal:* Integrated Health Manager Central - Public Health Nurses
* Director of Nursing - Nurse Co-ordinator B4SC
* Nursing Director - Vision Hearing Tester
* Clinical Nurse Manager - Nurse Co-ordinator Immunisation
* Te Nikau Primary Practice & Hospital - Outreach Immunisation Service RN
* Maternity, Neonatal & Paediatric - NIR Co-ordinator

- Population Health Tamariki NIR / OIS Administrator- Other Te Tai o Poutini staff - Community Dental Team  |
|  | External:* School Principals and staff - Children and their families / whānau
* Community & Public Health - Primary Health Organisation (PHO)
* Primary Health Practices - Lead Maternity Carers (LMC’s)
* Well Child Providers - Maori Health & Social Service Providers
* Well Child Tamariki Ora - Oranga Tamariki
* Ministry of Education - NGO’s e.g. Home Builders
 |
| **Scope of Practice** | The Public Health Nurse (PHN) will work independently and in collaboration with other health professionals in their community, utilising nursing knowledge and complex nursing judgement to assess health needs for pepi, tamariki and rangatahi from the age of 0 to 18 years. This occurs in a range of settings in partnership whānau and communities. The PHN may practise in a variety of clinical contexts depending on the nurse’s educational preparation and practice experience.Boundaries for the PHN role are: Noting at times the PHN will be required to work in the other West Coast PHN areas, especially if they have specific skills / experience required e.g. Neonatal Outreach, Mantoux Testing, BCG vaccinating and / or to cover annual leave etc |
| **Complexity:** | Most challenging duties typically undertaken or most complex problems solved:* Achieving equity across population groups through understanding health approaches and the impact of the social determinants of health
* Understanding Public Health Service Specifications e.g. Pre School, Primary School visits, School Based Health services, Continence, Well Child Checks etc.
* Finding and engaging with hard to reach families
* Skilled communication and negotiation to ensure appropriate and on time wellness checks and / or vaccinations occur
* Ability to meet critical timeframes
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 **ORGANISATIONAL VISION & VALUES:**

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

**All activities of Te Tai o Poutini reflect values of:**

* Manaakitanga – caring for others
* Whakapapa – identity
* Integrity in all we do
* Respect
* Accountability
* Valuing people
* Fairness
* Whanaungatanga – family and relationships
* Pono - truth

**He mihi**

*E ngā mana*

*E ngā reo*

*E ngā iwi o te motu*

*Tēnei te mihi ki a koutou katoa*

**He whakatauki**

*Ko tau rourou, ko taku rourou, ka ora ai te iwi*

With your contribution and my contribution we will be better able to serve the people.



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| **Duties:****Pre School / School Support*** Health Promotion / Health Education *(including Oral Health, Hygiene, Sun Smart etc.)*
* Health Protection
* School Based Immunisation Programmes e.g. HPV / TDap

**School Based Health Services (High Schools & Alternative Education)*** HEADDSS
* School Based Clinics
* School Based Immunisation Programmes e.g. MMR

**Tamariki Ora / Well Child*** Neonatal Outreach
* Well Child Tamariki Ora
* B4 School Checks

**Whānau Ora*** Support vulnerable families
* Promotes equitable outcomes for Māori health
* Continence *(Incontinence & long term continence)*

**Immunisation*** Advise
* School Based Programmes
* Outreach Immunisation RN
* Other programmes

**Rangatahi Health & Wellness*** Youth Justice
* Reproduction Health

**Documentation** | **Responsibilities will include:*** Participates in early Childhood Centres / School / Community liaison meetings to discuss health issues and document outcomes
* Provides / supports health education as requested
* Plans / supports School Based Immunisation Programme delivery
* Support whānau through consent process for childhood vaccination programme
* Utilises Section 125 of the Health Act 1956 as appropriate
* HEADDSS (Year 9 / 10) youth assessments
* Works with the individual to bring about change by:
* Assessing learning readiness (literacy awareness)
* Evaluating knowledge / lifestyle choices
* Maximises every opportunity to improve health
* Provides health promotion messages and education
* Supports / provides Neonatal Outreach services
* Completes Well Child checks when referred to by Midwifery services, other agencies, or self-referrals
* Assesses 4 year olds at B4 School Checks and refer appropriately
* Work in partnership with whānau regarding the health of any child between 0 and 18 year olds
* Advocates on behalf of the individual, whānau, including initiating referrals to other health providers in a timely manner
* Works collaboratively with iwi, Māori Health providers and whānau
* Participates in “Strengthening Families” meetings when requested
* Supports parents with children who live with disabilities to ensure their needs are met e.g. continence.
* Empowers parents to make informed decisions regarding their children’s immunisation / promotes on time vaccinations as per the National Immunisation Schedule
* Supports Outreach Immunisation Service RN as required, to provide vaccination in the home
* Assists with delivery of the Te Whatu Ora district Influenza Programme
* Undertakes health assessments on behalf of Youth Justice as requested
* Sexual Health advise and support to services
* Contraception advice / provision (when trained, will work under Standing Orders)
* Documents in a professional , accurate and timely manner (within 24 hours) and ensures child / youth / whānau involvement in decision-making is visible
* School Profiles maintained
* Consent forms for vaccinations are fully completed by parents
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 **KEY DUTIES**

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| **Communicable Disease / Contact Tracing:***Ensures Notifiable Disease are identified, investigated and measures put in place to minimise risk* | * Works closely with the Health Protection Officer to manage specified cases of notifiable infectious diseases e.g. Pertussis. Tuberculosis etc., which need investigating, and contacts traced, ensuring effective treatment and referrals are initiated or provided
* Acknowledge the importance of the prevention of spread of infectious / communicable diseases and under the direction of the Medical Officer of Health assist in planning and implementing school-based or other vaccination programmes
* In the event of a pandemic outbreak, will work under the direction of the National Public Health Service, for the delivery of appropriate services
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| **Health Promotion***Contributes towards 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* | * Follow Ottawa Charter principals in provision of health promotion
* Fosters partnership with local communities for the development and implementation of Innovative Strategies and Initiatives, both local, national and international
* Identifies and networks with established community agencies, especially with new ethnic groups / key people
* Identifies and respect cultural differences within new immigrant community
* Consult with the community
* Provision of appropriate resources to assist Health promotion Initiatives
* Advocate for Public Health Policy in relation to the client group to make a healthier choice
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 **KEY TASK AND EXPECTED RESULTS**

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| **Task 1:**To demonstrate professional responsibility, complying with Te Tai o Poutini Policy and Procedure and working within the Public Health Nursing Service’s guidelines. | **Expected Results:*** Accepts responsibility for ensuring nursing practice, independent vaccinator status and conduct meet the standards of the professional, ethical and relevant legislated requirements
* Demonstrates the ability to apply the principles of the Te Tiriti o Waitangi to nursing practice
* Supports the School Based Vaccination Programme, and promotes the immunisation event
* Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by other Public Health Nurses and students, and utilises more experienced PHNs to assist with problem solving and setting priorities
* Promotes an environment which enables client safety, independence, quality of life and health
* Practices nursing in a manner that the client determines as being culturally safe
* Reads and adheres to Te Tai o Poutini Policy and Procedure, and to the Service’s goals
* Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing
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| **Task 2:**To demonstrate professional accountability in the management of nursing care embodying the Code of Health & Disability Services Consumers Rights | **Expected Results:*** Ensures informed consent is obtained and provides planned care to achieve identified outcomes e.g. planning and delivery of vaccination events to meet targets
* Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings
* Ensures accurate documentation and maintains confidentiality of information
* Ensures client has adequate explanation of the effects, consequences and alternatives of proposed treatment interventions
* Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations
* Evaluates client’s progress toward expected outcomes in partnership with clients
* Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience
* Recognises early and subtle changes in the client’s health status and/or circumstances and intervenes appropriately
* Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary
* Provides health education appropriate to the needs of the client within a nursing framework
* Teaches clients and family groups effectively by assessing learning readiness; providing teaching; evaluating knowledge and lifestyle changes and maximising opportunities for client learning and independence
* Reflects upon, evaluates with, peers and experienced nurses, the effectiveness of nursing care and delivery of vaccination program
* Maintains professional development
* Continues to advance clinical knowledge and skills through self-learning, case presentations, in- service education and external programmes as approved by his/her line manager
* Participates in teaching others, including students of nursing
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| **Task 3:**Demonstrates effective interpersonal relationship skills | **Expected Result:*** Establishes, maintains and concludes therapeutic interpersonal relationships with client
* Practises nursing in a negotiated partnership with the client where and when possible
* Communicates effectively with individuals and members of the health care team
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| **Task 4:**Participates in inter-professional health care and quality improvement. | **Expected Results:*** Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care
* Recognises and values the roles and skills of all members of the health care team in the delivery of care.
* Initiates referrals to other members of the health care team in a timely manner
* Consistently participates and where appropriate co-ordinates multi-disciplinary team meetings – e.g. planning of clinics with schools and PHNS
* Contributes to the provision of care for vulnerable children under the Vulnerable Children’s Act
* Participates in activities which monitor/audit delivery of quality client care e.g. quality processes, and current or retrospective nursing audits
* May be the service representative on professional nursing and/or other committees
* Shares specialist knowledge and networks with nursing colleagues within and external to Te Tai o Poutini
* When required, assists in formulating and reviewing nursing standards, procedures and guidelines
* Develops and/or participates in activities which monitor and audit nursing practice and quality client health outcomes
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| **Task 5:**Contributes to the administration of the Service, working effectively within the nursing team and acting as a professional role model | **Expected Results:*** Contributes to the smooth running of the Service through participation in administrative tasks, which support client care activities
* Provides leadership within the Service and co-ordinates client care as required
* Demonstrates awareness of factors, which impact on client care in her/his clinical setting, e.g. relationships with other providers
* Prioritises own workload to enable support, assistance and supervision for other nurses when necessary
* Uses stock in a cost-effective manner within budget constraints
* Participates in Service meetings and decision making
* Use appropriate channels of communication
* Acts as a preceptor in the orientation of new staff and nursing students as required
* Teaches nurses, nursing students and other staff clinical procedures following Te Tai o Poutini Policy and Procedure, in conjunction with more experienced PHNs and the Clinical Nurse Manager
* Assists in compiling resource material for educational purposes at unit, cluster and organisational level
* Makes case study presentations to his / her peers at Service and cluster level
* Participates in in-service education and post-registration education as approved/requested by the Clinical Nurse Manager
* Acts as a resource for area specific responsibilities e.g. vaccination program
* Has knowledge of ethical principles and assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary
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| **Task 6:**To participate in the annual performance review process in conjunction with the Clinical Nurse Manager (or nominated appraiser). | **Expected Result:*** Prepares for and participates in her/his annual performance review
* Identifies and documents professional goals in conjunction with the Clinical Nurse Manager
* Maintains a professional nursing portfolio
* Presents Annual Practising certificate in a timely manner
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| **Task 7:**To implement emergency procedures and maintain a safe and secure environment by following relevant Te Tai o Poutini policies, protocols and standards.  | **Expected Result:*** Demonstrates competence in emergency procedures, e.g. fire, cardiac and respiratory arrest airway protection (Level 4 Core)
* Promptly initiates first aid/emergency actions and summons emergency response personnel and provides further emergency assistance
* Completes Fire and CPR training and updates regularly as required by Te Tai o Poutini policies and procedures
* Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents
* Assists in the maintenance of Service equipment and where necessary, promptly reports unsafe or malfunctioning equipment
* Maintains standards for safety, hygiene and medico-legal requirements

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| **Health and Safety**Lead or implement emergency procedures and maintain a safe and secure work environment by following relevant Te Tai o Poutini and Divisional policies, protocols and standards. | This includes but is not limited to:* Practice safe work habits to ensure health and safety of yourself & 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 practices clinical standard precautions
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| **Quality** | * Is responsible for ensuring a quality service is provided in their area of expertise
* 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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| **Limitations of Authority**Matters which must be referred to the Clinical Nurse Manager: | * Security breaches and quality standard failures
* Any adverse immunisation events
* Any matters which are not clearly identified or do not comply with Te Tai o Poutini adopted policies or procedures
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 **PERSON SPECIFICATION GUIDE:**

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| **Qualifications & Experience:** |
| **Essential:*** Registered Nurse with current NZNC Practicing Certificate
* Clinical experience in child / youth health / community / primary care nursing
* Understanding of the Principals of Public Health and the Ottawa Charter
* Has an understanding and commitment to the overarching objectives of the New Zealand Health and Disability strategies
* Has an understanding of equity and relevance to the PHN Service delivery
* Completion of, or personal commitment to undertake, cultural competency training
* Computer literacy including proficient in the use of standard software i.e. MS Office suite, MS Outlook, Excel & Power Point
* CPR Certificate – Level 4
* Current manual driver’s license with no restrictions / clear record
 | **Desirable:*** Authorised Vaccinator
* Holds or is working towards relevant to this specialist area of nursing e.g. Health Promotion, Child and Family Health, Advanced Child Health Assessment, Certificate in Well Child
* NCNZ Registered Nurse Prescribing in Community Health
* NCNZ ECP Endorsement
* Knowledge of Te Reo and Tikanga
* Participation in Health Promotion / Education activities
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| **Personal Attributes:**  |
| **Professional Skills / Attributes*** Demonstrate professional accountability within scope of practice.
* Supports Health Wellness / Disease Prevention through Immunisation
* Awareness of and sensitivity to cultural diversity and safety with understanding of the Principles of the treaty of Waitangi
* Have the ability to work professionally / co-operatively and efficiently within a team model
* Possess a high level of initiative / dependable self-reliant attitude to work
* A high standard of time management / organisational and prioritisation skills
* Has appropriate communication skills
* Be flexible, adaptable and open to change
* Capable and confident in dealing with stressful situations
* Ability to maintain confidentially and use discretion
* Commitment to on-going self-development of nursing skills and in-service education
* Ability to be alcohol, drug & smoke free at work
 | **Knowledge of (but not limited to):*** Vaccine Preventable Diseases
* Treaty of Waitangi and its application to health
* Children, Young Persons, and Their Families (Oranga Tamariki) Legislation Act 2017 – Section 66
* Health and Disability Commissioner (Code of Health and Disability Services Consumer’s Rights) Regulations (1996)
* Privacy Act (1993) and Health Information Privacy Code (1994)
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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.

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| *Signed on behalf of* *Te Tai o Poutini* |  | *I accept the terms and conditions as outlined in this Position Description* |
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| ***Name*** ***Position*****Te Tai o Poutini** |  | ***Name******Job Title*****Te Tai o Poutini** |