

POSITION DESCRIPTION



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

Health New Zealand, Te Tai o Poutini West Coast 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.

Position Title:	HCSS Registered Nurse Assessor	
Reports daily to:	Clinical Nurse Manager Community- Central	
Key Relationships:	Internal: <ul style="list-style-type: none">• Home Based Support Coordinators• CCCN/IDT Meetings• Clinical Nurse Specialists – Gerontology• Home and Community Support Workers• Medical Centres• Allied Health Staff• Clinical Nurse Specialists• Health Navigators• Geriatrician• Enrolled Nurse HCSS• District Nursing• CNM’s• Nurse Manager Community/Primary Health• Consumers, family/whānau and carers• Director of Nursing• Nurse Director Operations• Nurse Educators• Quality Team• Māori Health• All Health New Zealand, Te Tai o Poutini West Coast staff, interprofessional teams, and service areas• Nurse Director (Workforce) and the Workforce Development Team/Cluster	External: <ul style="list-style-type: none">• ACCESS• Healthcare NZ• ACC• Iwi, hapu, whānau and other community stakeholders• Non-Governmental Organisations (NGOs) and other providers of mental health and support services• Private Care Providers (i.e. aged care, general practice, home care, pharmacies)• West Coast Health
Role Purpose:	<p>The Registered Nurse Assessor will utilise nursing knowledge and skills to provide safe and effective quality health care to clients and their whānau; enabling excellence in rural health outcomes in alignment with Health New Zealand, Te Tai o Poutini West Coast vision and values. Key functions of this role include:</p> <ol style="list-style-type: none">1. Being responsible for clinical assessments of clients in the community2. Using Contact InterRAI to develop plans and goals for home and community care3. Supporting and assisting to facilitate early supported discharge4. Supporting the consistency of service delivery and training to the support workers5. Triage referrals, ensuring priority is allocated appropriately6. Using Innovacare platform to enter and maintain client information and records	
Complexity:	Most challenging duties typically undertaken, or most complex problems solved:	

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	<ul style="list-style-type: none">• Advanced, collaborative, evidence-based assessment, planning, and intervention(s) for patients in the community setting• Skilled communication and negotiation to ensure appropriate and timely care from a range of services is provided in a cohesive way across the care continuum• Provides an environment that enables good team working relationships.• Contributes to service development; development of pathways, protocols, and guidelines in area of practice.• Collaborative approach to complex case management that is inclusive and understanding of the client, their family/whānau, other disciplines, team members, and services
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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 the Health New Zealand, Te Tai o Poutini West Coast reflect the values of:

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- 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*

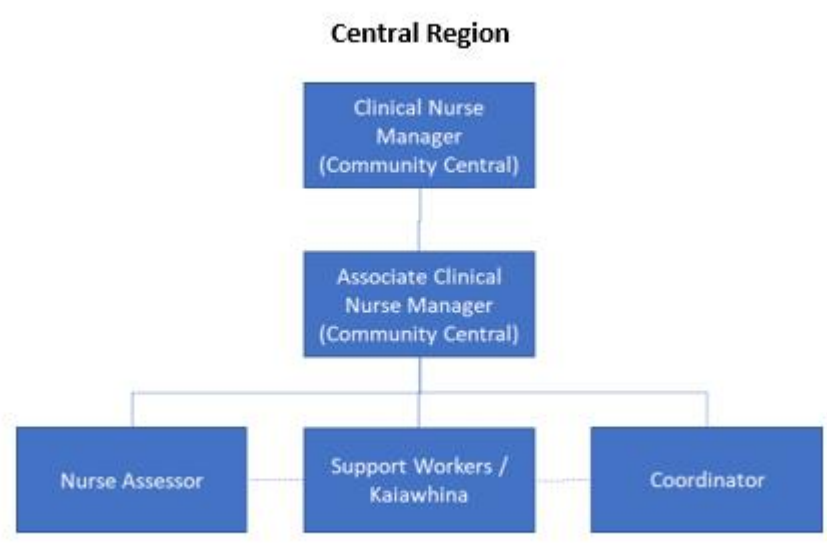
He whakatauki

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.

Place in the organisation.

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KEY ACCOUNTABILITIES:

The RN is responsible for:	The RN will be successful when:
<p>1. Professional responsibility</p> <p>Demonstrating professional, legal, and ethical responsibilities; and cultural safety.</p> <p>Complying with all Health New Zealand, Te Tai o Poutini West Coast policies and procedures.</p> <p>Demonstrating evidence-based knowledge and clinical judgement.</p> <p>Accepting accountability for own actions and decisions.</p> <p>Escalating professional issues appropriately.</p>	<p>Accepts responsibility for ensuring own decisions, practice, and conduct meets the professional, ethical, and legal standards outlined in relevant legislation, codes of conduct, and organisational policy</p> <ul style="list-style-type: none">• Reads and adheres to all Health New Zealand, Te Tai o Poutini West Coast policies and procedures, and practices in accordance with relevant ethical frameworks• Discusses, documents, and manages ethical issues with clients, whānau, and the interprofessional team• Practices in a way that is deemed by all clients and family to be culturally safe• Practices in a way that is deemed by tangata whenua and whānau to be culturally safe and based on the principles within the Treaty of Waitangi in order to achieve equity of health outcomes for Māori• Contributes to an environment that values and prioritises the access, leadership, and needs of tangata whenua/Māori and all Pacific peoples, including the achievement of equitable health outcomes• Role models professional communication, decision-making, accountability, and autonomy• Demonstrates accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, Enrolled Nurses, and others; and utilising more experienced Registered Nurses to assist with problem solving and setting priorities• Represents the organisation and the nursing profession positively; projecting a professional image of nursing• Promotes an environment that enables patient safety, independence, quality of life, and health• Briefs line manager and team regarding any emerging clinical issues

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	<ul style="list-style-type: none"> Provides a service which is consistent with the Service Specifications under contractual requirements of MoH as related to Home Based care Refers all matters and concerns related to professional practice to line manager and relevant Executive Clinical Lead (i.e. Director of Nursing), including: <ol style="list-style-type: none"> Deficiencies in quality care and professional standards Incidents related to consumers, which may affect wellbeing Matters of non-compliance with Health New Zealand, Te Tai o Poutini West Coast policies and procedures Matters of unresolved staff conflict Security breaches and quality standards failure
<p>2. Management of nursing care</p> <p>Applying evidence based nursing knowledge to the holistic management of patient care</p> <p>Working with clients, family/whānau, and other health professionals to provide timely access to care in order to optimise outcomes</p> <p>Using professional communication and negotiation skills to ensure appropriate and timely care from a range of services is coordinated in a cohesive way across the care continuum; embedding integration of services.</p> <p>Contributes to creating a sustainable work environment that is fiscally responsible.</p> <p>Documenting accurately and professionally and maintaining data security at all times.</p>	<ul style="list-style-type: none"> Demonstrates: planned, effective, timely, clinical management of clients within the Registered Nurse scope of practice, using a restorative model of care for Home Based Care to enable: <ol style="list-style-type: none"> Person/whānau led care Excellence in Māori health and disability outcomes Excellence in rural health and disability outcomes Health New Zealand, Te Tai o Poutini West Coast vision and values Utilises current research and evidence-based practice to support effective, collaborative decision-making regarding the care of clients within the service. This decision making includes holistic: <ol style="list-style-type: none"> Assessment Diagnostic inquiry Planning Interventions/treatment Evaluation of clinical care Uses evidence-based, approved assessment tools to inform assessment Contributes to the successful transition to new ways of working informed by evidence-based practice, service need, and strategic priorities set by Health New Zealand, Te Tai o Poutini West Coast Contributes to an organisational environment that values and prioritises the input of all consumers and their families/whānau/community; ensuring that consumers and their whānau are active and informed partners in the planning and delivery of their care In partnership with the client and their whānau, uses assessment skills to develop: accurate, collaborative, holistic, documented care plans (including safety and transition plans) to support prevention and continuity of care Plans and prioritises care by collaboratively identifying health promotion and care management goals that are important to the client and their whānau Effectively and safely prioritises and manages care coordination and own caseload Within scope of practice, recommends diagnostic tests and therapies based on the client's clinical status and care management goals; explaining the rationale, preparation, nature, and anticipated effects of these tests and therapies to the client, their whānau, and other members of the care team. Documents these conversations as well as the client response to these interventions. Within scope of practice, identifies evidence-based therapies and appropriate referrals to other services that meet the needs of the client and their family/whānau. This is done in accordance with organisational policy and procedure.

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<p>Prevents, manages, and escalates matters of clinical risk appropriate.</p>	<ul style="list-style-type: none">• In partnership with the client and their whānau, identifies opportunities for linking clients to relevant Māori Health services• Ensures the client and their whānau are provided with culturally and cognitively appropriate information about: their rights, the range of treatment options available, and the effects and risks associated with these treatment options; seeking and documenting informed consent• In partnership with the client and their whānau, identifies educational needs to improve health literacy and empower wellness• Provides education to clients and whānau effectively by assessing learning readiness, and evaluating existing knowledge and determinants of health that may impact on learning and utilisation of new knowledge• Advocates on behalf of the client, whānau, and/or colleagues as appropriate• Identifies barriers related to accessing services and client satisfaction and works with the interprofessional team to remove these• Actively uses strategies to enhance Recovery Principles and to challenge stigma and discrimination• Communicates, collaborates, and coordinates care with other health professionals to ensure best outcomes for clients and their whānau• Uses nursing skills to establish and negotiate meaningful, strategic relationships with colleagues from all relevant services (internal and external Health New Zealand, Te Tai o Poutini West Coast). Relationships are formed based on mutual, client-centred goals. Works proactively to maintain these.• Facilitates care planning in collaboration with the interprofessional team, including cross-sectorial team members; communicating and coordinating referrals to appropriate services and seeking advice from others as required• In partnership with the client, their whānau, and the interprofessional team, regularly reviews and evaluates the client's care plan to ensure it is achieving the planned, prioritised care management goals• Demonstrates that principles of care management include maintaining continuity of plan and provider• Ensures care is coordinated in a timely manner to facilitate smooth transition of the client between services and along their care plan• Regularly attends multidisciplinary meetings across the care continuum to promote continuity of care and seamless transition between services• Identifies clients within the service who could be cared for in the community with NGO support• Demonstrates risk assessment and management skills, and practices within a restraint minimisation and safe practice framework• Modifies practice, as appropriate, to take into account the impact of wider determinants of health, including changes to health strategy and models of care• Utilises resources in a cost-effective manner• Raises any resourcing issues with line manager in time for consideration during the preparation of relevant service plans and budgeting• Ensures all documented information is entered and compliant with Health New Zealand, Te Tai o Poutini West Coast policy
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	<ul style="list-style-type: none"> • Ensures all collected information is stored and access-protected in accordance with the Health Information Privacy Code (2020) • Documents in a professional, accurate, confidential, and timely manner (within 24 hours), and ensures patient/whānau involvement in decision-making is visible • Documents all information in the appropriate place (i.e. paper clinical file/electronically) to ensure effective communication and continuity of care. This includes reporting of contacts/data as required. • Maintains and updates risk assessment information as per organisational requirements • Demonstrates an ability to collaboratively prevent, escalate, and manage adverse events/crises/emergencies, including unexpected client responses and situations that may compromise the safety of the client or others • Acknowledges own limitations in complex situations and utilises appropriate resource people when necessary
<p>3. Interpersonal relationships</p> <p>Demonstrating effective interpersonal relationship skills.</p>	<ul style="list-style-type: none"> • Establishes, maintains, and concludes therapeutic interpersonal relationships with clients and whānau • Practises nursing in a negotiated partnership with the client and whānau (where and when possible) • Role models professional communication in all interactions • Establishes and maintains professional relationships with key stakeholders working within Health New Zealand, Te Tai o Poutini West Coast, West Coast, and South Island; ensuring the service is well connected and informed, while also sharing a rural perspective • Contributes to creating a work environment that is conducive to harmonious work relationships and high morale • Demonstrates professional conflict resolution • Participates in de-fusing and de-briefing activities within the service and outside the service (as appropriate) • Contributes to a 'zero-tolerance' approach to bullying within the care team • Contributes to a culture of appreciation within the care team
<p>4. Interprofessional health care and quality improvement</p> <p>Participating as a member of the interprofessional care team to plan, provide, and evaluate the effectiveness of care delivery.</p> <p>Working in collaboration with the wider care team to provide safe, effective, integrated care that is also sustainable.</p>	<ul style="list-style-type: none"> • Act as a resource and role model for the health care assistants by supporting HCSS ACNM with: <ol style="list-style-type: none"> 1. One to one training in providing activities of daily living (ADLS) 2. Supporting staff with completing study related to home base care 3. Supporting any training provided to home base staff • Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate 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 in, and where appropriate, coordinates multi-disciplinary team meetings and family conferences; representing the nursing perspective of client needs, and enacting outcomes appropriately

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	<ul style="list-style-type: none"> • Role models the principles of interprofessional practice and respects and values the contributions of others within the care team. Can articulate how interprofessional practice helps to achieve high quality, client-centred care. • Promotes a nursing perspective within the care team
<p>5. Commitment to the support and development of others</p> <p>Working alongside others to help develop their practice by: sharing own knowledge and experiences, precepting, coaching, mentoring, and guiding. This includes supporting students, new graduates, and new members of staff.</p>	<ul style="list-style-type: none"> • Prioritises own workload to free up time to support and assist others in the team • Educates colleagues, students, and other staff according to Health New Zealand, Te Tai o Poutini West Coast policy and procedure, and in conjunction with other members of the Leadership Team • Ensures a quality standard of preceptorship is maintained when working alongside others to enhance their skills and experience • Utilises contemporary teaching principles and learning models, as outlined by Health New Zealand, Te Tai o Poutini West Coast and/or relevant educational body • Demonstrates a willingness to support colleagues who are in their first year of practice, utilising the NETP and PDRP programme frameworks
<p>6. Health and Safety</p> <p>Maintaining a high quality, safe, and secure work environment by following relevant Health New Zealand, Te Tai o Poutini West Coast policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<p>All Health New Zealand, Te Tai o Poutini West Coast staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant Health New Zealand, Te Tai o Poutini West Coast policies and procedures. This includes:</p> <ul style="list-style-type: none"> • Personal commitment to zero harm • Reporting for duty in a fit state, free from the influence of alcohol or other drugs • Ensuring personal health, safety, and wellbeing - and that of others • Reporting actual or potential hazards via the Safety1st incident reporting system • Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive • Using all protective equipment provided, as appropriate • Cooperating with the monitoring of workplace hazards, including attending all relevant safety training and complying with all safety instructions • Ensuring that all accidents or incidents are promptly reported to line manager(s) • Reporting any pain or discomfort to the line manager(s) as soon as it develops • Seeking advice from the line manager(s) if unsure of any work practices • Contributing to initiatives aimed at improving health, safety, and wellbeing • Complying with all health and safety policies when providing care in the community • Complying with all organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances

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<p>7. Contributes to maintaining an effective Home & Community Support service for clients on the West Coast</p> <p>Ensuring a quality service is provided and taking an active role in quality activities, identifying areas of improvement.</p> <p>Actively managing threats to a quality service.</p>	<p>Every Health New Zealand, Te Tai o Poutini West Coast staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none">• Identifying and actioning quality improvement activities in collaboration with line manager(s) and other key stakeholders• Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes• Contributing to relevant audits in collaboration with key stakeholders to evaluate clinical standards and patient outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions.• To respond to referrals within 48 hours where possible• Has knowledge about home and community systems and service and delivery when required• Uses consumables in a cost-effective manner and within budget• Uses appropriate channels of communication• Supports lean thinking principals• Participates in Home Based Services meetings and decision making
<p>8. Reporting line, base, hours of work, and work resources</p> <p>Maintains appropriate practice hours to maintain clinical competence.</p>	<ul style="list-style-type: none">• Reports daily to line manager• Negotiates all hours of work with line manager• Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate• Notifies line manager of any changes to scope/conditions of practise• Meets monthly with line managers to review progress against key deliverables• Ensures that all reporting is timely and accurate• Maintains a company mobile phone, maintaining replacement as required, and returns this resource if exits the role
<p>9. Special projects and other duties</p>	<ul style="list-style-type: none">• Is a member of groups and/or committees as directed by line manager• Fulfils the role of resource person with regards to particular interest areas, as approved by line manager

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PERSON SPECIFICATION:

Qualifications and Experience- Essential
<u>Essential</u> <ul style="list-style-type: none">• New Zealand Registered Nurse with a current Annual Practising Certificate• Completion of, or personal commitment to undertake, cultural competency training• Full 'clean' NZ driver's license• Computer literacy (i.e. ability to update and use electronic health records and reporting platforms)
Qualifications and Experience- Desirable
<ul style="list-style-type: none">• Good working knowledge of West Coast community resources• Ability to undertake brief interventions• Evidence of commitment to developing clinical skills• Has previous experience in community and/or District nursing• Current portfolio as part of the Professional Development and Recognition Programme (PDRP)
Professional skills/attributes
<ul style="list-style-type: none">• Clinically credible, respected, and person-centred• Demonstrates high standards in terms of personal competence and professional practice• Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services• Proven assessment and communication skills, including the ability to think critically• Emotional intelligence• Well-developed interpersonal and interprofessional skills• Has an ability to consistently form therapeutic relationships with consumers and their families/whānau• Demonstrated passion and commitment to professional development of self and others• Ability to work autonomously, use own initiative and accept responsibility for own actions• Flexible, adaptable, embraces change• Self-motivated• Proven ability to work as part of a team and positively contribute to the achievement of shared goals/outcomes but also capable of working autonomously• Able to work under pressure and prioritise competing demands
Knowledge of (but not limited to):
<ul style="list-style-type: none">• Health Practitioners Competence Assurance Act (2003)• Treaty of Waitangi and its application to health• He Ara Oranga and the government's response to the NZ Mental Health Inquiry• Pae Tū: Hauora Māori Strategy (2023)• New Zealand Health Strategy (2023)• Compulsory Assessment and Treatment Act (1992)• Misuse of Drugs Act (1975) and Regulations• Nursing Council New Zealand Code of Conduct (2012)• Health and Disability Act• Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety in Employment Act (2015)

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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.

Signed on behalf of Health New Zealand,
Te Tai o Poutini West Coast

Name _____

Position _____

Date _____

**Health New Zealand,
Te Tai o Poutini West Coast**

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

Name _____

Registered Nurse

Date: _____

**Health New Zealand,
Te Tai o Poutini West Coast**