

POSITION DESCRIPTION

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Practice Nurse (Buller NIFHC)

November 2019

Health NZ Te Whatu Ora 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:	Practice Nurse	
Reports to:	Associate Clinical Nurse Manager (Primary Care) Clinical Nurse Manager	
Key Relationships:	Internal: <ul style="list-style-type: none"> • Consumers, family/whānau and carers • Buller Integrated Family Health Service Team and Operations Manager • Clinical Nurse Specialists • Director of Nursing • Hauora Māori Team • Learning & Development • Mental Health Leadership Team (especially Nurse Consultant-Mental Health, Nurse Educator-Mental Health, & Nurse Practitioner-Mental Health) • Nurse Consultants • Nurse Director (Operations) • Nurse Director (Workforce) and the Education Cluster • Quality Team 	External: <ul style="list-style-type: none"> • Iwi, hapu, whānau and other community stakeholders • Government agencies (i.e. ACC, Land Transport Agency, Work & Income NZ, etc.) • Non-Governmental Organisations (NGOs) and other providers of health/disability/support services • Poutini Waiora • Private Care Providers (i.e. aged care, general practice, home care, pharmacies) • Health NZ West Coast
Role Purpose:	<p>The Practice Nurse is a highly trained Registered Nurse and recognised member of the interprofessional Integrated Family Health Service (IFHS) team located in the Buller Region (Reefton). This role is responsible for providing a range of holistic services across the age continuum within the integrated primary care/urgent care / Short stay setting; enabling excellence in rural health outcomes in alignment with the Health NZ's vision and values. Key functions of this role include:</p> <ol style="list-style-type: none"> 1. Providing high quality care within the primary care setting to enhance the experience and wellbeing outcomes of children, adults, and whānau within our rural communities. This includes: <ol style="list-style-type: none"> a. Providing culturally competent care that prioritises the needs of Māori as tangata whenua in order to achieve equity in health outcomes b. Enabling wellness by addressing social determinants of health and empowering people/whānau within our communities to develop health literacy c. Demonstrating compassion and cultural competence, as well as excellent communication and interpersonal skills to advocate for the wellbeing of our people d. Undertaking comprehensive, holistic assessments within culturally appropriate frameworks e. Developing collaborative, holistic, documented care plans to support prevention and continuity of care f. Collaborating with community stakeholders and the interprofessional team to deliver care that prioritises unmet need 	

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	<p>2. Supporting further integration of acute, community, mental health, and primary care within the IFHS by:</p> <ul style="list-style-type: none"> a. Supporting change with enthusiasm and positivity b. Developing strong relationships with others, including those working within the IFHS and external agencies c. Growing and developing own practice to enable improved access and improved health outcomes (i.e. working with standing orders, working toward Registered Nurse Prescribing, enhancing mental health knowledge and skills) d. Assisting to identify opportunities to improve the client journey, with a focus on achieving equity in health outcomes for Māori
Complexity:	<p>Most challenging duties typically undertaken or most complex problems solved:</p> <ul style="list-style-type: none"> • Collaborative, evidence-based assessment, diagnostic inquiry, planning, and interventions • Nursing care and expertise in the direct care of clients and in support to other staff • Supports/contributes to sustainable integration • Contributes to quality improvement; supporting the development of pathways, protocols, and projects as required • 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 • Collaborative approach to problem solving that is inclusive and understanding of other disciplines, team members, and services • Identifies and supports opportunities for improvement in the client journey

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 the Health NZ 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.

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KEY ACCOUNTABILITIES:

The PN is responsible for:	The PN 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 NZ 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>	<ul style="list-style-type: none"> 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 Reads and adheres to all Health NZ policies and procedures, and practices in accordance with relevant ethical frameworks Identifies, discusses, documents, and manages ethical issues with clients, whānau, and the interprofessional team Practices in a manner 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 Demonstrates accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, Enrolled Nurses, and others; and utilising more experienced members of the health care team to assist with problem solving and setting priorities Represents the organisation and the nursing profession positively; projecting a professional image of nursing Supports an environment that enables patient safety, independence, quality of life, and health Briefs line manager and team regarding any emerging clinical issues Refers all matters and concerns related to professional practice to line manager and/or Director of Nursing including: <ul style="list-style-type: none"> Deficiencies in quality care and professional standards Incidents related to consumers, which may affect wellbeing Matters of noncompliance with the Health NZ's policies and procedures Matters of unresolved staff conflict Security breaches and quality standards failure
<p>2. Management of nursing care</p> <p>Demonstrates evidence-based nursing knowledge in the holistic management of client 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>Supporting a sustainable work environment that is fiscally responsible.</p> <p>Demonstrating accurate and professional documentation and maintenance of 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 to enable: <ul style="list-style-type: none"> Person/whānau led care Excellence in Māori health and disability outcomes Excellence in rural health and disability outcomes Health NZ 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: <ul 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 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 holistic planning and delivery of their care (with a focus on prevention and continuity) In partnership with the client and their whānau, uses assessment skills and knowledge of pathophysiology and pharmacology to develop: accurate, collaborative, holistic, documented care plans

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<p>Preventing, managing, and escalating matters of clinical risk appropriately.</p>	<ul style="list-style-type: none"> • Safely performs practical clinical skills according to policy and procedure, which may include but are not limited to: phlebotomy, near-patient testing, wound dressings, and/or IV therapy. • Collaboratively identifies health promotion and care management goals that are important to the client and their whānau • Effectively and safely prioritises own workload and care coordination • Prioritises patient telephone calls, providing advice and/or referral as necessary • Within scope of practice, recommends/orders appropriate diagnostic tests and recommends/prescribes 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, recommends/prescribes evidence-based therapies (pharmacological and non-pharmacological) as well as 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. • Works in partnership with the client/whānau to link into 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 team as appropriate • Identifies barriers related to accessing services and client satisfaction and works with the interprofessional team to remove these • Communicates, collaborates, and coordinates care with other health professionals to ensure best outcomes for clients and their whānau • Ensures care is being coordinated in a timely manner to facilitate smooth transition of the client between services and along their care plan • Regularly attends multidisciplinary team meetings to promote continuity of quality care • 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 and raises any resourcing issues with line manager as soon as identified • Ensures all documented information is entered and compliant with Health NZ policy and collected information is stored and access-protected in accordance with the Health Information Privacy Code (1994) • Documents in a professional, accurate, confidential, and timely manner (within 24 hours), and ensures patient/whānau involvement in decision-making is visible • 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.
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<p>3. Interpersonal relationships</p> <p>Demonstrating effective interpersonal relationships.</p>	<ul style="list-style-type: none"> Establishes, maintains, and concludes therapeutic interpersonal relationships with clients and whānau Promotes practice in a negotiated partnership with the client and whānau (where and when possible) Role models professional communication in all interactions Role models professional boundaries in all interactions with clients/whānau Establishes and maintains professional relationships with key stakeholders working within the Health NZ and wider community Supports a work environment that conducive to harmonious work relationships Role models and promotes professional conflict resolution
<p>4. Interprofessional health care and quality improvement</p> <p>Actively participating as a member of the interprofessional team to plan, provide, and evaluate the effectiveness of care delivery.</p>	<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. Collaborates and participates with colleagues and members of the health care team to plan, facilitate, and coordinate care Initiates referrals and care planning with other members of the care team in a timely manner Participates in multidisciplinary team meetings; representing the nursing perspective regarding client needs and implementing outcomes appropriately
<p>5. Supporting and facilitating the development of others</p> <p>Working alongside others to help develop their practice by: sharing own knowledge and experiences, precepting, coaching, mentoring, and guiding.</p> <p>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 Works alongside other staff to support practice development Supports a practice environment that encourages learning and evidence-based practice Educates colleagues, students, and other staff according to Health NZ policy and procedure, and in collaboration with others 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 the Health NZ and/or relevant educational body Demonstrates a willingness to support colleagues who are in their first year of practice, utilising appropriate programme frameworks
<p>6. Own competence and professional development</p> <p>Maintaining competence according to the Nursing Council of New Zealand's competencies for Registered Nurses.</p> <p>Demonstrating a personal commitment to maintaining requirements of continuing competence, including development hours.</p>	<ul style="list-style-type: none"> Maintains organisational requirements around mandatory training and other professional development requirements relevant to role Undertakes professional development as approved/requested by line manager Participates in own annual competence/performance review, with feedback utilised proactively as an opportunity for professional growth Maintains ongoing education at least to the level required to maintain own Annual Practising Certificate and/or RN Prescribing endorsement Notifies line manager of any changes to scope/conditions of practise Participates in regular peer review Participates in regular clinical and professional supervision Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)

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<p>7. Honouring diversity and challenging inequity</p> <p>Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.</p> <p>Consistently demonstrates awareness and sensitivity of cultural differences when working with clients and their whanau, and when working with clinical and non-clinical colleagues.</p>	<ul style="list-style-type: none"> • Demonstrates culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework • Recognises Māori as tangata whenua and works in collaboration with with the Health NZ Māori Health Team and local iwi to develop strategies aimed at achieving equity for Māori within the service • Consistently demonstrates awareness and sensitivity of cultural differences when working with consumers and their families/whānau, and when working with clinical and non-clinical colleagues across the Health NZ • Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues • Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues
<p>8. Health and Safety</p> <p>Maintaining a high quality, safe, secure work environment by following relevant Health NZ policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<p>All Health NZ 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 NZ 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/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 • 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 organisational health and safety polices including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances
<p>9. Quality</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 NZ 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. • Supporting timely investigation and management of complaints • Contributing to the development of relevant policies and procedures as required • Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations • Working alongside the Health NZ Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving the patient journey and care standards
<p>10. Special projects/duties</p>	<ul style="list-style-type: none"> • Is a member of groups and/or committees as directed by line manager

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11. Reporting line, base, hours of work, and work resources Maintains appropriate practice hours to maintain clinical competence.	<ul style="list-style-type: none"> • Reports daily to line manager, and is based in Buller • Negotiates all hours of work with line manager • Maintains appropriate practice hours to maintain continuing competence requirements and an Annual Practising Certificate
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PERSON SPECIFICATION:

Qualifications & Experience:	
Essential <ul style="list-style-type: none"> • New Zealand Registered Nurse with a current Annual Practising Certificate without any conditions on scope/practise that may prevent ability to fulfil requirements of the role • Completion of, or personal commitment to undertake, cultural competency training • Computer literacy (i.e. MedTech32, Microsoft suite) 	Desirable <ul style="list-style-type: none"> • Previous experience in a Practice Nurse position, including long term conditions management and working with standing orders • Current Immunisation Certificate • Current Cervical Smears Certificate • Current triage qualification • Postgraduate qualification, including advanced pathophysiology, pharmacology, and long term conditions management • 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 • 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 • 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 • He Korowai Oranga/Māori Health Strategy (2002) • New Zealand Health Strategy (2016) • Compulsory Assessment and Treatment Act (1992) • Misuse of Drugs Act (1977) 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 (1993) and Health Information Privacy Code (1994) • Health and Safety in Employment Act (2015)

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

Name _____

Position _____

Date _____

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

Name _____

Date _____