

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:	District Nurse	
Reports daily to:	Community Clinical Nurse Manager	
Key Relationships:	Internal: • Consumers, family/whānau and carers • Director of Nursing • Nurse Director Operations • Nurse Educators • HCSS • CCCN • Quality Teams • Māori Health • All Health New Zealand, Te Tai o Poutini West Coast staff, interprofessional teams, and service areas • Learning & Development • Nurse Director (Workforce) and the Workforce Development Team/Cluster	External: • 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:	The Community Nurse (District Nurse, RN) 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: 1. Case management • Undertakes all components of case management, including: comprehensive assessment, management, recovery, and treatment planning. • Provides client-centred care, that clearly involves significant others • Treatment is provided is evidenced-based • Adheres to Service Provision Framework 2. Providing triage, assessment, and treatment services appropriate to client need • Attends MDT and wards to pull patients out into the service. • Meets and greets those patients in inpatient wards as able, prior to seeing them in their homes. • Triage referrals, ensuring priority is allocated appropriately • Undertakes comprehensive assessment, and planning in a culturally appropriate manner • Completes documentation in a timely fashion and ensures this meets minimum standards • Undertakes brief interventions • Ensures family/whānau involvement is incorporated where possible 3. Meeting professional requirements • Maintains nursing registration in the Registered Nurse scope of practice and Annual Practising Certificate • Maintains and extends professional skills and knowledge base through professional development activities • Seeks clinical/professional support as needed.	

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Complexity:	Most challenging duties typically undertaken or most complex problems solved: • Collaborative, evidence-based health assessment, diagnostic inquiry, holistic care planning, and intervention(s) • Communication and negotiation to ensure appropriate and timely care from a range of services is provided in a cohesive way across the care continuum, with a focus on achieving equity in health outcomes for Māori • Collaborative approach to complex case management that is inclusive and understanding of the client, their family/whānau, other disciplines, team members, and services • Providing nursing care and expertise, both in direct care delivery and in support to other staff in the management of health care needs • Integration of care and coordination across the care continuum. Collaborates with key relationships to implement processes that support consistent, sustainable integration. • Contributes to service development; contributing to development of pathways, protocols, and guidelines in area of practice
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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.

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KEY ACCOUNTABILITIES:

The DN is responsible for:	The DN will be successful when:
1. Professional responsibility Demonstrating professional, legal, and ethical responsibilities; and cultural safety. Complying with all Health New Zealand, Te Tai o Poutini West Coast policies and procedures. Demonstrating evidence-based knowledge and clinical judgement. Accepting accountability for own actions and decisions. Escalating professional issues appropriately.	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 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 • Refers all matters and concerns related to professional practice to line manager and relevant Executive Clinical Lead (i.e. Director of Nursing), including: 1. Deficiencies in quality care and professional standards 2. Incidents related to consumers, which may affect wellbeing 3. Matters of noncompliance with Health New Zealand, Te Tai o Poutini West Coast policies and procedures 4. Matters of unresolved staff conflict 5. Security breaches and quality standards failure
2. Management of nursing care Applying evidence based nursing knowledge to the holistic management of patient care. Working with clients, family/whānau, and other health professionals to provide timely access to care in order to optimise outcomes	• Demonstrates: planned, effective, timely, clinical management of clients within the Registered Nurse scope of practice to enable: 1. Person/whānau led care 2. Excellence in Māori health and disability outcomes 3. Excellence in rural health and disability outcomes 4. 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: 1. Assessment 2. Diagnostic inquiry 3. Planning

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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. Communicating professionally with all who are involved in the care of a client. Contributes to creating a sustainable work environment that is fiscally responsible. Documenting accurately and professionally and maintaining data security at all times. Prevents, manages, and escalates matters of clinical risk appropriate.	4. Interventions/treatment 5. 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 and national government • 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. • 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.
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	• 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 practises 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 • 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
3. Interpersonal relationships Demonstrating effective interpersonal relationship skills.	• 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

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	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
4. Interprofessional health care and quality improvement Participating as a member of the interprofessional care team to plan, provide, and evaluate the effectiveness of care delivery. Working in collaboration with the wider care team to provide safe, effective, integrated care that is also sustainable.	• 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 • 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
5. Commitment to the support and development of others Working alongside others to help develop their practice by: sharing own knowledge and experiences, preceptoring, coaching, mentoring, and guiding. This includes supporting students, new graduates, and new members of staff.	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
6. Own competence and professional development Maintaining competence according to the Nursing Council of New Zealand's competencies for Registered Nurses.	• 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 • Notifies line manager of any changes to scope/conditions of practise • Participates in regular peer review • Participates in regular clinical/professional supervision to facilitate reflection and growth for self and others

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Demonstrating a personal commitment to maintaining requirements of continuing competence, including professional development hours.	• Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)
7. Honouring diversity and challenging inequity Demonstrating commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau. Consistently demonstrating awareness and sensitivity of cultural differences when working with clients and their whanau, and when working with clinical and non-clinical colleagues.	• Role models 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 Health New Zealand, Te Tai o Poutini West Coast Māori Health Team and others 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 Health New Zealand, Te Tai o Poutini West Coast • 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
8. Health and Safety 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. Actively managing risk.	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: • 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 polices including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances
9. Quality Ensuring a quality service is provided and taking an active role in quality activities, identifying areas of improvement.	Every Health New Zealand, Te Tai o Poutini West Coast staff member is responsible for ensuring a quality service is provided. This includes: • 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

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Actively managing threats to a quality service.	organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions. • 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 New Zealand, Te Tai o Poutini West Coast Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving the patient journey and care standards
10. Special projects and other duties	• 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
10. Reporting line, base, hours of work, and work resources Maintains appropriate practice hours to maintain clinical competence.	• 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

PERSON SPECIFICATION:

Qualifications and Experience
Essential • 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 and the ability to drive a manual transmission vehicle • Computer literacy (i.e. ability to update and use electronic health records and reporting platforms) Desirable • 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
• Clinically credible, respected, and personcentred • 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

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• 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):
• 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 (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)

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

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

Name _____

Name _____

Position _____

District Nurse

Date _____

Date: _____

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

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Te Tai o Poutini West Coast**