

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	District Nurse Southern
Reports to	Clinical Nurse Manager - Southern
Location	Hokitika

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

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:

- 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
- 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
- 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

Key Result Area	Expected Outcomes / Performance Indicators
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
Professional Responsibility	• 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: • Deficiencies in quality care and professional standards • Incidents related to consumers, which may affect wellbeing • Matters of noncompliance with Health New Zealand, Te Tai o Poutini West Coast policies and procedures • Matters of unresolved staff conflict • Security breaches and quality standards failure
Management of nursing care	• Demonstrates: planned, effective, timely, clinical management of clients within the Registered Nurse scope of practice to enable: • 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: • 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 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.
- 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
Interpersonal relationships	• 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
Interprofessional health care and quality improvement	• 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

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Commitment to the support and development of others	• 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
Own competence and professional development	• 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

	• Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)
Honouring diversity and challenging inequity	• 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 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
Quality	• 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 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
Special projects and other duties	• Is a member of groups and/or committees as directed by line manager

	Fulfil the role of resource person with regards to particular interest areas, as approved by line manager
Reporting line, base, hours of work, and work resources	- 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
Access and Outcomes	- Supports efforts to improve access to services and achieve better outcomes for the communities we serve. - Uses evidence and insights to identify barriers and opportunities for improvement. - Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	- Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. - Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. - Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	- Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. - Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. - Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	- Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. - Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. - Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

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Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

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Relationships

External	Internal
• 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	• 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

About you – to succeed in this role

You will have

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)
- 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
- An ability to consistently form therapeutic relationships with consumers and their families/whānau
- Passion and commitment to professional development of self and others
- An ability to work autonomously, use own initiative and accept responsibility for own actions
- Flexibility, adaptability, and embraces change
- Self-motivation
- A 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
- An ability to work under pressure and prioritise competing demands

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.
- 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)

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.
-