

APPENDIX B

Position	Tamariki Ora Nurse
Reports to:	Tamariki Services Manager
Staff Responsibility:	Nil
Our Vision	<i>Wairarapa - He Waiora</i> <i>Wairarapa - A Place of Wellness</i>
Our Mission	<i>He rarapa i ngā āhuatanga e ū ai te hā o te ora</i> <i>To pursue and participate in ways of bringing about wellness</i>

PURPOSE AND SCOPE OF POSITION

- To provide a high standard of case management in service provision within the Tamariki Ora (Well Child) framework.
- To deliver Tamariki ora service specifications to client base
- To ensure the systems, services and resources are used to best effect in accordance with Whaiora policies and procedures and meet legislative requirements specific to service contracts.
- To co-ordinate and provide safe competent nursing care for clients to maximize health potential.
- To provide an efficient and effective clinical data entry service to meet the requirements for accessible client information, statistical and clinical management purposes.
- It is expected that the kaikōkiri will work with fellow employees in the creation, implementation, monitoring and evaluation of health plans for clients of Whaiora that may be engaged in any one or other of the following Whaiora Programmes:

KEY RESPONSIBILITIES

<p>1. To provide quality, competent care that enhances the wellbeing of clients</p>	<ul style="list-style-type: none"> • Participate in case management process to ensure the client is integral to the health, education and welfare planning process and ensure outcomes are monitored, measured and reported efficiently and effectively • Model excellence in quality case management which includes: the creation, implementation, monitoring and evaluation of Wellness Plans • Work with Tamariki Services Manager (Management Team) as cases are allocated or advice sought on cases in your caseload • Identify and manage risks, in particular Health & Safety risks and casework risks • Contribute to the development and implementation of practice improvement recommendations • Participate in relevant professional development to ensure management of caseload, interactions with clients, individuals,
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	<p>families and whānau, is of the highest standard</p> <ul style="list-style-type: none"> • Work with the Te Kāhui Tātaki as required to respond effectively to complaints in accordance with policy and procedure and help ensure legislative requirements are met (e.g.: Privacy Act/Official Information Act etc)
<p>2. To provide a quality professional nursing service</p>	<ul style="list-style-type: none"> • Provide nursing care which meets the defined Nursing Council of NZ competencies • Ensure ethical and professional judgment is exercised in nursing practice • Supervise the work of more junior staff • Assess, plan, implement and evaluate care for individual clients using the nursing process • Ensure clients are treated with respect and their comfort, privacy and dignity is maintained • Ensure nursing documentation meets nursing standards and legal requirements • Ensure clients’ needs are prioritized, time management and organizational skills meet the challenging needs of the work area • Demonstrate Continuous Quality Improvement • Ensure the service meets the priorities of Whaiora • Clinical pathways are followed and variations explained • Ensure customer satisfaction is attained • Maintain own clinical expertise through appropriate professional development and self-learning
<p>3. To work as part of a multi-disciplinary team to achieve the best possible client outcomes</p>	<ul style="list-style-type: none"> • Liaise with other clinical staff for the provision of efficient quality care to client • Communicate effectively with the kaimahi, including raising issues affecting client care, or maintenance of standards, requesting consultation and sharing knowledge with team members • Ensure delegated responsibilities are clearly communicated to professional staff • Participate in the development of clinical pathways • Participate in appropriate meetings, team briefings and information sessions • Participate in regular performance appraisal meeting with Kaiarahi Waiora • Ensure that records are available, maintained accurately, and meet professional, legal and Whaiora policies and requirements
<p>4. To assist in the provision of a safe environment</p>	<ul style="list-style-type: none"> • Maintain a positive and caring environment for clients and whanau, appropriate to individual need

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<p>which promotes client healing and health</p>	<ul style="list-style-type: none"> • Maintain good communication channels with clients and whanau • Demonstrate cultural awareness and sensitivity • To be a responsible pro-active member of the multi-disciplinary team • Provides a quality service • Display teamwork and engender trust • Participate in regular team meetings to plan safe quality care • Acknowledge others expertise and address issues in a constructive manner • Raise issues affecting client care, or maintenance of standards in a way which facilitates the best outcome for clients and whanau
<p>5. To manage within allocated resources</p>	<ul style="list-style-type: none"> • Assist in ensuring equipment is safe and functional • Ensure equipment and supplies are used economically and cost effectively • Participate actively in housekeeping duties • To ensure that practical and theoretical skills are maintained and up-to-date • Complete orientation programme • Participate in ongoing education of self and other staff • Participate in training needs analysis and undertake identified learning, development and career opportunities. Shares knowledge in a positive way with other members of the team • Use evidence based methods of Nursing Practice • Act as a preceptor to student nurses
<p>6. Data Entry and Documentation</p>	<ul style="list-style-type: none"> • Update information on the Client Management Systems or any future systems which may be used as necessary • Ensuring all clinical documentation meets the Whaiora standard and the records are filed correctly and readily available

FUNCTIONAL RELATIONSHIPS

<p>Internal</p> <p>Whaiora GP service</p> <p>All other Whaiora outreach services</p>	<p>External</p> <p>Whanau/Hapu/Iwi/ Marae</p> <p>PHO</p> <p>Medical Centres</p> <p>Public Health</p> <p>Wairarapa DHB</p>
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PERSON SPECIFICATION	
Qualifications	<ul style="list-style-type: none"> NZ Registered General and Obstetric or Comprehensive nurse essential Postgraduate Certificate in Primary Health Care Specialty Nursing (or working towards one) Current CPR and/or Advanced Life Support Certification
Core Essential	<ul style="list-style-type: none"> Proven clinical skills in nursing Ability to work cooperatively and collaboratively with other disciplines Proven communication skills for client care and teamwork Time management skills necessary to prioritise effectively and maintain client safety An understanding of case management concepts Ability to work positively under stressful conditions and manage conflict Ability to engender confidence in clients and their whanau Ability to continuously improve work practices Ability to cope with change and shift focus and activities quickly in response to changing organisational priorities Participate openly in performance reviews/appraisals Clerical experience – basic keyboard skills, some computer knowledge, accuracy in data entry Smokefree Team player Ensure resources, e.g.: car, equipment & supplies are used economically and cost effectively
Personal Attributes	<ul style="list-style-type: none"> The ability to plan, organise and prioritise Mental and physical health status appropriate to the position Innovative and flexible with a calm manner Understanding of the principles of the Treaty of Waitangi and the ability to put them into practice in caring for clients Demonstrated sensitivity to different cultures and creeds Empathise and provide compassionate care to clients/tamariki
Developmental:	<ul style="list-style-type: none"> Knowledge of Māori health models Knowledge of health Training/training plan Participate comfortably in relevant cultural practices during whaiora activities.

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Health and Safety:	<p>Take responsibility for meeting Whaiora obligations in workplace health & safety by:</p> <ul style="list-style-type: none"> • Adhering to the H&S procedures • Participating in health and safety initiatives and training where appropriate • Assist in ensuring equipment is safe and functional • Providing suggestions for improvement of health and safety • Reporting all accidents/incidents, near misses, and symptoms of discomfort • Identifying and reporting workplace hazards • Respond effectively to complaints in accordance with policy and procedure and help ensure legislative requirements are met (e.g.: Privacy Act/Official Information Act etc)
Legal Boundaries and Whaiora Policies	<ul style="list-style-type: none"> • Ensure that all records/documents are maintained accurately and in accordance with legislation and Whaiora policy • Provide appropriate information in accordance with the Privacy Act and other relevant legislation and Whaiora policy • Through practice and performance demonstrates knowledge and application of the principles of the Treaty of Waitangi • To comply with but not limited to <ol style="list-style-type: none"> 1. Privacy Act 1993 2. Health Information Privacy Code 1994 3. The Code of Health and Disability Services Consumer’s Rights 1996 4. Health Act 1956 5. Accident Rehabilitation and Compensation Insurance Act 1992 6. Occupational Health and Safety Act 1992; 7. The Contraception, Sterilisation and Abortion Act 1977; 8. The Health Practitioners Competence Assurance Act 2003 9. Vulnerable Children’s Act 2014 10. Health and Safety at Work Act 2015 11. The NZNO Code of Ethics 12. The NZNO Standards of Practice for Practice Nurses 13. The NZ Health Strategy 14. The NZ Primary Health Care Strategy 15. He Korowai Oranga

This job description will be reviewed annually.

Please sign to acknowledge your acceptance of this job description.

_____ _____
 Employee Date

ROLE DESCRIPTION

KAIKŌKIRI – Champion Of Wellness



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Employer	Date

Job Description – Tamariki Ora

2019

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