

APPENDIX B

Position	Practice Nurse
Reports to:	Clinical 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 and deliver comprehensive nursing service that meets Practice Service Specifications.
- 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 (champion of health) will work with fellow colleagues 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, clinical care that enhances the wellbeing of patients</p>	<ul style="list-style-type: none"> • Demonstrating competence and application of the following clinical skills: wound care, vaccinations, administration of medications as per standing orders policies, preparation and assistance with minor surgery, collection of specimens, venepuncture, vital sign monitoring, tympanography, ECG monitoring, pregnancy testing and counselling, cervical smear taking, giving dietary advice, health promotion and patient triage. • Management and providing consultations in nurse-led clinics as appropriate including: well women and smear-taking, diabetes, smoking cessation, health checks, cardio-vascular, asthma, nutrition. • Working to enhance patients’ understanding of their health issues and ways their wellness. • Undertaking thorough health assessments. • 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
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APPENDIX B

	<p>and effectively</p> <ul style="list-style-type: none"> • Model excellence in quality case management which includes: the creation, implementation, monitoring and evaluation of Wellness Plans • Maintain a positive and caring environment for clients and whanau, appropriate to individual need • Maintain good communication channels with clients and whanau • Raise issues affecting client care, or maintenance of standards in a way which facilitates the best outcome for clients and whanau
<p>2. To provide nursing care in accordance with appropriate professional and company standards</p>	<ul style="list-style-type: none"> • Obtaining personal professional indemnity insurance • Maintaining a current Annual Practising Certificate • Following Greencross Medical clinical guidelines for practice as set out in the intranet • Clearly documenting all care and education provided • Using the patient information system (MedTech) skillfully. • Clinical pathways are followed and variations explained • To be a responsible pro-active member of the multi-disciplinary team • Update information on the Client Management Systems or any future systems which may be used as necessary
<p>3. To provide a safe and therapeutic environment for patients, visitors and other staff</p>	<ul style="list-style-type: none"> • Safe disposal and cleaning and/or sterilising of all equipment used in patient care. • Using Standard Precautions when dealing with bodily substances • Appropriate use and disposal of sharps • Being aware of, and taking action if occupational hazards are identified • Operating the company’s re-call and test reporting systems • Following company policy to report untoward events/incidents/errors. • Taking responsibility for your own health and wellbeing • Work with Nurse Team Leader as cases are allocated or advice sought on cases in your caseload • Identify and manage risks, in particular Health & Safety risks and casework risks • Ensure customer satisfaction is attained • 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

APPENDIX B

	<ul style="list-style-type: none"> • Demonstrate cultural awareness and sensitivity • Display teamwork and engender trust • Participate in regular team meetings to plan safe quality care • Ensures all kaimahi maintain adequate safety standards on the job through consultation, training and supervision • Is involved in health and safety through participation and consultation • Actively participates in the hazard management and identification process
<p>4. To maximise personal development and support the development of colleagues</p>	<ul style="list-style-type: none"> • Completing all orientation and induction requirements • Taking up opportunities to improve your skills and knowledge through Continuing Nursing Education activities • Maintaining a professional portfolio which demonstrates competency to practice • Participating in annual personal performance review • Supporting colleagues and novice practitioners in their learning • Undertaking Practice Nurse Accreditation (optional) • Recognising limits of knowledge or expertise and referring appropriately • Work with the Te Kāhui Tātaki (Complaints & Privacy Officer) 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) • Supervise the work of more junior staff • Ensure delegated responsibilities are clearly communicated to professional staff • Participate in appropriate meetings, team briefings and information sessions • 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>5. To utilise treatment and care resources appropriately</p>	<ul style="list-style-type: none"> • Participating in the preparation of the nursing roster • Maintaining stock at optimum levels, reporting needs for stock repurchase, providing suggestions in regard to effective products and involvement in ordering and checking as appropriate • Using and checking equipment and facilities correctly, reporting any need for maintenance, or replacement

APPENDIX B

<p>6. To participate in quality improvement activities</p>	<ul style="list-style-type: none"> • Attending team meetings • Offering suggestions for and helping to problem solve quality issues • Participating in formal systems for quality assurance such as audit activities and Cornerstone and Te Wana accreditation programmes • Participate in relevant professional development to ensure management of caseload, interactions with clients, individuals, families and whānau, is of the highest standard • Participate in the development of clinical pathways
<p>7. To support and collaborate with peers and other providers within the wider health care team</p>	<ul style="list-style-type: none"> • Providing feedback to colleagues about their performance so to enhance patient care • Discussing patient care issues with other colleagues involved as needed • Reporting any concerns to the nurse manager in regard to competency issues • Working constructively within the wider multi-disciplinary team within the centre • Being an honest, open communicator who demonstrates respect for themselves, and all people
<p>8. To act within legal boundaries and Whaiora policies</p>	<ul style="list-style-type: none"> • In accordance with the Health Practitioners Competence Assurance Act 2003 your appointment is subject to you demonstrating that you are registered with the NZ Nursing Council and that your scope of practice enables you to undertake the duties of the position to which you have been appointed

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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APPENDIX B

PERSON SPECIFICATION	
Qualifications	<ul style="list-style-type: none"> Registered Nurse (with a current Practicing Certificate) Maintaining a current vaccinator’s independent certificate – validated every 2 years Current CPR and/or Advanced Life Support Certification Assisting Nurse Team Leader with updating policy and protocols
Core Essential	<ul style="list-style-type: none"> 2 years experience in Practice Nursing 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 work positively under stressful conditions Ability to engender confidence in clients and their whanau A vision for professional and clinical nursing practice Ability to continuously improve work practices Clerical experience – basic keyboard skills, some computer knowledge, accuracy in data entry Smokefree Common sense / Sense of humour Ensure resources, eg: 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 patients
Developmental:	<ul style="list-style-type: none"> Knowledge of maori health models Knowledge of health Training/training plan
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



APPENDIX B

	<ul style="list-style-type: none"> • 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 Childrens 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

Employer Date