

**SOUTH WESTLAND AREA PRACTICE**

**Rural Nurse Specialist**

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| **Position Title** | **RURAL NURSE SPECIALIST** | |
| **Department** | **Primary** | |
| **Reports to** | **Team Leader South Westland Area Practice (SWAP)***(Professionally)*  **WCDHB Led Practice Manager: (SWAP)** *(Operationally)* | |
| **Key Relationships** | Internal:   * RNS Colleagues * SWAP General Practitioner / Locums * Medical Officer, Emergency Department, Grey Hospital * Medical Officer of Health / Community & Public Health * Community Health Services Staff * Hospital Services Staff * Mental Health Services | External:   * West Coast PHO * Community Pharmacy’s * Independent Midwives * Community Groups (NGOs) * Maori Health Providers * Voluntary / Statutory agencies |
| **Role Purpose** | The Rural Nurse Specialist provides a holistic, culturally appropriate, comprehensive and cost effective nurse led Primary Health Care Service, to a designated geographically defined population including residents and non-residents within the West Coast District Health Board Area. | |

**KEY ACCOUNTABILITIES:**

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| **The RNS is responsible for:** | **The RNS will be successful when** |
| **To provide an appropriate personal health service to the Rural Community.** | * The RNS will assess, diagnose and treat personal health problems in patients, in collaboration with medical practitioners or under the guidance of approved Standing Orders. The nurse will schedule self-referral health clinics on a regular basis at times and places that are appropriate to meet the community’s needs. The nurse will refer patients as appropriate to medical practitioners, medical specialists, and other health providers, e.g. physiotherapists, mental health teams, social workers. * The RNS either autonomously, or in collaboration with medical practitioners. Will order and interpret an agreed range of diagnostic tests. * The RNS will provide an emergency service that adheres to the P.R.I.M.E. protocols and meets the standards outlined in the Roadside to Bedside Document. The nurse will be available on an “on call” basis to provide this service at the times specified by WCDHB. * The RNS will maintain a formulary that is appropriate for supplying urgent and emergency medication. * The RNS will co-operate with other organizations and agencies to ensure safe communities, e.g. Police, Department Conservation, Women’s Refuge, CYPS, local authorities and Maori agencies. |
| **To manage patients with chronic diseases, rehabilitation needs and those requiring palliative care in the community.** | * The RNS will provide a quality nursing service which includes education of patients to encourage self-management of chronic conditions, and support and maintenance of patients in the community. Patient rehabilitation will be promoted by contributing to the development of solutions, which increase patient independence and quality of life. * The RNS will work within the Home Hospice philosophy in caring for the terminally ill and the bereaved. This includes the supervision and storage of controlled drugs prescribed for terminally ill patients. |
| **To contribute to the achievement of positive health outcomes for the designated population by providing a Health Promotion / Health Protection Service that includes:** | Well Child/ Tamariki Ora Service   * Promotes health care for 0-5 year olds including provision of health education and information to parents including well child checks as per Well Child/ Tamariki Ora contract and B4School Checks. * Regular visits will be scheduled and evidence of same available for Preschool Centres and Primary Schools. * Timely new entrant health assessments will be done. * Identify health related needs of the school environs and students. * Self-referral clinics at schools where appropriate.   Immunisation Service   * Timely completion of immunisation programmes. * Immunisation offered to appropriate clients as per immunisation schedule including maximizing opportunistic immunisations in the ‘hard to reach’ groups within the community. * Develops & maintains an immunization register and recall system * Promotes immunisation programmes in the community.   Health Promotion   * Participates in Health Promotion/Health Protection activities, projects and programmes in conjunction with promotion / protection staff (Community & Public Health) * Responds to community initiatives (schools/parent groups etc) in health care by participating in health education programmes promoting healthy lifestyles & focusing on requirements of provider plans incorporating the philosophies of the Ottawa Charter and the Treaty of Waitangi. |
| 1. **Own Professional Development**   **Responsible for continued clinical competency and for negotiating own professional development** | * Maintains clinical expertise and knowledge and practices in accordance with best practice standards * Utilises clinical mentorship/support to ensure clinical decision making processes are effective and appropriate * Attends educational opportunities and conferences relevant to role and scope of practice * Maintains NCNZ clinical competence and credentialing |
| 1. **Health & Safety**   **Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards.** | Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of WCDHB health and safety systems and policies.  This will be achieved by ensuring:   * Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor. * Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings. * A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards. * All employees are provided with information about the hazards and controls that they will encounter at work. * Regular workplace audits are carried out. * All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures. * All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use. * All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes. * Support and participation occurs in employee’s rehabilitation for an early and durable return to work following injury or illness. |
| 1. **Quality**   **Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.** | * Every staff member within WCDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. * All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures. |

**PERSON SPECIFICATION:**

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| **Qualifications & Experience** |
| * The Rural Nurse Specialist will be Registered Nurse with a current Practising Certificate and will have at least three years experience * Qualifications and experience in the relevant field of practice is desirable e.g. Accident and Emergency Services and Primary / Community Care * Has attended or be prepared to attend a PRIME training course and updates * Hold an Vaccinators certificate or be prepared to attain the same * A current drivers licence is essential * Hold or be working towards recognised Post Graduate qualifications in Rural Primary Health Care * Experience in community consultation, implementation & evaluation of service projects desirable |
| **Personal Attributes** |
| The Rural Nurse Specialist will exhibit:   * Excellent written and verbal communication skills * A commitment to improving the health status of the community especially Maori Health * Ability to relate well to staff and management at all levels and to individuals, community groups and other health professionals * Have an understanding of professional boundaries in a rural setting * Must be flexible and able to adapt to a changing health environment * Ability to work autonomously and as part of a team * Ability to support colleagues/team members * Ability to prioritise workload * Ability to understand stress management and be able to use available resources in dealing with stress, critical incidents and consequences * Able to initiate strategies to promote self care |

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.

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| *Signed on behalf of West Coast District Health Board* |  | *I accept the terms and conditions as outlined in this Position Description* |
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| ***Name***  ***Position***  **West Coast District Health Board** |  | ***Name***  ***Job Title***  **West Coast District Health Board** |