

DATE: 9th **September 2022**

 **Te Waipounamu / Te Tai o Poutini West Coast**

The West Coast District Health Board 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:** | **Nurse Co-ordinator - Before School Check (B4SC)**  |
| **Business Title:** | B4SC Co-ordinator |
| **Reports to:** | Clinical Nurse Manager (CNM) Population Health |
| **Key Relationships:** | Internal:* Consumers, family / whānau and carers
* Te Tai O Poutini staff & interprofessional teams
* Director of Nursing
* Nurse Director (Operations)
* Clinical & Operational managers and their teams located in Northern, Central and Southern regions
* General Manager-Hauora Māori & Team
* NIR Co-ordinator & Administrator
* Nurse Director and Workforce Development Team / Education Cluster
* Occupational Health
* Population Health Team (including Public Health Nurses, Hearing & Vision Tester, Outreach Immunisation, National Immunisation Register and Community Dental Service )
* Planning & Funding
* Secondary Care Specialists - Paediatric
* Senior Communications Advisor
* Quality Team
 | External:* Children / Tamariki
* Iwi, hapu, whānau and other community stakeholders
* Early Childhood, Te Kohanga Reos, Kindergarten, Play Centres and Home-based care Centres
* Primary Schools
* Ministry of Education (MOE)
* MOE Learning Support team including Early Intervention Teacher
* Oranga Tamariki (OT)
* Medical Officer of Health
* Ministry of Health (MOH)
* Maori Health & Service Providers
* NGOs and other health and disability support providers e.g. Home Builders
* Primary Practices / Doctors / Practice Nurses and Rural Nurse Specialists
* Well Child Tamariki Ora (WCTO) e.g. Plunket, Poutini Waiora etc
* South Island Alliance and any relevant specialty groups
* West Coast Primary Health Organisation (PHO)
* Gateway Co-ordinators
 |
| **Role Purpose**  | The Nurse Co-ordinator (B4SC) is a senior nursing role and recognised member of the Population Health Team. This role is responsible for working alongside the above key relationships located across the West Coast region to enable excellence in rural health / wellness outcomes in alignment with Te Tai o Poutini’s vision and values. The role does this by serving as an advanced practitioner, programme co-ordinator, consultant, educator, leader / change agent and researcher.This is a Designated Senior Nursing role remunerated on Grade 3 of the DHBs / NZNO Nursing & Midwifery MECA. In addition to the objectives outlined in this position description, the role will comply with the Code of Conduct and competencies expected of the Registered Nurse scope of practice (as determined by the Nursing Council of New Zealand).Although the role is based in Greymouth, the position requires travel throughout the West Coast region. |

|  |  |
| --- | --- |
| **Role Purpose:**(continued) | Key function of this role is to provide advanced co-ordination and nursing expertise to (a) increase Before School Check coverage rates with a focus on achieving equity for Maori and Pacific Island populations thus (b) improving health and educational outcomes for children / tamariki before they start school. The role does this by:**Promoting healthy lifestyles as a primary strategy for the prevention of the burden of disease by:*** Delivering timely B4SC’s, including targeted promotion activities, all in accordance with: the New Zealand B4SC and Raising Healthy Kids targets, B4SC service specifications, MOH messaging / resources and any other MOH children / tamariki programmes / campaigns. This is done in collaboration with Key Relationships
* Facilitating informed choice and consent with individuals, parents, and families / whānau
* Serving as an expert resource person for staff providing the B4SC and contributing to service development

**Prioritising equitable access to Before School Checks**. This includes:* Providing a culturally competent service which prioritises the needs of Māori as tangata whenua in order to achieve equitable health outcomes
* Co-ordinating staff resource to support prioritised groups within a rural / remote context, including targeted B4SC outreach in the home
* Promoting the National Immunisation Schedule for children
* Supporting Public Health Nurses to identify children living in high risk situations
* Providing advanced nursing expertise to co-ordinate a collaborative service which meets the needs of the client / whānau; ensuring children and their families / whānau are linked to appropriate after care services i.e. facilitating appropriate referrals
* Providing advanced nursing expertise in the care of complex children and their families / whānau. This includes supporting: those who are under specialist care
* Collaborating with others to identify and creatively remove barriers to access

**Supporting achievement of national standards by:*** Achieving B4SC timeframes / targets by supporting parents to bring children for the 4 year old wellness check, checking various data bases for overdue children / missed appointments / collecting data and undertaking clinical audits, implementing effective systems and process and by ensuring annual calibration of specific clinical equipment
* Overseeing the day to day running of B4SC administration, clinic days and B4SC database management
* Promoting the national immunisation schedule
* Promoting Hearing / Vision testing for children age 4 years
* Maintaining national links / networks and locally promoting national guidelines
* Leading service improvements (i.e. documented policies, procedures, processes) to ensure service alignment to national standards and regional consistency
* Collaboratively researching, developing, implementing, monitoring, and evaluating clinical outcomes and processes to promote excellence in service delivery

**Supporting and maintaining up-to-date B4SC workforce, across the region by:*** Supporting access to / delivery of a range of trainings which enable the variety of skills needed to provide a comprehensive B4SC. This includes supporting skill acquisition / maintenance for the Public Health Nurses delivering the child’s 4 year old wellness check
* Facilitating regular Public Health Nurse refreshers, updates, and peer review in collaboration with external providers
* Maintaining an annual education plan and register of all current B4SC Registered Nurses
* Supporting the maintenance of accurate Tai Te o Poutini training records for all current staff
* Supporting the Clinical Nurse Manager with relevant staff performance appraisals
* Developing strong, sustainable links with all key stakeholders to support access to / sharing specialist advice, processes, and development opportunities
 |
| **Complexity:** | **Most challenging duties / complex problems typically undertaken / solved:*** Provides advanced, collaborative, evidence-based: assessment, diagnostic inquiry, planning, and intervention(s) for clients in the service
* Provides expert, specialist nursing care and expertise, both in direct care delivery and in support to other staff in the management of clients within the service
* Responds to a range of clinical, professional, and interpersonal challenges from consumers / whānau, as well as clinical and non-clinical stakeholders
* Provides clinical leadership for service development; leading practice improvements, pathways, protocols, and guidelines in area of specialty practice
* Utilises advanced communication skills, negotiation, and interpersonal skills to enable practice improvement, achievement of relevant objectives within any required timeframes, presentations / public speaking regarding the service, and to ensure appropriate and timely care from a range of services are provided in a cohesive way. Utilises tact, diplomacy, and sensitive / discreet approaches to handle complex situations
* Utilises a positive approach to problem solving which is inclusive and understanding of consumers, other disciplines, team members, and services. Problems will be diverse and may require innovative solutions customised to meet the needs of the client and/or colleague
* Exercises sound judgement and personal influence to facilitate workable outcomes in times of conflict
* Meets regular and competing deadlines, maintains accuracy and quality of documented information, and utilises discretion when handling confidential information
* Analyses, interprets, and reports relevant information to identify and address opportunities for improvement in the client journey through the service, with a focus on achieving equity in health outcomes for Māori
* Effectively and safely plans, prioritises, and executes own workload and any issues arising; always maintaining patient safety and the safety of others
* Effectively planning, conducting, communicating, and evaluating results of clinical audit / research to enable evidence-based practice/service change
* Synthesises a range of evidence, including consumer feedback, to identify and respond to opportunities related to practice / process / service improvement
* Refers significant issues and matters of risk to line manager and / or relevant Clinical / Professional Leads
 |

**ORGANISATIONAL VISION & VALUES:**

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 WCDHB reflect the values of:**

* Manaakitanga – caring for others
* Whakapapa – identity
* Integrity in all we do
* Respect
* Accountability
* Valuing people
* Fairness
* Whanaungatanga / family & 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.

**PLACE IN THE ORGANISATION:**

**Director of Nursing**

**General Manager**

**WCDHB**

**Nurse Director**

**Operations**

**Operations Manager**

**Central**

**Director Allied**

**Health, Scientific &**

**Technical**

**PUBLIC HEALT**

**H**

**Public Health Nurses**

**Clinical Nurse**

**Manager**

**Population Health**

**SEXUAL HEALTH**

**IMMUNISATION**

**DENTAL**

**B4SC Co**

**-**

**-Ordinator**

**CERVICAL**

**SCREENING**

**Sexual Health**

**Registered Nurses**

**Senior Medical**

**Officer**

**NCSP Register**

**Co**

**-**

**Ordinator**

**Cervical Sam**

**ple**

**Takers**

**Immunisation**

**Co**

**-**

**ordinator**

**Outreach**

**Immunisation RN**

**NIR Co**

**-**

**ordinator**

**Dental Therapists**

**Dental Assistant**

**Dental Administrator**

**Clinical Co**

**-**

**ordinator**

**Population Health**

**Tamariki**

**Administrator**

**Medical Receptionist**

**Vision Hearing Tester**

**KEY ACCOUNTABILITIES**

|  |  |
| --- | --- |
| 1. **Advanced clinical practice and professional leadership**

Role modelling professional, legal, ethical responsibilities and cultural safety at an advanced level. Complying with all Te Tai o Poutini policies and procedures.Demonstrating evidence-based knowledge and advanced clinical judgment. Accepting accountability for own actions and decisions. Escalating professional issues appropriately.  | 1. Role model and reinforce team 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
2. Role models and leads adherence to all WCTO and Te Tai o Poutini policies, procedures and practice in accordance with relevant ethical frameworks
3. Identifies, discusses, documents and manages ethical issues with clients, whānau and the wider team
4. Practices in a way which is deemed by all clients to be culturally safe
5. Practices in a way which 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
6. Promotes an environment which values and prioritises the access, leadership and needs of tangata whenua / Māori and all Pacific peoples
7. Role model and promote professional communication, decision-making, accountability and autonomy
8. Demonstrate and promote accountability for directing, monitoring, undertaking clinical assessments and / or evaluating service provision / standards provided by a Registered Nurse and relevant others; utilise more experienced members of the health care team to assist with problem solving & setting priorities
9. Represent the organisation and the nursing profession positively while projecting a professional image of nursing
10. Promotes an environment which enables informed consent, patient safety, independence, quality of life, and health
11. Brief line manager/s and relevant team members regarding any emerging clinical issues
12. Refer all matters and concerns related to professional practice to line manager and the relevant Executive Clinical Lead (i.e. Director of Nursing):
	* + Deficiencies in quality care and professional standards
		+ Incidents related to consumers which may affect wellbeing
		+ Matters of noncompliance with Te Tai o Poutini Policies & Procedures
		+ Matters of unresolved staff conflict
		+ Security breaches and quality standards failure
 |
| **2. Advanced management of clinical care**Applying advanced, evidence-based nursing knowledge to the holistic management of client care within a defined area of specialty practice. Working with clients, family / whānau and other health professionals to provide timely access to care in order to optimise outcomes.Using advanced, 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 effectively and 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 appropriately.  | * Demonstrates planned effective, timely and clinical co-ordination of services 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
	+ Te Tai o Poutini vision and values
* Utilise current research and evidence-based practice to support effective, collaborative decision-making regarding the individual’s vaccination status. This decision making includes holistic:
	+ Assessment
	+ Diagnostic inquiry
	+ Planning
	+ Interventions/treatment referrals
	+ Evaluation of B4SC process outcomes
* Uses evidence-based, approved assessment tools to inform assessment
* Role models a high standard of evidence-based practice; promoting integrated, interprofessional models of care and leading service delivery changes to improve consumer experience
* Contributes to and leads an organisational environment that values and prioritises the input of all consumers and their families / whānau / community; ensuring that tamariki and their whānau are active and informed partners in the planning and delivery ofi B4SC
* Effectively and safely prioritises B4SC Co-Ordination
* Promotes and utilises telehealth where appropriate; enabling client-centred access to services in a timely manner
* In partnership with tamariki and their whānau, identifies opportunities for linking clients to relevant Māori health services
* Ensures tamariki and their whānau are provided with culturally and cognitively appropriate information about: their rights, the range of support options available, and seeking and documenting informed consent for B4SC data collection and storage
* In partnership with tamariki and their whānau, identifies educational needs to improve health literacy and empower wellness
* Provides education to tamariki and whānau effectively by assessing learning readiness, evaluating existing knowledge and determinants of health that may impact on learning and utilisation of new knowledge
* Role models effective advocacy skills, ensuring appropriate support and representation for tamariki/whānau
* Identifies barriers related to accessing services and client satisfaction and works with the interprofessional team to remove these
* Collaborates with key community stakeholders and the interprofessional team to deliver B4SC that prioritises unmet need
* Uses advanced skills to establish and maintain meaningful, strategic relationships with colleagues from all relevant services (internal and external the Te Tai o Poutini)
* Facilitates care planning in collaboration with those outlined in Key Relationships, including cross-sectorial team members; communicating and co-ordinating referrals to appropriate services and seeking advice from others as required
* In partnership with PHNs, RNS and the interprofessional team, regularly reviews the B4SC process to ensure it is achieving the planned MOH targets
* Regularly attends / initiatives multidisciplinary meetings across the Te Tai O Poutini (West Coast) to promote B4SC and seamless transition between services
* Is recognised as a local leader in B4SC process taking a leadership role in complex situations providing clinical support for PHNs and RNS.
* 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 Te Tai o Poutini policy
* Ensures all collected information is stored and access-protected in accordance with the Health Information Privacy Code (1994)
* Documents in a professional, accurate, confidential, and timely manner (within 24 hours), and ensures client/whānau involvement in decision-making is visible
* Documents all data / information in the appropriate place (i.e. B4SC database, NIR, paper / electronic clinical file) to ensure effective communication and continuity of care
* 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. Utilises safety first as appropriate
 |
| **3. Interpersonal relationships**Role modelling and promoting effective interpersonal skills and relationships.  | 1. Role model and coach others to establish, maintain, and conclude therapeutic interpersonal relationships with tamariki and whānau. Practice nursing in a negotiated partnership with tamariki and whānau (where and when possible)
2. Role model professional boundaries and application to nursing practice, including education, coaching, and support of team members in complex situations
3. Facilitate large and / or broad-scope client / whānau discussions; achieving positive outcomes and actions
4. Role model a variety of effective communication techniques. Skilfully present complex information effectively with clients / families / whānau / colleagues
5. Demonstrate advanced negotiation skills to achieve effective outcomes and resolutions including professional conflict resolution
6. Challenge service strategies that do not demonstrate respect, empathy and interest in tamariki /whanau wellbeing
7. Promote referrals to other members of the health care team and / or accepts them in a timely manner prioritising tamariki close to 5 yrs /starting school to facilitate timely interventions
8. Establish and maintain professional relationships with key stakeholders working within the Te Tai o Poutini, West Coast, and South Island; ensuring the service is well connected and informed while also sharing a rural perspective
 |
| 1. **Interprofessional health care and quality improvement**

Serving as a key member of the interprofessional team to plan, provide, and evaluate care delivery. Working with the wider care team to provide safe, effective, integrated care that is also sustainable. | 1. Collaborate and participate in an environment which encourages collaboration between members of the health care team to facilitate and co-ordinate care
* Initiates referrals and discharge / transition planning with other members of the care team in a timely manner
* Leads, coordinates, and participates in multidisciplinary team meetings and family conferences; representing the nursing perspective regarding tamariki needs and implementing outcomes appropriately
* Liaises regularly with other B4SC Co-ordinators and attends month hui
* Role models the principles of interprofessional practice, and respects and values the contributions of others within the Population Health Team. Can articulate how interprofessional practice helps to achieve high quality, client-centred care
 |
| 1. **Consultancy, support and contributing to the development of others**

Providing specialist nursing care and expertise, both in direct care delivery and in support to other staff.Providing consultancy and education to ensure a quality service is delivered that aligns with evidence-based practice and achieves equitable health outcomes.Supporting others within the service to respond appropriately to clients within the service. Working alongside others to help develop their practice by sharing knowledge, preceptoring, coaching, mentoring and guiding. This includes supporting students, new graduates and new members of staff.  | * Develops and delivers an Annual Education Plan for B4SC Registered Nurses which supports all aspects of training / development across Te Tai o Poutini /West Coast (i.e. initial training, updates, peer assessment, peer review sessions, etc.)
* Maintains training records for all training provided / completed in collaboration with the Workforce Development Team and in accordance with Te Tai o Poutini policy / procedure
* Has input into a variety of forums (internal and external to Te Tai o Poutini); applying skills of analysis, creativity, negotiation, and interpersonal command to help solve problems within the service
* Acts as a specialty consultant within the team, recommending appropriate: referrals, care, and other interventions according to latest research and evidence as part of multidisciplinary team meetings and peer review
* Provides direction regarding the capital expenditure processes, as well as new investments within the service
* Has direct input into developing IT solutions to support enhanced service delivery
* In collaboration with others, contributes to prioritising the development needs of the workforce
* Maintains professional relationships to stay up-to-date with contemporary trends in service delivery as well as any issues that may impact on service delivery
* Educates colleagues, students, and other staff according to WCDHB policy and procedure
* 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 the Te Tai o Poutini and /or relevant educational body
* Disseminates evidence-based information regarding national and international trends in practice and service delivery
 |
| 1. **Leading change and service development**

Working with the central operations and transalpine teams to influence the achievement of key performance indicators within the service.Contributing to collaborative service development; leading evidence-based pathways, protocols and guidelines in area of specialty practice.Providing clinical and professional leadership within the service and community; advocating for a person-centred approach, promoting and enabling integration, and serving as a change agent. | * Works in collaboration with others to influence the direction and delivery of rural health and disability services to West Coast communities
* Takes a lead role in planning, implementing, and evaluating evidence-based quality improvement activities to improve standards
* Collaborates in the design and improvement of systems and processes within the service; ensuring that all interventions are clinically and culturally safe, as well as effective
* In partnership with the Māori Health Team, ensures existing and new service initiatives actively enable measureable improvements to Māori health outcomes
* Uses an innovative approach to problem solving that is inclusive and understanding of other disciplines, team members, and services
* Contributes to the development of quality improvement plans for the service that will ensure continuous improvement using client/whānau feedback and other outcomes measured
* Contributes to an environment where innovative ideas and suggestions are encouraged
* Promotes change positively to enable successful change processes that will result in demonstrable improvements to quality care
 |
| 1. **Research to support service development**

Collaboratively researching, developing, implementing, monitoring and evaluating clinical outcomes and processes to promote excellence in rural service delivery. | * Advance care delivery through collaboration and research with colleagues working internally and externally
* Lead and conducts relevant, safe culturally competent research to measure outcomes, and to promote service activities occurring on the West Coast and elsewhere; positively promoting the WCDHB as leaders in rural health
* Analyse, interprets and reports relevant information to identify and address opportunities for improvement in the client journey
* Utilise appropriate research methods and findings to improve care processes, structures, and measurement of client-centred outcomes
* Promote and distribute research findings to inform and improve care delivery
 |
| 1. **Own competence and professional development**

Maintaining competence according to the Nursing Council of New Zealand’s competencies for Registered Nurses. Demonstrating a personal commitment to maintaining requirements of continuing competence including professional development hours. | * 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 practise hours and 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 as well as clinical and professional supervision to facilitate reflection and growth
* Holds and promotes relevant professional portfolios, holds relevant child health qualifications or is working toward these
 |
| 1. **Honouring diversity and challenging inequity**

Demonstrating commitment to Treaty of Waitangi principles when working with tangata whenua and whānau. Consistently demonstrating awareness and sensitivity of cultural differences when working with tamariki and their whanau, and when working with clinical and non-clinical colleagues.  | * Role models culturally safe practice which reflects principles of Te Tiriti O Waitangi (Treaty of Waitangi), Tikanga Best Practice Guidelines and Takarangi Cultural Competency Framework
* Recognise Māori as tangata whenua and work in collaboration with the WCDHB Māori Health Team and others to develop strategies aimed at achieving equity for Māori within the service
* Consistently demonstrate awareness and sensitivity of cultural differences when working with consumers and their families / whānau, and when working with clinical and non-clinical colleagues across the Te Tai o Poutini
* Consistently respect the spiritual beliefs, sexual orientation and cultural practises of others, including colleagues
* Demonstrate care and respect for diversity in the workplace, including care and respect for internationally trained colleagues
 |
| 1. **Health and Safety**

Maintaining a high quality, safe and secure work environment by following relevant Te tai o Poutini policies, protocols and standards.Actively managing risk.  | All Te Tai o Poutini 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 WCDHB policies and procedures. This includes: * Personal commitment to zero harm
* Reporting fit for duty; free from the influence of alcohol or other drugs
* Ensuring personal health, safety and wellbeing - and that of others
* Reporting and / or investigating 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, contributing to the maintenance of hazards registers and complying with all safety instructions
* Ensuring all accidents or incidents are promptly reported to line manager
* Reporting any pain or discomfort to the line manager as soon as it develops
* Seeking advice from the line managers(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
 |
| 1. **Quality**

Ensuring a quality service is provided; taking an active role in quality activities, and identifying areas of improvement.Actively managing threats to a quality service.  | Every Te Tai o Poutini staff member is responsible for ensuring a quality service is provided; this includes:* Actively leading 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 client outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions.
* Supporting timely investigation and management of complaints
* Developing and / or reviewing relevant policies and procedures as required
* Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations
* Works alongside the Te Tai o Poutini Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving client experience.
 |
| 1. **Special projects & other duties**
 | * Is a member of groups and/or committees as directed by line manager
* Performs other duties as reasonable and as requested by line manager
 |
| 1. **Reporting line, base, hours of work, and work resources**

Maintains appropriate practice hours to maintain clinical competence.  | * Report daily to line manager
* Negotiate all hours of work with line manager
* Meet monthly with CNM to review progress against key deliverables
* Ensure all monthly reporting is timely and accurate
 |

**PERSON SPECIFICATION – Kai Mahi**

|  |
| --- |
| **Qualifications & Experience:** |
| **Essential*** Registered Nurse with the Nursing Council of New Zealand
* Holds a current Annual Practising Certificate with no conditions on practise which may prevent ability to fulfil requirements of the role
* Able to work with children (including a clear Vulnerable Children’s Police check)
* Minimum 4-5 years’ experience in the speciality
* Minimum Postgraduate Diploma or commitment to undertake postgraduate study within 12 months of appointment
* Completion of, or personal commitment to undertake cultural competency training
* Demonstrated ability to work at an advanced practice level; adhering to quality management systems, clinical standards and can manage implementing these standards
* Full ‘clean’ NZ driver’s license and the ability to drive a manual transmission vehicle
* Proficient computer literacy (i.e. ability to update and use electronic records and reporting platforms, Microsoft suite)
 | **Desirable*** Ability to use Indici Patient Management System
* Completion or enrolment in a recognised post-graduate qualification or PG Certificate in Primary Health Care Speciality Nursing (Well Child / Tamariki Ora)
* Previous experience in Well Child Tamariki Ora / community health care and / or a senior nursing position
* Completed Open Polytechnic 4098 Qualification (Using Standards to Assess Candidate Performance)
* Experience teaching and mentoring others, comfortable with delegating tasks as needed
* Ability to present and articulate well in consultation forums and in front of diverse audiences
* Current portfolio as part of the Professional Development and Recognition Programme (PDRP)
 |

|  |  |
| --- | --- |
| **Professional skills / attributes:**  | **Knowledge of (but not limited to):** |
| * Positive, clinically credible, respected, and person-centred
* Demonstrates high standards in terms of personal competence and professional practice; behaving with integrity and discretion
* Very strong written and verbal communication skills. Can present and demonstrate public speaking experience. Can communicate effectively face to face, as well as via a wide range of technological media (i.e. telehealth, email, phone). Can tailor communication to suit the other person.
* Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services
* Well-developed interpersonal and interprofessional skills, demonstrates high degree of emotional intelligence
* Has an ability to consistently form therapeutic relationships with tamariki 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
* Ability to collect and analyse data; recognising and responding to trends, and complying with nationally mandated criteria
* Flexible, adaptable, embraces change
* Self-motivated, demonstrates drive and energy and persists in overcoming obstacles
* Proven skills as a role model
* Proven ability to work as part of a team and positively contribute to the achievement of shared goals/outcomes.
* Able to work under pressure and prioritise competing demands
* Ability to be alcohol, drug & smoke free at work
 | * Health Practitioners Competence Assurance Act (2003)
* Treaty of Waitangi and its application to health
* He Korowai Oranga/Māori Health Strategy (2002) and Whakamaua (Māori Health Action Plan)
* New Zealand Health Strategy (2016)
* Children, Young Persons, and their Families (Oranga Tamariki) Legislation Act – Section 66 (2017)
* New Zealand National Immunisation Schedule
* Nursing Council New Zealand Code of Conduct (2012)
* NZ Public Health and Disability Act 2000
* Health and Disability Commissioner (Code of Health and Disability Services Consumer’s Rights) Regulations (1996)
* Privacy Act (1993) and Health Information Privacy Code (1994)
* Health and Safety in Employment Act (2015)
* Pae Ora (Healthy Futures ) Act 2022
 |

This position description is not intended to be exhaustive and includes a requirement to undertake such other duties as maybe required from time to time by the Clinical Nurse Manager.

|  |  |  |
| --- | --- | --- |
| Signed on behalf of Te Tai o Poutini  |  | I accept the terms and conditions as outlined in this Position Description |
|  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Te Tai o Poutini / West Coast |  | Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Te Tai o Poutini / West Coast |