

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

Health New Zealand, Te Tai o Poutini West Coast 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.

<b>Position Title:</b>	Rural Nurse Specialist (RNS)- Whataroa and Hari Hari (with flexibility to work across localities)	
<b>Reports daily to:</b>	Clinical Nurse Manager Southern Integrated Health Service	
<b>Key Relationships:</b>	<b>Internal:</b> <ul style="list-style-type: none"><li>• RNS Colleagues</li><li>• Te Nikau General Practitioners</li><li>• Manager Integrated Health Services Central</li><li>• Nurse Director Operations</li><li>• Director of Nursing</li><li>• Medical Officer Emergency Dept Greymouth Hospital</li><li>• Buller and Reefton IFHC</li><li>• Medical Officer of Health /Community &amp; Public Health</li><li>• Community Health Services Staff</li><li>• Hospital Services Staff</li><li>• Mental Health Services</li><li>• Nurse Educators</li></ul>	<b>External:</b> <ul style="list-style-type: none"><li>• St John</li><li>• West Coast Health (PHO)</li><li>• Iwi, Hapu, whanau,</li><li>• Independent Midwives</li><li>• Non-Government organisations (NGOs)</li><li>• Māori Health Providers</li><li>• Oranga Tamariki</li><li>• Private Care Providers (i.e. aged care, general practice, home care, pharmacies)</li><li>• Schools</li><li>• Voluntary/Statutory agencies</li></ul>
<b>Role Purpose:</b>	<p>The RNS 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 area. This position is part of the RNS team throughout the WC. Key Functions for this role include:</p> <ol style="list-style-type: none"><li>1. Working at the Rural clinics in a practice/district nurse environment Monday-Friday, with an on call component after hours and weekends. Providing a culturally competent service that prioritises the needs of Māori as tangata whenua in order to achieve equity in health outcomes.</li><li>2. Collaborating with key community stakeholders and the interprofessional team to deliver health care that prioritises unmet need (i.e. in schools)</li><li>3. Enabling sustainable integration of healthcare services</li><li>4. Develop strong and sustainable links with the wider Health care teams</li><li>5. The RNS is required to take up the full duties of an RNS inclusive of the on-call component. RNS duties include:<ul style="list-style-type: none"><li>• Working in a clinic delivering primary health care</li><li>• Home visits for district and palliative patients</li><li>• A component of population health such as well child checks and supporting local schools</li><li>• Emergency (PRIME) and Acute Nursing</li></ul></li></ol>	
<b>Complexity:</b>	<p>Most challenging duties typically undertaken, or most complex problems solved:</p> <ul style="list-style-type: none"><li>• PRIME on call component of the position</li></ul>	

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	<ul style="list-style-type: none"><li>• Advanced, collaborative, evidence-based assessment, diagnostic inquiry, planning, and intervention(s) for adults and children in the community/primary care setting</li><li>• Provides specialist nursing care and expertise, both in direct care delivery and in support to other staff.</li><li>• Skilled communication and negotiation to ensure appropriate and timely care from a range of services is provided in a cohesive way across the care continuum</li><li>• Provides an environment that enables good team working relationships. Contributes to service development; development of pathways, protocols, and guidelines in area of specialty practice.</li></ul>
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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 Health New Zealand , Te Tai o Poutini West Coast reflect the values of:**

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga – family and relationships
- Pono - truth

## He mihi

*E ngā mana*

*E ngā reo*

*E ngā iwi o te motu*

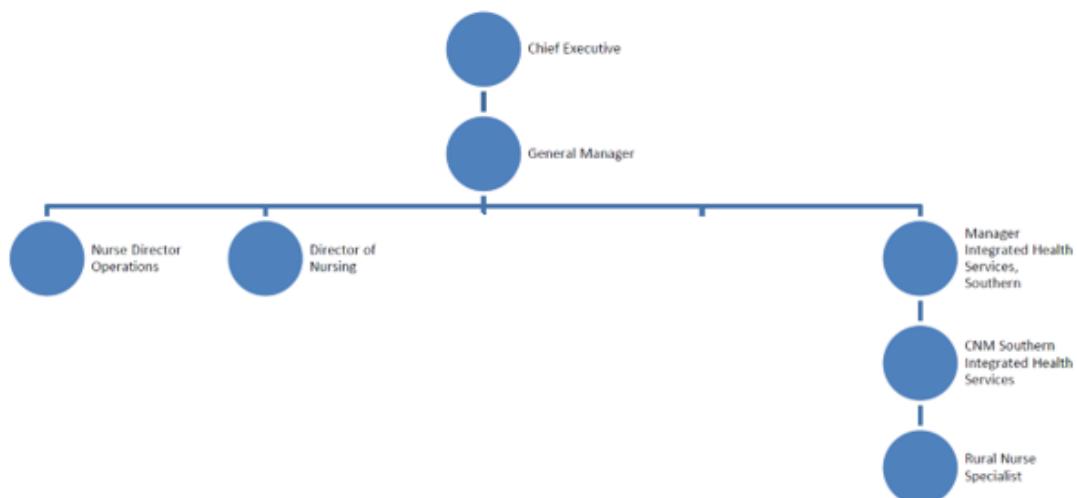
*Tēnei te mihi ki a koutou katoa*

## 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:



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## KEY ACCOUNTABILITIES:

<b>The RNS is responsible for:</b>	<b>The RNS will be successful when:</b>
<p><b>1. Leadership:</b></p> <p>As a senior nurse within a team the RNS is responsible for supporting team members to provide care that best meets the needs of the community</p>	<ul style="list-style-type: none"><li>• Role models positive and professional behaviours in all relationships.</li><li>• Promotes team development in a cohesive, positive, and professional manner.</li><li>• Assists the CNM with 360-degree feedback for regular performance appraisal/reviews for the wider nursing team.</li><li>• Liaises with CNM on quality issues and initiatives.</li><li>• Assists in the facilitation of orientation/preceptorship for new team members when required.</li><li>• Provides direct feedback and support to the CNM as appropriate.</li><li>• Supports and empowers professional team members to assume maximum responsibility for management of patient outcomes.</li><li>• Facilitates direct communication with clinicians.</li><li>• Identifies and provides training and ongoing development opportunities for staff in conjunction with the CNM, Nurse Director Operations and Director of Nursing.</li><li>• Is involved with the dissemination of current information and theories necessary for the provision of optimal patient care</li></ul>
<p><b>2. Honouring diversity and challenging inequity</b></p> <p>Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.</p> <p>Consistently demonstrates awareness and sensitivity of cultural differences when working with clients and their whanau, and when working with clinical and non-clinical colleagues.</p>	<ul style="list-style-type: none"><li>• Role models culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework</li><li>• Recognises Māori as tangata whenua and works in collaboration with the WC Māori Health Team and local iwi to develop strategies aimed at achieving equity for Māori within the service</li><li>• 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 the West Coast</li><li>• Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues</li><li>• Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues</li></ul>
<p><b>3. Advanced management of clinical care to our Rural Community.</b></p> <p>Applies advanced nursing skills and knowledge in the management of patient care</p> <p>Working with clients, family/whanau and other health professionals to provide timely access to care in order to optimise outcomes.</p>	<ul style="list-style-type: none"><li>• Utilises current research and evidence-based practice to support effective, collaborative decision-making regarding the care of adults and children in the community/primary care setting. This decision-making includes holistic:<ol style="list-style-type: none"><li>1. Assessment</li><li>2. Diagnostic inquiry</li><li>3. Planning</li><li>4. Interventions/treatment</li><li>5. Evaluation of clinical care</li></ol></li><li>• Demonstrates effective, timely, specialist clinical management of clients within the RNS scope of practice to enable:<ol style="list-style-type: none"><li>1. Person/whānau led care</li><li>2. Excellence in Māori health and disability outcomes</li><li>3. Excellence in rural health and disability outcomes</li><li>4. The WC's vision and values</li></ol></li></ul>

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<p>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</p>	<ul style="list-style-type: none"><li>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</li><li>Plans, prioritises and schedules self-referral health clinics on a regular basis at times and places that are appropriate to meet the community's needs.</li><li>Refer patients as appropriate to medical practitioners, medical specialists, and other health providers, eg physiotherapists, mental health teams, social workers.</li><li>The RNS works either autonomously, or in collaboration with medical practitioners as per scope of practice. Will order and interpret an agreed range of diagnostic tests and recommends prescribes 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 procedures.</li><li>Ensures care is coordinated to be provided in a timely manner to facilitate smooth transition of the client between services and along their care plan</li><li>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 West Coast.</li><li>The RNS will maintain a formulary that is appropriate for supplying urgent and emergency medication.</li><li>The RNS will co-operate with other organizations and agencies to ensure safe communities, eg Police, Dept of Conservation, Women's Refuge, Oranga Tamariki, local authorities and Māori agencies.</li><li>Refers all matters and concerns related to professional practice to line manager and the relevant Executive Clinical Lead (i.e. Director of Nursing), including:<ol style="list-style-type: none"><li>Deficiencies in quality care and professional standards</li><li>Incidents related to consumers, which may affect wellbeing</li><li>Matters of noncompliance with the WC's policies and procedures</li><li>Matters of unresolved staff conflict</li></ol></li><li>Security breaches and quality standards failure</li><li>Establishes and maintains professional relationships with key stakeholders working within the West Coast, and South Island; ensuring the service is well connected and informed, while also sharing a rural perspective</li></ul>
<p><b>4. To manage patients with chronic diseases, rehabilitation needs and those requiring palliative care in the community.</b></p>	<ul style="list-style-type: none"><li>The RNS will provide a quality nursing service that 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.</li><li>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.</li></ul>
<p><b>5. To contribute to the achievement of positive health outcomes for the designated population by providing a Health Promotion / Health</b></p>	<p><b>a) Well Child/ Tamariki Ora Service</b></p> <ul style="list-style-type: none"><li>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.</li><li>Regular visits will be scheduled and evidence of same available for Preschool Centres and Primary Schools.</li></ul>

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<p><b>Protection Service that includes:</b></p>	<ul style="list-style-type: none"> <li>• Timely new entrant health assessments will be done.</li> <li>• Identify health related needs of the school environs and students.</li> <li>• Self-referral clinics at schools where appropriate.</li> </ul> <p><b>b) Immunisation Service</b></p> <ul style="list-style-type: none"> <li>• Timely completion of immunisation programmes.</li> <li>• Immunisation offered to appropriate clients as per immunisation schedule including maximizing opportunistic immunizations in the 'hard to reach' groups within the community. Develops &amp; maintains an immunization register and recall system</li> <li>• Promotes immunisation programmes in the community.</li> </ul> <p><b>c) Health Promotion</b></p> <ul style="list-style-type: none"> <li>• Participates in Health Promotion/Health Protection activities, projects, and programmes in conjunction with promotion / protection staff (Community &amp; Public Health)</li> <li>• Responds to community initiatives (schools/parent groups etc) in health care by participating in health education programmes promoting healthy lifestyles &amp; focusing on requirements of provider plans incorporating the philosophies of the Ottawa Charter and the Treaty of Waitangi.</li> </ul>
<p><b>6. Own competence and professional development</b></p> <p>Maintaining competence according to the Nursing Council of New Zealand's competencies for Registered Nurses.</p> <p>Demonstrating a personal commitment to maintaining requirements of continuing competence, including professional development hours.</p>	<ul style="list-style-type: none"> <li>• Participates in own annual competence/performance review, with feedback utilised proactively as an opportunity for professional growth</li> <li>• Maintains ongoing education at least to the level required to maintain own Annual Practising Certificate</li> <li>• Maintains organisational requirements around mandatory training and other professional development requirements relevant to role</li> <li>• Participates in regular peer review</li> <li>• Participates in regular professional supervision to facilitate reflection and growth</li> <li>• Notifies line manager of any changes to scope/conditions of practise</li> <li>• Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)</li> <li>• Prescribing requirements?</li> </ul>
<p><b>7. Health and Safety</b></p> <p>Maintaining a high quality, safe, and secure work environment by following relevant WC policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<p>All WC staff are required to meet all Health &amp; Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant WC policies and procedures. This includes:</p> <ul style="list-style-type: none"> <li>o Personal commitment to zero harm</li> <li>o Reporting for duty in a fit state, free from the influence of alcohol or other drugs</li> <li>o Ensuring personal health, safety and wellbeing - and that of others</li> <li>o Report and manage any actual or potential hazards submitted via the Safety1st incident reporting system</li> <li>o Assist with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive</li> <li>o Using all protective equipment provided, as appropriate</li> <li>o Cooperating with the monitoring of workplace hazards and employee's health, including attending all relevant safety training and complying with all safety instructions</li> </ul>

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	<ul style="list-style-type: none"><li>o Ensuring that all accidents or incidents are promptly reported to line manager(s)</li><li>o Reporting any pain or discomfort to the line manager(s) as soon as it develops</li><li>o Seeking advice from the line manager(s) if unsure of any work practices</li><li>o Working alongside the Occupational Health &amp; Safety and Wellbeing Advisor team to implement initiatives aimed at improving health, safety, and wellbeing</li><li>o Complies with health and safety policies when providing care in the community</li><li>o Complies with organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances</li></ul>
<b>8. Quality</b>  Ensuring a quality service is provided and taking an active role in quality activities, identifying areas of improvement.  Actively managing threats to a quality service.	<p>Every WC staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none"><li>• Actively leading and actioning quality improvement activities in collaboration with line manager(s) and other key stakeholders</li><li>• Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes</li><li>• Setting quality standards in conjunction with the Executive Clinical Leads</li><li>• Developing, informing, coordinating, and monitoring outcomes from relevant audits in collaboration with key stakeholders to evaluate clinical standards and patient outcomes in accordance with national and organisational standards. This includes actively leading change to address any corrective actions.</li><li>• Developing and/or reviewing relevant policies and procedures as required</li><li>• Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations</li><li>• Works alongside the WC Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving patient journey, care standards</li></ul> <p>In collaboration with the Quality Team, leads and participates in clinical audit to evaluate and develop practice</p> <ul style="list-style-type: none"><li>• Identifies areas of improvement and changes in practice that are needed to improve care quality</li></ul>
<b>9. Reporting line, base, hours of work, and work resources</b>  Maintains appropriate practice hours to maintain clinical competence.	<ul style="list-style-type: none"><li>• Reports to the Clinical Nurse Manager Southern Integrated Health Services</li><li>• Negotiates all hours of work with line manager</li><li>• Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate</li><li>• Meets monthly with line manager to review progress against key deliverables</li><li>• Ensures that all monthly reporting is timely and accurate</li><li>• Maintains a WC mobile phone, maintaining replacement as required, and returns this resource if exits the role</li></ul>

## **PERSON SPECIFICATION:**

### **Qualifications and Experience- Essential**

- The Rural Nurse Specialist will be a RN with a current Practising Certificate and will have at least five years' experience including Accident and Emergency Services, Community and Primary Care.

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- Has attended or be prepared to attend a PRIME training course and updates
- Hold an independent Vaccinators certificate or be prepared to attain the same
- A current drivers licence
- Hold or be working towards recognised Post Graduate Diploma
- Working towards prescribing
- Experience in the relevant field of practice is desirable.
- Endorsement for RN Prescribing or working toward same

## Personal Attributes

- 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
- Emotional intelligence
- Well-developed interpersonal and interprofessional skills
- Has an ability to consistently form therapeutic relationships with consumers and their families/whanau
- Demonstrated passion and commitment to professional development of self and others
- Ability to work autonomously, use own initiative, and accept responsibility for own actions
- Flexible, adaptable, embraces change
- Self-motivated
- Proven skills as a role model
- Able to work under pressure and prioritise competing demands

## Desirable

- Experience in conducting research
- Current portfolio as part of the Professional Development and Recognition Programme (PDRP)
- Experience working with MedTech32/ or Indici
- Experience in community consultation, implementation and evaluation of service-related projects is desirable

## Knowledge of (but not limited to):

- Health Practitioners Competence Assurance Act (2003)
- Treaty of Waitangi and its application to health
- He Ara Oranga and the government's response to the NZ Mental Health Inquiry
- He Korowai Oranga/Māori Health Strategy (2002)
- New Zealand Health Strategy (2023)
- Compulsory Assessment and Treatment Act (1992)
- Misuse of Drugs Act (1975) and Regulations
- Nursing Council New Zealand Code of Conduct (2012)
- Health and Disability Act
- Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety in Employment Act (2015)

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**Health New Zealand**  
Te Whatu Ora

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.

Signed on behalf of Health New Zealand, Te Tai o Poutini West Coast

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Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Health New Zealand,  
Te Tai o Poutini West Coast**

I accept the terms and conditions as outlined in this Position Description

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Name \_\_\_\_\_

**Rural Nurse Specialist**

Date: \_\_\_\_\_

**Health New Zealand,  
Te Tai o Poutini West Coast**