

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Registered Nurse – Rural & Remote
Reports to	Clinical Nurse Manager,
Location	Chatham Islands Health Centre Health New Zealand, Te Whatu Ora Waitaha Canterbury
Salary band (indicative)ⁱ	NZNO Nursing Salary Scale Step 4 - 7
Children's Worker roleⁱⁱ	Yes

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

Chatham Health Centre provides a unique working environment working for an experienced registered nurse. The center operates with four registered nurses, supported by a general practitioner and administration services on Island, with a strong connection to specialist services and operation support from New Zealand.

Working within a remote and isolated environment, the RN delivers a broad scope of practice across primary, acute, emergency, community, and population health settings, ensuring equitable access to quality healthcare for all members of the community, with a particular focus on improving health outcomes for Māori and Morori as tangata whenua.

The Registered Nurses serves as a vital link between the Chatham Islands community and the wider health system, utilising telehealth, digital technologies to overcome geographical isolation and ensure equitable access to safe, high-quality healthcare services.

Working in a remote island environment requires a high degree of clinical autonomy, advanced assessment and decision-making skills, adaptability, resilience, and resourcefulness. It is critical that you work closely as a team to manage the diversity of care required on Island.

You will need to be prepared to learn new skills and clinical systems, including I-STAT, Ultrasound assessment, patient X-Ray where you are leading the practical hands on assessment on Island connecting directly with the clinical leads in New Zealand providing real-time responses.

Key Functions

- Provide nursing services within the primary healthcare clinic setting, including assessment, treatment, health education, disease prevention, and management of acute and long-term health conditions.
- Participate in a rostered on-call service, delivering urgent, acute, and emergency care outside normal working hours (PRIME)
- Deliver culturally responsive care aligned with Te Tiriti o Waitangi principles.
- Confident use of telehealth and digital health technologies to facilitate access to specialist, medical, allied health, and mental health services.
- Act as a key liaison between patients and mainland healthcare services, coordinating referrals, virtual multidisciplinary meetings, patient transfers, and retrieval processes.
- Collaborate with community stakeholders including Maori Health Services, schools, social services, emergency services, and visiting health professionals.
- Provide community-based nursing services including home visits, chronic disease management, palliative care, immunisation, and health promotion.
- Support population health initiatives and preventative health programmes.
- Contribute to sustainable integration of healthcare services through partnerships with regional hospitals and specialist services.
- Develop and maintain strong professional relationships with local, regional, and national healthcare providers.
- Demonstrate competence and confidence in Practice Management Systems (PMS), including Evolution and other clinical information systems, for patient records, appointments, referrals, clinical documentation, reporting, and communication.
- Ensure accurate, timely, and confidential electronic documentation in accordance with Health New Zealand policies and professional standards.
- Undertake the full scope of Registered Nurse responsibilities, including clinic nursing, emergency response, home visits, chronic condition management, palliative care, Well Child/Tamariki Ora activities, telehealth-supported consultations, and patient transfer coordination.

Key Result Area	Expected Outcomes / Performance Indicators
Demonstrate professional responsibility, complying with our vision, purpose, values, policies and procedures.	• Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements • Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice • Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others, and utilises more experienced RNs to assist with problem solving and setting priorities • Promotes an environment that enables patient safety, independence, quality of life and health • Practices nursing in a manner that the patient determines as being culturally safe • Reads and adheres to Health New Zealand's vision, values, policies and procedures • Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing
Demonstrate professional	• Provides planned nursing care to achieve identified outcomes

accountability in the management of nursing care embodying the Code of Health & Disability Services Consumers Rights.	• Undertakes a comprehensive and accurate nursing assessment of patients in a variety of settings • Ensures documentation is accurate and maintains confidentiality of information • Ensures the patient has adequate explanation of the effects, consequences and alternatives of proposed treatment options • Acts appropriately to protect oneself and others when faced with unexpected patient responses, confrontation, personal threat or other crisis situations • Evaluates patient's progress toward expected outcomes in partnership with patients • Validates and documents decision-making and outcomes based on nursing knowledge and clinical experience • Recognises early and subtle changes in the patient's health status and/or circumstances and intervene appropriately • Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary • Provides health education appropriate to the needs of the patient within a nursing framework • Teaches patients and family groups effectively by assessing learning readiness; providing teaching; evaluating knowledge and lifestyle changes and maximising opportunities for patient learning and independence • Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care • Maintains professional development • Continues to advance clinical knowledge and skills through self-learning, ward teachings, in-service education and external programmes as approved by his/her line manager • Participates in teaching others, including students of nursing
Demonstrate effective interpersonal relationship skills	• Establishes, maintains and concludes therapeutic interpersonal relationships with patient • Practises nursing in a negotiated partnership with the patient where and when possible • Communicates effectively with patients and members of the health care team • Maintains privacy and confidentiality at all times.
Participate in inter-professional health care and quality improvement	• Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care • Recognises and values the roles and skills of all members of the health care team in the delivery of care • Initiates referrals to other members of the health care team in a timely manner • Consistently participates and where appropriate co-ordinates multi-disciplinary team meetings and family conferences representing the nursing perspective of patient needs, and enacting outcomes appropriately • Participates in activities which monitor/audit delivery of quality patient care e.g. certification processes, and current or retrospective nursing audits

	• May be the ward/department representative on professional nursing and/or other committees • Shares specialist knowledge and networks with nursing colleagues within and external to Health New Zealand. • When required, assists in formulating and reviewing nursing standards, procedures and guidelines • Develops and/or participates in activities which monitor and audit nursing practice and quality patient health outcomes
Contribute to the administration of the workplace, working effectively within the nursing team and acting as a professional role model.	• Contributes to the smooth running of the ward/unit through participation in administrative tasks, which support patient care activities • Provides leadership within the unit and co-ordinates patient care as required • Assists the Charge Nurse Manager/Nursing Line Manager through performance reviews of junior nursing staff as directed • Assists the Charge Nurse Manager/Nursing Line Manager with recruitment of nursing staff to the area as directed • Demonstrates awareness of factors, which impact on patient care in her/his clinical setting, e.g. relationships with other providers • Prioritises own workload to enable support, assistance and supervision for other nurses when necessary • Uses stock in a cost-effective manner within budget constraints • Participates in ward meetings and ward decision making • Use appropriate channels of communication • Acts as a preceptor in the orientation of new staff and nursing students • Teaches nurses, nursing students and other staff clinical procedures following Health New Zealand Policy and Procedure, in conjunction with more experienced RNs and the Clinical Nurse Educator or Clinical Nurse Specialist • Assists in compiling resource material for educational purposes at unit, cluster and organisational level • Makes case study presentations to his/her peers at unit and cluster level • Participates in in-service education and post-registration education as approved/requested by the nursing line manager • Acts as a resource for area specific responsibilities e.g. CPR Instructor, IV Assessor or other area of designated responsibility or expertise • Has a knowledge of ethical principles and assists others in resolution of potential dilemmas, utilising appropriate resource people where necessary.
Participate in the annual performance review process in conjunction with the Clinical Nurse Manager	• Prepares for and participates in her/his annual performance review • Identifies and documents professional goals in conjunction with her/his line manager • Maintains a professional nursing portfolio • Presents annual practising certificate in a timely manner

(or nominated appraiser). Implement emergency procedures and maintain a safe and secure environment by following relevant policies, protocols and standards.	This includes but is not limited to: • Demonstrates competence in emergency procedures, e.g. fire, and CPR • Promptly initiates first aid/emergency actions and summons emergency response personnel and provides further emergency assistance • Completes Fire, IV and CPR training and updates regularly as required by Health New Zealand's policies and procedures • Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents • Assists in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment • Maintains standards for safety, hygiene and medico-legal requirements
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Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- Security breaches and quality standard failures.
- Any matters which are not clearly identified or do not comply with Health New Zealand's adopted policies or procedures.

Relationships

External	Internal
• Other Healthcare Providers	• Director of Nursing (or division equivalent), Nursing Director (or division equivalent) • Charge Nurse Manager, Service Manager • Clinical Nurse Educator • Clinical Nurse Specialist • Duty Nurse Managers • Members of interdisciplinary team and other health professionals within ward/department Supervises: • Enrolled Nurses, RNs, Nursing students, Hospital Aides and other auxiliary staff, as appropriate.

About you – to succeed in this role

You will have

Essential:

- Be registered with the Nursing Council of New Zealand as a Registered Nurse
- Have completed a graduate nurse programme or return to nursing programme (other recognition of entry to practice experience must be approved by the Director of Nursing (or division equivalent))
- Hold a current Nursing Council of New Zealand annual practising certificate
- Experience in implementing Te Tiriti o Waitangi in action.
- Ability to 'work together' in a collaborative manner
- Ability to 'work smarter' by being innovative and proactive
- Accepts responsibility for actions
- Is prepared to undertake other duties as reasonably requested by Nurse Manager

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

Desired:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.
- Demonstrate professional accountability within scope of practice
- Have a commitment to ongoing development of nursing skills and in-service education.
- Have appropriate communication skills.
- Have the ability to work as part of a team.
- Adhere to Health New Zealand's policies and procedures

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.