

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	Practice Nurse – Registered Nurse
Reports to	Clinical Nurse Manager (Primary Care) Associate Clinical Nurse Manager (Primary Care)
Location	Greymouth – Te Nikau Health Centre
Department	Integrated Health Services – Primary Care

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

The primary purpose of the role is to:

The Practice Nurse is a highly trained Registered Nurse and recognised member of the interprofessional Integrated Family Health Service (IFHS) team located in the Central Region (Greymouth). This role is responsible for providing a range of holistic services across the age continuum within the integrated primary care setting, enabling excellence in rural health outcomes in alignment with Health New Zealand- Te Tai o Poutini's vision and values. Key functions of this role include:

1. Providing high quality care within the primary care setting to enhance the experience and wellbeing outcomes of children, adults, and whānau within our rural communities. This includes:
 - a. Providing culturally competent care that prioritises the needs of Māori as tangata whenua to achieve equity in health outcomes
 - b. Enabling wellness by addressing social determinants of health and empowering people/whānau within our communities to develop health literacy
 - c. Demonstrating compassion and cultural competence, as well as excellent communication and interpersonal skills to advocate for the wellbeing of our people
 - d. Undertaking comprehensive, holistic assessments within culturally appropriate frameworks

- e. Developing collaborative, holistic, documented care plans to support prevention and continuity of care
 - f. Collaborating with community stakeholders and the interprofessional team to deliver care that prioritises unmet need
2. Supporting further integration of acute, community, mental health, and primary care within the IFHS by:
- a. Supporting change with enthusiasm and positivity
 - b. Developing strong relationships with others, including those working within the IFHS and external agencies
 - c. Growing and developing own practice to enable improved access and improved health outcomes (i.e., working understanding orders, working toward Registered Nurse Prescribing, enhancing mental health knowledge and skills)
- Assisting to identify opportunities to improve the client journey, with a focus on achieving equity in health outcomes for Māori.

Key Result Area	Expected Outcomes / Performance Indicators
Professional responsibility	• Accepts 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. • Reads and adheres to all Health New Zealand Te Tai o Poutini policies and procedures, and practices in accordance with relevant ethical frameworks. • Identifies, discusses, documents, and manages ethical issues with clients, whānau, and the interprofessional team • Practices in a manner that is deemed by all clients and family to be culturally safe. • 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 to achieve equity of health outcomes for Māori. • Demonstrates accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, Enrolled Nurses, and others; and utilising more experienced members of the health care team to assist with problem solving and setting priorities. • Represents the organisation and the nursing profession positively, projecting a professional image of nursing. • Supports an environment that enables patient safety, independence, quality of life, and health. • Briefs line manager and team regarding any emerging clinical issues • Refers all matters and concerns related to professional practice to line manager and/or Director of Nursing including: • Deficiencies in quality care and professional standards • Incidents related to consumers, which may affect wellbeing. • Matters of noncompliance with the Health New Zealand Te Tai o Poutini's policies and procedures

	• Matters of unresolved staff conflict • Security breaches and quality standards failure
Management of nursing care	• Demonstrates: planned, effective, timely, clinical management of clients 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 ○ The Health New Zealand- Te Tai o Poutini's vision and values • Utilises current research and evidence-based practice to support effective, collaborative decision-making regarding the care of clients within the service. This decision making includes holistic: Assessment, Diagnostic inquiry, Planning, Interventions/treatment and Evaluation of clinical care. • Uses evidence-based, approved assessment tools to inform assessment. • Contributes to an organisational environment that values and prioritises the input of all consumers and their families/whānau/community; ensuring that consumers and their whānau are active and informed partners in the holistic planning and delivery of their care (with a focus on prevention and continuity) • In partnership with the client and their whānau, uses assessment skills and knowledge of pathophysiology and pharmacology to develop accurate, collaborative, holistic, documented care plans. • Safely performs practical clinical skills according to policy and procedure, which may include but are not limited to: phlebotomy, near-patient testing, wound dressings, and/or IV therapy. • Collaboratively identifies health promotion and care management goals that are important to the client and their whānau. • Effectively and safely prioritises own workload and care coordination. • Prioritises patient telephone calls, providing advice and/or referral as necessary. • Within scope of practice, recommends/orders appropriate 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 interventions. • Within scope of practice, recommends/prescribes evidence-based therapies (pharmacological and non-pharmacological) as well as appropriate referrals to other services that meet the needs of the client and their family/whānau. This is done in accordance with organisational policy and procedure.

	• Works in partnership with the client/whānau to link into relevant Māori Health services. • Ensures the client and their whānau are provided with culturally and cognitively appropriate information about: their rights, the range of treatment options available, and the effects and risks associated with these treatment options; seeking and documenting informed consent • In partnership with the client and their whānau, identifies educational needs to improve health literacy and empower wellness. • Provides education to clients and whānau effectively by assessing learning readiness, and evaluating existing knowledge and determinants of health that may impact on learning and utilisation of new knowledge. • Advocates on behalf of the client, whānau, and/or team as appropriate • Identifies barriers related to accessing services and client satisfaction and works with the interprofessional team to remove these. • Communicates, collaborates, and coordinates care with other health professionals to ensure best outcomes for clients and their whānau. • Ensures care is being coordinated in a timely manner to facilitate smooth transition of the client between services and along their care plan. • Regularly attends multidisciplinary team meetings to promote continuity of quality care. • Modifies practice, as appropriate, to consider the impact of wider determinants of health, including changes to health strategy and models of care. • Utilises resources in a cost-effective manner and raises any resourcing issues with line manager as soon as identified. • Ensures all documented information is entered and compliant with Health New Zealand- Te Tai o Poutini's policy and 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 patient/whānau involvement in decision-making is visible. • 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.
Interpersonal relationships	• Establishes, maintains, and concludes therapeutic interpersonal relationships with clients and whānau. • Promotes practice in a negotiated partnership with the client and whānau (where and when possible) • Role models professional communication in all interactions • Role models professional boundaries in all interactions with clients/whānau

	- Establishes and maintains professional relationships with key stakeholders working within Health New Zealand- Te Tai o Poutini and wider community. - Supports a work environment that conducive to harmonious work relationships. - Role models and promotes professional conflict resolution
Interprofessional health care and quality improvement	- Role models the principles of interprofessional practice and respects and values the contributions of others within the care team. Can articulate how interprofessional practice helps to achieve high quality, client-centred care. - Collaborates and participates with colleagues and members of the health care team to plan, facilitate, and coordinate care. - Initiates referrals and care planning with other members of the care team in a timely manner - Participates in multidisciplinary team meetings; representing the nursing perspective regarding client needs and implementing outcomes appropriately
Supporting and facilitating the development of others	- Prioritises own workload to free up time to support and assist others in the team. - Works alongside other staff to support practice development. - Supports a practice environment that encourages learning and evidence-based practice. - Educates colleagues, students, and other staff according to Health New Zealand- Te Tai o Poutini policy and procedure, and in collaboration with others. - 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 Health New Zealand- Te Tai o Poutini and/or relevant educational body. - Demonstrates a willingness to support colleagues who are in their first year of practice, utilising appropriate programme frameworks
Own competence and professional development	- 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 ongoing education at least to the level required to maintain own Maintains organisational requirements around mandatory training and other professional development requirements relevant to role. - Annual Practising Certificate and/or RN Prescribing endorsement - Notifies line manager of any changes to scope/conditions of practise. - Participates in regular peer review. - Participates in regular clinical and professional supervision. - Holds and promotes relevant professional portfolios (i.e., PDRP and Takarangi Cultural Competency)

Quality	• Every Health New Zealand- Te Tai o Poutini staff member is responsible for ensuring a quality service is provided. This includes: • Identifying 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 patient 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 • Contributing to the development of relevant policies and procedures as required • Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations. • Working alongside the Health New Zealand- Te Tai o Poutini Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving the patient journey and care standards
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.
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Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
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Relationships

External	Internal
- Iwi, hapu, whānau and other community stakeholders - Government agencies (i.e. ACC, Land Transport Agency, Work & Income NZ, etc.) - Non-Governmental Organisations (NGOs) and other providers of health/disability/support services - Poutini Waiora - Private Care Providers (i.e. aged care, general practice, home care, pharmacies) - West Coast Health PHO	- Consumers, family/whānau and carers - Central Integrated Family Health Service Team and Operations Manager - Clinical Nurse Specialists - Director of Nursing - Hauora Māori Team - Learning & Development - Mental Health Leadership Team (especially Nurse Consultant-Mental Health, Nurse Educator-Mental Health, & Nurse Practitioner-Mental Health) - Nurse Consultants - Nurse Director (Operations) - Nurse Director (Workforce) and the Education Cluster - Quality Team

About you – to succeed in this role

You will have

Essential:

- New Zealand Registered Nurse with a current Annual Practising Certificate without any conditions on scope/practise that may prevent ability to fulfil requirements of the role.
- Completion of, or personal commitment to undertake, cultural competency training.
- Computer literacy (i.e. INDICI, Microsoft suite)

Desired:

- Previous experience in a Practice Nurse position, including long term conditions management and working with standing orders.

- Current Immunisation Certificate
- Current Cervical Smears Certificate
- Current triage qualification
- Postgraduate qualification, including advanced pathophysiology, pharmacology, and long-term conditions management.

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:

- 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.
- Proven assessment and communication skills, including the ability to think critically.
- Has an ability to consistently form therapeutic relationships with consumers 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.
- Flexible, adaptable, embraces change.
- Self-motivated
- 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.
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