

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	HCSS Registered Nurse/ Enrolled Nurse Assessor
Reports to	Clinical Nurse Manager – Community Central
Location	Greymouth

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 Registered/Enrolled Nurse Assessor will utilise nursing knowledge and skills to provide safe and effective quality health care to clients and their whānau; enabling excellence in rural health outcomes in alignment with Health New Zealand, Te Tai o Poutini West Coast vision and values. Key functions of this role include:

- Being responsible for clinical assessments of clients in the community.
- Using Contact InterRAI to develop plans and goals for home and community care.
- Supporting and assisting to facilitate early supported discharge.
- Supporting the consistency of service delivery and training to the support workers.
- Triage referrals, ensuring priority is allocated appropriately.
- Using Innovacare platform to enter and maintain client information and records.

Key Result Area	Expected Outcomes / Performance Indicators
Professional Responsibility	The Registered Nurse/Enrolled Nurse • Accepts responsibility for ensuring their decisions, practice, and conduct meet the professional, ethical, and legal standards outlined in relevant legislation, codes of conduct, organisational policies, and professional standards. • Reads, understands, and complies with all relevant Health New Zealand Te Whatu Ora and Te Tai o Poutini West Coast policies and procedures, and practises in accordance with relevant ethical frameworks.

	• Identifies, discusses, documents, and appropriately manages ethical issues in partnership with clients, whānau, and the interprofessional team. • Practises in a manner that clients and whānau consider culturally safe. • Demonstrates culturally safe practice for tangata whenua and whānau, incorporating Te Tiriti o Waitangi principles and contributing to equitable health outcomes for Māori. • Contributes to an environment that values and prioritises the access, leadership, participation, and health needs of tangata whenua/Māori and Pacific peoples, with a focus on achieving equitable health outcomes. • Role models professional communication, sound decision-making, accountability, and appropriate professional autonomy. • Demonstrates accountability for directing, monitoring, and evaluating nursing care provided by Support Workers, and others working under direction or delegation, and seeks support from more experienced Registered/Enrolled Nurses where required for problem-solving and prioritisation. • Represents Health New Zealand and the nursing profession positively and maintains a professional image and standard of conduct. • Promotes an environment that supports patient safety, independence, quality of life, wellbeing, and optimal health outcomes. • Keeps the line manager and relevant members of the team informed of emerging clinical, professional, or service-related issues. • Provides services in accordance with relevant service specifications and contractual requirements relating to home-based care. • Escalates matters or concerns relating to professional practice to the line manager and, where appropriate, the relevant Executive Clinical Lead, including: ○ Deficiencies in the quality of care or professional standards. ○ Incidents involving consumers that may affect their safety or wellbeing. ○ Non-compliance with Health New Zealand or Te Tai o Poutini West Coast policies and procedures. ○ Unresolved staff conflict that may affect service delivery, staff wellbeing, or patient care. ○ Security breaches or failures to meet required quality standards.
Management of Nursing Care	• Provides planned, timely, safe, and effective clinical care within Registered/Enrolled Nurse scope of practice, using a restorative and person/whānau-led approach.

	• Supports equitable outcomes for Māori, rural communities, and people with disabilities, in keeping with Health New Zealand values and service priorities. • Uses current evidence, approved assessment tools, and clinical judgement to undertake holistic assessment, planning, intervention, and evaluation of care. • Develops and regularly reviews collaborative care plans, including safety and transition planning, with clients, whānau, and the interprofessional team. • Prioritises and manages their caseload effectively, coordinating care to support continuity and timely transitions between services. • Identifies appropriate investigations, treatments, referrals, and community supports within scope of practice and organisational policy. • Provides clients and whānau with clear, culturally, and cognitively appropriate information to support informed consent, health literacy, self-management, and shared decision-making. • Advocates for clients and whānau, identifies barriers to accessing services, and works collaboratively to address these. • Establishes and maintains effective relationships with internal and external health, community, Māori health, and NGO services to support coordinated care. • Demonstrates sound risk assessment and management, through comprehensive nursing assessment, early identification of actual and potential risks, and appropriate responses to patient deterioration, adverse events, crises, and situations that may compromise patient or staff safety. • Adapts practice in response to changing client needs, wider determinants of health, evidence, service requirements, and evolving models of care. • Uses resources responsibly and raises emerging resourcing or service issues with the line manager. • Maintains accurate, timely, confidential, and professional clinical documentation in accordance with organisational requirements and the Health Information Privacy Code 2020. • Ensures documentation clearly reflects assessment, care provided, risk management, client/whānau involvement, and agreed plans. • Recognises the limits of their own knowledge and scope of practice and seeks appropriate advice or support when required.
Interpersonal Relationships	• Establishes, maintains, and concludes therapeutic interpersonal relationships with clients and whānau. • Practises nursing in a negotiated partnership with the client and whānau (where and when possible) • Role models professional communication in all interactions

	• Establishes and maintains professional relationships with key stakeholders working within Health New Zealand, Te Tai o Poutini West Coast, West Coast, and South Island; ensuring the service is well connected and informed, while also sharing a rural perspective • Contributes to creating a work environment that is conducive to harmonious work relationships and high morale. • Demonstrates professional conflict resolution. • Participates in de-fusing and de-briefing activities within the service and outside the service (as appropriate) • Contributes to a 'zero-tolerance' approach to bullying within the care team. • Contributes to a culture of appreciation within the care team
Interprofessional Health Care and Quality Improvement	• Acts as a resource and role model for Support Workers, supporting the HCSS CNM with: ○ One-to-one coaching in activities of daily living (ADLs). ○ Supporting staff undertaking study related to home-based care. ○ Supporting education and training provided to home-based care staff. • Works collaboratively with colleagues and members of the health care team to coordinate safe, effective, person-centred care. • Recognises, respects, and values the roles, skills, and contributions of all members of the health care team. • Initiates timely referrals to appropriate members of the health care team. • Participates in, and where appropriate coordinates, multidisciplinary meetings, and family conferences, representing the nursing perspective and following through on agreed actions. • Role models effective interprofessional practice and promotes the contribution of nursing within the wider care team.
Commitment to the Support and Development of Others	• Prioritises own workload to free up time to support and assist others in the team. • Educates colleagues, students, and other staff according to Health New Zealand, Te Tai o Poutini West Coast policy and procedure, and in conjunction with other members of the Leadership Team • 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 West Coast and/or relevant educational body.

	• Demonstrates a willingness to support colleagues who are in their first year of practice, utilising the NETP and PDRP programme frameworks
Contributes to an Effective Home and Community Support Service	• Contributes to the delivery of a safe, effective, and high-quality Home and Community Support Service across the West Coast. • Identifies and participates in quality improvement activities in collaboration with the line manager and relevant stakeholders. • Supports compliance with service audits, accreditation requirements, and relevant legislative and organisational standards. • Participates in audits and corrective actions to improve clinical standards, service quality, and client outcomes. • Responds to referrals in a timely manner, wherever possible within 48 hours. • Maintains knowledge of Home and Community Support systems, processes, and service delivery requirements. • Uses resources and consumables appropriately and cost-effectively. • Uses appropriate communication and escalation channels. • Supports continuous improvement and lean working principles. • Participates in Home Based Services meetings and contributes to service planning and decision-making.
Reporting line, base, hours of work, and work resources	• Reports to and maintains regular communication with the line manager. • Agrees hours of work with the line manager and meets regularly to review progress against key deliverables. • Maintains sufficient practice hours and meets all requirements for continuing competence and a current Annual Practising Certificate. • Advises the line manager of any changes to scope or conditions of practice. • Ensures all required reporting is accurate and completed within expected timeframes. • Participates in the after hours on call roster. • Undertakes other duties and clinical responsibilities within their scope of practice as reasonably requested by the line manager to support service delivery and meet changing service needs.
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
• ACCESS • Healthcare NZ • ACC • Iwi, hapu, whānau and other community stakeholders • Non-Governmental Organisations (NGOs) and other providers of mental health and support services • Private Care Providers (i.e. aged care, general practice, home care, pharmacies) • West Coast Health	• Home Based Support Coordinators • CCCN/IDT Meetings • Clinical Nurse Specialists – Gerontology • Home and Community Support Workers • Medical Centres • Allied Health Staff • Clinical Nurse Specialists • Health Navigators • Geriatrician • Enrolled Nurse HCSS • District Nursing • CNM's

	• Nurse Manager Community/Primary Health • Consumers, family/whānau and carers • Director of Nursing • Nurse Director Operations • Nurse Educators • Quality Team • Māori Health • All Health New Zealand, Te Tai o Poutini West Coast staff, interprofessional teams, and service areas • Nurse Director (Workforce) and the Workforce Development Team/Cluster
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About you – to succeed in this role

You will have

Essential:

- New Zealand Registered Nurse with a current Annual Practising Certificate
- Completion of, or personal commitment to undertake, cultural competency training.
- Full 'clean' NZ driver's license
- Computer literacy (i.e. ability to update and use electronic health records and reporting platforms)
- Clinically credibility, be respected, and person-centred.
- Demonstrates high standards in terms of personal competence and professional practice.
- 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.
- Emotional intelligence
- Well-developed interpersonal and interprofessional skills
- An ability to consistently form therapeutic relationships with consumers and their families/whānau.
- Demonstrated passion and commitment to professional development of self and others.
- The ability to work autonomously, use own initiative and accept responsibility for own actions.
- Flexibility, be adaptable, and embraces change.
- Self-motivation

- Proven ability to work as part of a team and positively contribute to the achievement of shared goals/outcomes but also capable of working autonomously.
- The ability to work under pressure and prioritise competing demands.

Desired:

- Good working knowledge of West Coast community resources
- Ability to undertake brief interventions.
- Evidence of commitment to developing clinical skills
- Has previous experience in community and/or District nursing
- Current portfolio as part of the Professional Development and Recognition Programme (PDRP)

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.
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