

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
Reports to	Clinical Nurse Manager Primary Northern
Location	Reefton

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:

provide high-quality, holistic primary and urgent care for children, adults and whānau in Reefton and surrounding rural communities. As part of the Integrated Family Health Service team, the Practice Nurse undertakes culturally appropriate assessments, develops care plans, promotes wellbeing, and works with other services to improve access and continuity of care. The role supports the integration of acute, community, mental health, and primary care services, with a particular focus on equitable health outcomes for Māori

Key Result Area	Expected Outcomes / Performance Indicators
Professional Responsibility	- Takes responsibility for decisions, practice and conduct in accordance with professional, ethical, and legal standards, and Health New Zealand Te Tai o Poutini policies and procedures. - Identifies, documents, and manages ethical issues in discussion with patients, whānau and the interprofessional team. - Provides care that patients and whānau experience as culturally safe and works with tangata whenua in accordance with Te Tiriti o Waitangi to support equitable health outcomes for Māori. - Directs, monitors, and evaluates care provided by enrolled nurses, nursing assistants and others, seeking advice from experienced colleagues when needed. - Promotes patient safety, independence, quality of life and health, while representing the organisation and nursing profession professionally.

	• Keeps the line manager and team informed of emerging clinical issues. • Escalates concerns about care quality, professional standards, patient wellbeing, policy compliance, staff conflict, security, or quality standards to the line manager and/or Director of Nursing.
Management of Nursing Care	• Plans, provides, and evaluates timely, person and whānau led care within the Registered Nurse scope of practice, supporting equitable Māori and rural health outcomes. • Uses current evidence, approved assessment tools and clinical knowledge to assess needs, investigate concerns, develop documented care plans, provide treatment, and evaluate outcomes. • Partners with patients and whānau to set goals, support prevention and build health literacy. Provides information in culturally and cognitively appropriate ways, explains treatment options and risks, and obtains and documents informed consent. • Performs clinical procedures safely in accordance with policy, including phlebotomy, wound care and IV therapy where trained and authorised. • Prioritises workload and telephone enquiries, provides advice or referral as appropriate, and recommends or orders tests and therapies only within scope of practice and organisational policy. • Coordinates care with the interprofessional team, Māori health services and other providers. Identifies barriers to access and supports timely transitions between services. • Uses resources responsibly and raises resourcing concerns with the line manager. • Records care accurately, confidentially and within 24 hours, including how patients and whānau contributed to decisions. Stores and protects health information in accordance with current privacy requirements. • Works with the team to prevent, escalate and manage adverse events, emergencies and other situations that may compromise safety.
Interpersonal Relationships	• Builds and maintains therapeutic relationships with patients and whānau, working in partnership with them wherever possible and concluding relationships appropriately. • Communicates professionally and maintains clear professional boundaries. • Develops effective working relationships with colleagues and community stakeholders. • Contributes to a respectful workplace and models constructive 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
Supports and facilitates the Development of Others	• Manages workload to support colleagues and contribute to practice development. • Promotes a learning environment that encourages evidence-based practice. • Educates and supports colleagues, students, and other staff in accordance with organisational policy, using appropriate teaching approaches. • Provides quality preceptorship and supports nurses in their first year of practice through relevant programme frameworks.
Own Competence and Professional Development	• Undertakes professional development agreed with the line manager and uses feedback from annual performance and competence reviews to guide growth. • Maintains a current Annual Practising Certificate, any required RN prescribing endorsement, and mandatory training. Advises the line manager of any changes to scope or conditions of practice. • Participates in regular peer review, clinical supervision, and professional supervision. • Maintains and promotes relevant professional portfolios, including PDRP and Takarangi Cultural Competency.
Honouring Diversity and Challenging Inequity	• Demonstrates culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework • Recognises Māori as tangata whenua and works in collaboration with the Māori Health Team and local iwi to develop strategies aimed at achieving equity for Māori within the health service • 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 Health New Zealand- Te Tai o Poutini • Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues • Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues
Quality	Every Health New Zealand Te Tai o Poutini staff member is responsible for contributing to a quality service. This includes: • Identifying and carrying out quality improvement activities with the line manager and relevant stakeholders. • Supporting compliance with service audits, accreditation, and legislative requirements.

	- Contributing to audits of clinical standards and patient outcomes and helping address any findings. - Supporting the timely investigation and resolution of complaints. - Contributing to policies, procedures, and practice improvements. - Working with colleagues, the Quality Team and the Clinical Quality Improvement Team to improve care standards and the patient journey.
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	• 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 Team • 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)
- PRIME training or commitment to completing training and providing this service to the community
- Clinically credibility, be respected, and person-centred
- High standards in terms of personal competence and professional practice
- Cultural competence and evidence of application of the principles of the Treaty of Waitangi in provision of equitable health services
- Proven assessment and communication skills, including the ability to think critically
- An ability to consistently form therapeutic relationships with consumers and their families/whānau
- Passion and commitment to professional development of self and others
- An ability to work autonomously, use own initiative and accept responsibility for own actions
- Flexibility, be adaptable, and embrace change
- Self-motivation

- A proven ability to work as part of a team and positively contribute to the achievement of shared goals/outcomes
- Be able to work under pressure and prioritise competing demands

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
- 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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