

## POSITION DESCRIPTION

<b>Position:</b>	Tāpuhi Tamariki Ora	
<b>Team:</b>	Te Puawai Whānau	
<b>Reporting to:</b>	Kaihautū Te Puawai Whānau	
<b>Hours of work:</b>	20 hours per week	
<b>Staff responsibilities:</b>	Peer support to other nurses and community health workers	
<b>Job Purpose:</b>	To improve the health status of Tamariki (ages 0-5 years) in the Whanganui rohe through the provision of high quality Tamariki Ora Well Child services to Tamariki and their whānau	
<b>Accepted by:</b>	<b>Signature:</b>	<b>Date:</b>
<<NAME>>		

### Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Te Puawai Whānau:	Tamariki Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Drug Treatment Programme
Te Taituarā:	Business Unit

### Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

### Mission statement

To empower whānau into their future

### Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

**Key Result Area 1: Inform and support whānau to enhance their knowledge and skills required to understand and manage the various stages of their child's development**

- Promoting positive parenting skills and attachment; providing information and support on breastfeeding and infant & maternal nutrition
- Educating whānau in the prevention of Sudden Unexpected Death of an Infant
- Promoting the enrolment of all Tamariki into dental services by 30 months of age
- Providing education to whānau on parenting for each age and stage
- Promoting immunisation and facilitating access to immunisation
- Providing education into safety and injury prevention for Tamariki
- Informing parents of early childhood education options

**Key Result Area 2: Reassure whānau through health surveillance and clinical assessment that their child is developing normally, and if necessary, ensure any health or developmental concerns are referred appropriately and addressed in a timely way**

- Providing scheduled physical examinations and assessments of tamariki at 4-6 weeks, 8-10 weeks, 3-4 months, 5-7 months, 9-12 months, 15-18 months, 2-3 years age intervals; (working to the Well Child Tamariki Ora National Schedule)
- Assessing whānau health and wellbeing, child growth and development & vision and hearing
- Providing developmental questioning and assessment of each child in order to detect developmental delay and intellectual disability;
- Identifying tamariki who are not thriving, and able to report to link whānau back into general practice teams or relevant specialists;
- Undertake interventions such as ABC Smoking cessation, family violence screen and response, postnatal depression (PND) screen and respond, respond to assessments, additional contacts. (Further information provided in the Well Child Tamariki Ora National Schedule)
- Undertake cervical screening and immunisations at the client's home or other appropriate setting.

**Key Result Area 3: To provide nursing care in accordance with Nursing Council and Te Oranganui standards**

- Maintaining a current annual practising certificate and ensuring that you work within your scope of practice
- Maintaining a current vaccinators certificate
- Obtaining personal professional indemnity insurance
- Having a working understanding of: The Treaty of Waitangi, the Privacy Code 1994; The code of Health and Disability Services Consumer's Rights 1996; Nursing Council Code of Conduct; and other relevant legislation and documentation
- Following Te Oranganui clinical guidelines
- Clearly documenting all care and education provided
- Using the patient information system skilfully
- Providing accurate and timely monthly and quarterly reports to your manager

**Key Result Area 4: To provide nursing care in accordance with Nursing Council and Te Oranganui standards**

- Taking responsibility for your own personal health and safety and ensuring that your work practices do not provide a hazard or harm to others
- Understanding and promoting emergency procedures such as fire and earthquake response and evacuation in accordance with statutory requirements
- Accurately reporting all events, accidents and incidents including near misses and also participating in prevention strategies

**Key Result Area 5: Maximise personal and professional development and support the development of colleagues**

- Taking up opportunities to improve your skills and knowledge through Continuing Nursing Education activities
- Participating in the organisation's professional development recognition programme
- Participating in your regular performance appraisal and setting work and development goals for the coming year
- Attending regular monthly supervision to ensure safe practice
- Supporting new colleagues throughout their orientation and induction processes

**Key Result Area 6: Ensuring that Tamariki Ora services are compliant and current with internal and external quality, legislative and accreditation requirements**

- Ensuring the continuous quality improvement of the Tamariki Ora service
- Ensuring that parents are fully informed of the importance of collecting information;
- Seeking informed consent for the medical examination of children from their parents and caregivers;
- Complying with the Code of Health and Disability Services Consumer Rights, Children, Young Persons and their Families Act, Current immunisation standards as set out in the Ministry of Health's current Immunisation handbook, and Section 125 of the Health Act 1956 with respect to the medical examination of children

**Key Result Area 7: Health Safety & Wellbeing**

- Following, implementing and ensuring compliance of all health & safety policies and processes of both Te Oranganui and the Department of Corrections;
- Ensuring all activities and planned, organised and managed well in order to prevent harm and promote wellbeing in the workplace;
- Provide and/or facilitate regular clinical supervision for all kaimahi including self.

**General provisions**

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc;
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Actively participate in ongoing professional development including regular clinical supervision
- Participate in internal and external audits.
- Maintain practice within the code of professional conduct, competencies and standards of the relevant professional body
- Planning, preparation and participation in other events as required

*The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.*

## Person Specification

### Qualifications

- Current Annual Practising Certificate
- Post Graduate Certificate in Primary Health Care Speciality Nursing or willing to obtain
- Registered Nurse within NZ (RGON, RcpN, BN)
- Clinical skills as detailed in this job description

### Personal Attributes

- Enjoys working in primary health care
- Commitment to Whānau, Hapū and Iwi
- A friendly “Can Do” attitude
- Ability to converse and understand Te Reo Maori me ona tikanga
- People person
- Ability and willingness to work positively as a member of a team

### Physical Attributes – Clinician

- Must be able to function in ever changing and demanding conditions when required.
- Hearing and speech sufficient to communicate clearly with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment.
- Must be physically fit as the work is physically demanding, involving standing, walking, sitting, stretching, frequently. (Stature extremes may increase hazard of shared activities).
- A high level of mental concentration is required.
- Visual to read accurately, write/record in a legible manner and operate equipment, safely administer medications, monitor equipment and patient status enabling accurate performance of essential job duties

### Other requirements of this position

- Current clean, full NZ driver license
- Must be able to pass Te Oranganui’s worker safety checks
- New Zealand citizenship, permanent resident status, or a NZ work permit.