

| POSITION DESCRIPTION         |                                                                                                                                                                |              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Position</b>              | Tāpuhi                                                                                                                                                         |              |
| <b>Reporting to:</b>         | Kaihautū Te Waipuna Health                                                                                                                                     |              |
| <b>Staff responsibility:</b> | Collegial support to staff throughout Te Waipuna Health                                                                                                        |              |
| <b>Job purpose</b>           | To provide clinical nurse services within Te Waipuna Health in accordance with the clinical standards of practice and the whānau ora approach of Te Oranganui. |              |
| <b>Hours of Work</b>         | 30 hours per week<br>8.30am to 3.00pm                                                                                                                          |              |
| <b>Accepted by</b>           | <b>Signature:</b>                                                                                                                                              | <b>Date:</b> |
| <b>NAME</b>                  |                                                                                                                                                                |              |

### 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 Health:      | Primary Health & Medical                |
| Te Taihāhā:             | Disability Support Service              |
| Waiora Hinengaro:       | Vocations, Mental Health and Addictions |
| Toiora Whānau:          | Whānau and Community                    |
| Te Puawai Whānau:       | Family Start & Tamariki Ora Services    |
| Waiora Whānau:          | Healthy Families                        |
| Whakahaumanu Mana Tāne: | Clinical Services Corrections           |
| 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 |

Initials: \_\_\_\_\_

### KRA 1: Clinical Practice

Provide, quality, competent, clinical care that enhances the wellbeing of our whānau

- 1.1 Supporting General Practitioners and other staff in Te Waipuna Health to provide an integrated primary care service
- 1.2 Demonstrate competence and application of a range of clinical skills relevant to a primary health care registered nurse scope of practice including (but not limited to): patient triage, vaccinations, venepuncture and cervical smear taking.
- 1.3 Empower the knowledge of whānau to better self-manage their care by providing good information and resources including (but not limited to) teaching breast self-examination, sexual health testing and advice, providing dietary advice and health promotion.
- 1.4 Use goals, objectives, strategies, cultural safety and evidence based practice as key elements in the planning and presentation of a health promotion activity
- 1.5 From time to time plan and implement Nurse Led clinics
- 1.6 Support the delivery of the Influenza, MMR and COVID vaccination programme to the enrolled population and wider community as directed.
- 1.7 Undertake script formulation for sign off by General Practitioners
- 1.8 Community nursing duties focus on the delivery of clinical services in the home supporting whānau to live independently but with clinical support
- 1.9 Contribute to the setting and achievement of annual goals of Te Waipuna Health

### KRA 2: Networking and development

To network across the organisation and the sector to ensure that the nursing practice of Te Waipuna Health achieve best practice and development

- 2.1 Work cooperatively with the other services of Te Oranganui to enhance the wellbeing of whānau through the whānau ora approach. Shared care requires good communication and understanding between kaimahi at all times.
- 2.2 Share information and build knowledge amongst colleagues in order to develop best practice
- 2.3 Attend forums and training opportunities to build, increase knowledge and understanding of conditions, preventions and treatments
- 2.4 Contribute positively to the clinical practice growth and development of Te Waipuna Health actively looking to adopt new approaches in order to deliver the best care
- 2.5 Participate actively in service and organisation wide meetings when required

### KRA 3: Administration

To ensure the records held by Te Waipuna Health are a full and accurate account of care provided and resources are maintained in at an efficient level

- 3.1 General practice duties include data entry and data extraction using Medtech 32, actively processing the recall systems
- 3.2 Maintain clear, concise timely accurate and current client records within a legal and ethical framework
- 3.3 Ensure the service possesses the required stock to perform duties in the practice or community and keep consultation rooms clean and well stocked
- 3.4 Contribute to and complete any reporting requirements by management

Initials: \_\_\_\_\_

#### KRA 4: Quality assurance

To implement quality assurance practices that keeps the work environment healthy and safe for all kaimahi and the whānau

- 4.1 Participate in clinical supervision on a regular basis
- 4.2 Maintain personal professional indemnity insurance and an Annual Practising Certificate
- 4.3 Uphold all policies, practices and procedures within Te Oranganui including those for dealing with conflict, violence and abuse
- 4.4 Undertake regular self-audits of your practice to identify any gaps, improvements or achievements
- 4.5 Work constructively through audit processes with auditors to adopt any learning's from the process for improvement and development
- 4.6 Participate in research, evaluation and health needs assessment initiatives within the service speciality as appropriate

#### GENERAL PROVISIONS

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions, organisational events 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
- Maintain confidentiality at all times

*The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as 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.*

Initials: \_\_\_\_\_

## PERSON SPECIFICATION

### Knowledge/Experience/Qualifications

- Registered Nurse
- Current Practicing Certificate
- Immunisation Certified
- Cervical Screening Certified
- Practice Nurse and/or Community Nursing experience

### Personal Attributes & Skills

- A commitment to ongoing education
- An interest in primary health with a focus on long term conditions
- To be keen to share your knowledge and skills with students
- Ability to communicate effectively at all levels
- Non-Smoker – or full commitment to remain smoke-free during the hours of work;
- Zero tolerance towards family violence
- Committed to empowering and supporting whānau;
- Have strong communication skills;
- Have good judgement and analysis;
- Commitment to whānau, hapū and iwi;
- Act in a responsible, ethical and accountable way;
- Respectful, cooperative & supportive in all dealings;

### 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 background check process

Initials: \_\_\_\_\_