



POSITION DESCRIPTION

Position	Team Leader, Registered Nurse – Te Waipuna Health	
Team:	Te Waipuna Health	
Reporting to:	Kaihautū Te Waipuna Health (Service Manager)	
Hours of work:	40 hours per week (8.30 to 5.00pm, Monday to Friday) Additional hours – Provide clinical support to evening clinics as and when required.	
Direct Reports	Practice Nurses	
Job Purpose	<p>To lead and work within the practice nursing team, ensuring a high quality of nursing service is provided across the Whanganui and Waverley Clinics.</p> <p>The Registered Nurse – Team Leader will:</p> <ul style="list-style-type: none"> • Maintain safe working relationships within the centres • Ensure the flow of the centres are tidy and continuous • Identification of potential improvements • Service Health Targets are maintained with nursing team input • Accountable for the assessment, planning, delivery and evaluation of safe and appropriate patient/client centred nursing care 	
Accepted by:	Signature:	Date:
<i>Name</i>		

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 Kīhahi. The eight services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waioira Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Puawai Whānau:	Tamariki Services
Waioira 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

Key Results Area 1: Team Leader Duties

Tasks

- 1.1 Provide leadership and support to other registered nurses within the service, this includes but not limited to; clinical assessments, data entry, triaging, time management, portfolio delivery.
- 1.2 Assist service manager and clinical leader in clinical nurse matters when required
- 1.3 Provide annual performance appraisals and support the development of professional development plans with nursing team.
- 1.4 Provide a monthly report to the Kaihautū on clinical nursing issues.
- 1.5 Facilitate regular nursing forums for Te Waipuna Health Nursing team
- 1.6 Facilitate orientation and induction for new nursing staff and students as per the clinic process.

Key Results Area 2: Triage

Tasks

- 2.1 Provide advanced clinical assessment, treatment, referrals, advice, follow up and health promotion/education services to clients in consultation with doctors and/or nursing team in accordance with clinical standards of practice.
- 2.2 Where suitably certified, check and follow-up on lab results as required.
- 2.3 Utilise diagnostic reasoning and provide treatment conditions within specialty area of practice
- 2.4 Keep accurate records of nurse assessment, intervention, referrals and follow-up recalls, clinics, education, health promotion and any other projects and programmes.

Key Results Area 3: Administration

Tasks

- 3.1 Input all incoming patient data are entered correctly
- 3.2 Ensure and manage Immunisation, Cervical Smear, Flu, CVD, Care Plus and Mammogram recalls are sent out on time
- 3.3 All recalls followed up and referred on where applicable
- 3.4 Accurate messages to clinical staff are recorded and passed on
- 3.5 Prepare monthly report outlining period activities and making recommendations where appropriate
- 3.6 Undertake a monthly stock take of all goods and ensure that appropriate records are used when replacing or utilising stock
- 3.7 Undertake stocktake of CDs and CDs scripts and notify Kaihautū of any concerns.
- 3.8 Maintain Ministry of Health and DHB targets at required achievement level.
- 3.9 Support Clinic Finance Coordinator to meet and maintain funding targets

Key Results Area 4: Communication

Tasks

- 4.1 Attend weekly team and general meetings
- 4.2 Maintain confidentiality of client's information and ensure safe storage of information at all times
- 4.3 Participate as an equal member of the health team to plan and provide health care.
- 4.4 Evaluation effectiveness of clinical interventions, including prescribing decisions, may include collaborative modification of treatment accordingly.
- 4.5 Participate and assist in policy, protocol and procedure writing as and when necessary
- 4.6 Participate and assist in research, evaluation and health needs assessment undertaken by the organisation
- 4.7 Initiate, promote and maintain liaison with Te Oranganui kaimahi, local hapū and iwi, other health professionals and community agencies

- 4.8** Keep accurate records of nurse consultations, follow-up, recalls, clinics, education, health promotion and any other projects and programmes

Key Result Area 5: Health Safety & Wellbeing

Tasks

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

Key Results Area 6: Public Relations

Tasks

- 6.1** Maintains an active and positive relationship across the organisation, Iwi and with all other key stakeholders (as applicable)
- 6.2** Actively promotes all Te Oranganui services with enthusiasm utilising different types of mediums
- 6.3** Represent Te Oranganui in a positive and proactive manner.
- 6.4** Maintain an active role in external nursing forums on behalf of Te Oranganui

Key Results Area 7: Professional Development & Training

Tasks

- 7.1** Participate in organisational performance management processes including regular performance appraisal
- 7.2** Undertake all organisational & compulsory training (where applicable)
- 7.3** Participation in professional development in line with job description or Te Oranganui succession planning (where applicable)
- 7.4** Attends relevant professional development activities that support consolidation and ongoing development
- 7.5** Participates in peer review processes, case review and reflective practice
- 7.6** Professional Development requirements identified for following year/s.

Key Results Area 8: Continuous Quality Improvement/Research

Tasks

- 8.1** Participate in quality improvement activities (where appropriate) including collecting and maintaining patient related activities for analysis, audit and reporting.
- 8.2** Participate and implement quality protocols/guidelines as appropriate
- 8.3** Identify and lead research initiatives within the service speciality (as appropriate)

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 and 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

Experience & Qualifications

- A minimum of 5 years post registration experience
- Have completed a post-graduate diploma or equivalent
- Cervical Smear certified
- Immunisation certified
- CPR Trained
- Practice Nurse and or Community Nursing experience

Skills and Attributes

- Organisational skills
- Ability to multi-task
- Ability to maintain strict confidentiality
- High level of facilitation and communication skills
- Ability to work unsupervised
- High professional attitude and conduct
- Excellent computer skills

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
- New Zealand citizenship, permanent resident status, or a NZ work permit.