



Position Description – Health Care Assistant

Tūhoe – Te Uru Taumatua Values

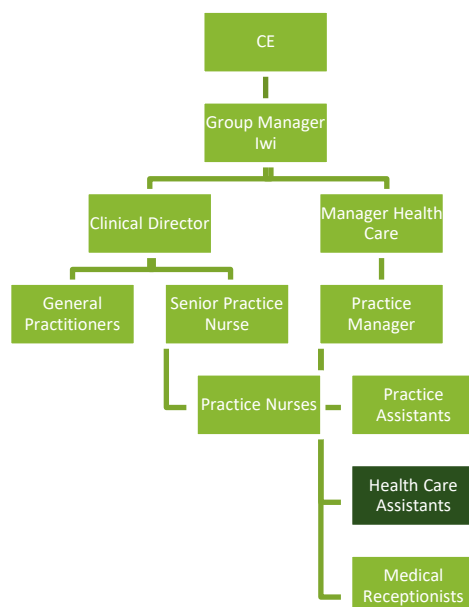
Mana Motuhake is our way to secure the permanence of Tūhoetana in the lives of current and future generations of Tūhoe. Our need then to sow these virtues in our behaviours, our aspirations, our practices and our priorities is our purpose. These beliefs come from our legacy and kinship to all living things, the mutual respect we owe each to the other including to the world around us. This is our context for raising responsible, resilient whānau, hapū and whārua.

Working for Tūhoe – Te Uru Taumatua

Working for Tūhoe - Te Uru Taumatua comes with a duty to bring to life the achievement of Tūhoe-Tribal goals including the standards of discipline and excellence needed to usher in the next generation of Tūhoe. As the office of the Iwi we are of course not the Iwi, we are not hapū, but we exist to serve the strengthening needs of hapū and Tribal leadership responsibility. Evenly and at all times, we serve a trinity of aims; the growth and development needs of our Tūhoe Tribal communities; the need to perpetuate a honourable past and legacy; and positioning well for the unborn future generations of Tūhoe. As such we are a kinship organisation, a culture, communities – a whakapapa; we are not a corporate entity.

About this role

The Health Care Assistant works under the direction and delegation of a Registered Nurse or General Practitioner to provide primary care nursing support, patient interventions and treatment within the Kawerau Medical Centre. Under the guidance of a Registered Nurse or General Practitioner, this role is responsible for providing patient-centered, culturally appropriate, and individual holistic care to patients. This position reports directly to the Practice Manager.



Clinical Services	Expected Standards
Support Services	<p>Will work directly under the supervision of a Registered Nurse or General Practitioner to:</p> <ul style="list-style-type: none"> • Assist in documenting patient assessments and implementation of care plans • Assist with routine examination and diagnostic tests e.g. BP, pulse, temperature, height, weight BMI • Prepare and maintain environments and equipment before, during and after patient interventions • Observe and communicate patients' health status to a registered nurse • Attend home visits as requested in conjunction with a registered health professional • Maintain the Healthcare Assistant inbox and monitor the clinical provider inbox • Ensure all written communication is comprehensive, logical, legible, clear and concise and uses acceptable abbreviations • Use appropriate infection control procedures • Understand and apply the principles of the cold chain • Knowledgeable on general principles of first aid and resuscitation • Provide back up and cover as required to ensure appropriate reception services are maintained • Ensure clinical workspaces, equipment and storerooms are clean and tidy as per practice protocols. • Ensure equipment is cleaned and sterilized in the correct manner and is available for use when required • Demonstrate a professional attitude and helpful manner in interactions with patients and staff • Demonstrate responsible use of and maintenance of consumables and equipment. • Prepare ACC and Insurer medical reports for GP approval • Daily monitor and respond to patient clinical requests via clinic email
Maintaining and Improving Health	<p>Provide timely clinical and culturally appropriate health services under the supervision of a Registered Nurse through:</p> <ul style="list-style-type: none"> • Use of recall and reminder systems and referral, as appropriate, to national screening programmes • Maintain the educational resources (waiting room notice board) to assist people to reduce or change risky and harmful lifestyle behaviour • Care and support for people with chronic and terminal conditions • Provide day-to-day management of equipment for loan. • Champion and provide monthly progress reports for Childhood Immunisations, Cervical, Mammogram and Bowel Screening.
Financial	Expected Standards
Invoicing	Ensure all patient services offered are charged in accordance with appropriate protocols

Compliance	Adhere to all compliance clauses when claiming subsidies from any funding agency.
Other	Assist with the provision of information for practice reporting requirements, as requested.
Practice Supplies & Maintenance	Expected Standards
Stocks of Materials	<p>Maintain adequate levels of stock for materials and equipment in all treatment and consulting rooms, ensuring no item is past its expiry date.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Emergency trolley and associated drugs and IV fluids • Drugs and vaccines in the vaccine fridge • Oxygen cylinders • MPSO stock levels • Sleuce room consumables
IT System	Expected Standards
Accuracy of Information	Maintain accurate information into the PMS system according to the agreed protocols.
PHO Involvement	Expected Standards
Patient PHO Enrolment	Support staff in promoting the benefits of enrolling in the PHO, for patients.
Communication	Expected Standards
External	Maintain professional liaison with other registered health professionals under the supervision of a register nurse or GP
Internal	Maintain professional relationships with all staff
Staff Problems or Issues	All staff concerns are referred to the Practice Manager in the first instance
Quality	Expected Standards
Clinical Notes	Record clinical notes for patients within 24 hours
Reception Management	Expected Standards
Assisting Reception	Assist reception when required to do so
Waiting Room	Expected Standards
Waiting Room Monitored	Ensure waiting room is monitored and patients are attended to
Compliance	Expected Standards
Compliance and Health and Safety	Comply with established health and safety policies and the current NZ legislation with regard to handling of instruments, infection control, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances.
Confidentiality and Privacy	Maintain confidentiality and privacy on patients information at all times in accordance with the Privacy Act.

Health & Disability Code of Rights	Comply with patients code of rights when dealing with patients and their families
Treaty of Waitangi	Be culturally sensitive to patient needs with a commitment to the Treaty of Waitangi
Personal Development	Expected Standards
Training Needs	Take responsibility for own developmental learning and performance, including participating in supervision and meetings
Other	Expected Standards
Other duties	Hours of work are set out in the Employment Agreement; however, there may be times when you are required to undertake other duties outside of these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.

Competencies	
<ul style="list-style-type: none"> • Flexible and professional in dealing with staff and patients. • Accountable for time management and takes performance and duty of care seriously. • Appreciation and understanding of the unique environment within a Tūhoe context. • Positive and can-do attitude and enjoys seeing the health and wellness of people and community. • Enthusiastic, impressionable, warm and empathetic. 	
Relationships	
Internal	<ul style="list-style-type: none"> • Staff
External	<ul style="list-style-type: none"> • Patients • Visitors • Other medical professionals
Knowledge, Skills, Abilities and Experience	
Desirable	<ul style="list-style-type: none"> • Fluency in Tūhoe dialect
Essential	<ul style="list-style-type: none"> • Training in Care-giving

Primary Health Care Assistant Name:	
Signature:	
Date:	
Chief Executive Name:	
Signature:	
Date:	