



## Position Description – Practice Nurse

### 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. Seemingly, our COVID-19 experience served up greater surety on this approach. Our need then is to enable lifestyles that naturally live these virtues in our behaviours, our aspirations, our practices and our priorities. These beliefs that come from our legacy and kinship to all living things, the mutual respect we owe each to the other including 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 Practice Nurse has accountability for the delivery of primary care nursing support, patient interventions and treatment based primarily at the Kawerau Medical Centre. As part of the general practice team, responsibilities will include working within the scope of practice and for providing patient-centered, culturally appropriate and holistic care to patients and whanau. The Practice Nurse will work closely with the medical doctors, clinical and non-clinical team members to provide efficient, effective professional nursing services to patients and community members. This position forms part of the wider Tuhoe Medical Centre Team and reports directly to the Practice Manager.



## KEY RESULT AREAS

Clinical Services	Expected Standards
Deliver primary care nursing services as follows: <ul style="list-style-type: none"> <li>• Urgent Triage (including resuscitation, stabilisation, and assisting with assessment as necessary)</li> <li>• Assessment of the urgency and severity of presenting problems through history taking, and examination before referral to the appropriate GP or senior practice nurse. Assessment can be via telephone or 1:1 consultation with patient</li> <li>• Follow-up of patient test results and communication with patients where appropriate.</li> <li>• Undertaking treatment options and carrying out appropriate clinical interventions and procedures, including but not limited to counselling, advising and providing information.</li> <li>• Health screening</li> <li>• Comply with the requirements of the Privacy Act 2003, HIPC 2004, HDC Patient Code of Rights and the current NZ legislation</li> <li>• Refer all complaints to the Practice Manager in the first instance</li> </ul>	
Maintaining and Improving Health	Expected Standards
Provide timely clinical and culturally appropriate health services through: <ul style="list-style-type: none"> <li>• Ongoing well-health education and advice, including counselling to improve health and prevent disease</li> <li>• Providing smoking cessation advice</li> <li>• Use of recall, setting tasks and reminder systems and referral, as appropriate, to national screening programmes</li> <li>• Assisting to coordinate patient workshop education and helping people to reduce or change risky and harmful lifestyle behaviours, in particular with diabetes</li> <li>• Family planning services, provision of contraceptive advice and sexual health services.</li> <li>• Delivery of immunisation programmes</li> <li>• Working with public health providers in the prevention and control of communicable diseases for individuals and families/whanau and reporting to relevant public health providers</li> <li>• Ongoing care and support for people with chronic and terminal conditions</li> <li>• Health promotion to the practices' enrolled population, linking to public health programmes at a national, regional and local level and utilising such programmes to target specific populations</li> <li>• Identifying and achieving annual health promotion targets</li> <li>• Assisting with the collection of data related to health and well-being</li> <li>• Raising awareness of health and well-being and how it can be promoted</li> <li>• Actively out in the community (wharua), at times</li> </ul>	
Coordinating Care	Expected Standards
Coordination of care through delivery of: <ul style="list-style-type: none"> <li>• Co-ordinating an individual's rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning.</li> <li>• Developing collaborative working relationships with community health services, DHB and non-Government public health providers, ACC and relevant non-health agencies</li> <li>• Advocating on behalf of patients with external agencies to communicate patient care and support needs</li> </ul>	

<b>Chronic Care Management</b>	<b>Expected Standards</b>
	<ul style="list-style-type: none"> <li>Managing the care of patients with chronic disease including Asthma, COPD, Diabetes, Hypertension and Gout</li> <li>Referring to nursing services for high needs patients requiring intensive life style modification education and management</li> <li>Advocating on behalf of patients with internal and external agencies to communicate patient care and support needs</li> </ul>
<b>Financial</b>	<b>Expected Standards</b>
	<ul style="list-style-type: none"> <li><b>Invoicing</b> - Ensure all patient services provided are claimed and invoiced in accordance with appropriate protocols</li> <li><b>Compliance</b> - Adhere to all compliance clauses when claiming subsidies from any funding agency</li> <li><b>Other</b> - Assist with provision of information for practice reporting requirements as requested</li> </ul>
<b>Supplies and Maintenance</b>	<b>Expected Standards</b>
	<ul style="list-style-type: none"> <li><b>Stocks of Materials</b> - Maintain adequate levels of stock for material and equipment in all treatment and consulting rooms ensuring no item is past its expiry date</li> <li><b>Drug Supplies</b> - Maintain minimum levels of drug supplies for the practice</li> <li><b>Controlled Drug Register</b> - Maintain control over the Controlled Drug Register in accordance with defined protocols</li> </ul>
<b>IT System</b>	<b>Expected Standards</b>
	<ul style="list-style-type: none"> <li><b>Accuracy of Information</b> - All information entered into the MedTech system is accurate, appropriate and in accordance with agreed protocols and standards</li> <li><b>MedTech Training</b> – Attend and assist on on-site training for staff</li> <li><b>New Patients</b> - Set up all screening and recall programmes for new patients</li> </ul>
<b>Communication and Relationships</b>	<b>Expected Standards</b>
	<ul style="list-style-type: none"> <li><b>External</b> - Maintain professional and effective communication channels with patients/ whanau, visitors and other registered health professional organizations such as PHA, Eastern Bay of Plenty Health Alliance, Primary Health Organisation</li> <li><b>Internal</b> – Maintain professional relationships with all staff. Ensure all staff are informed as appropriate regarding matters that they should be aware of regarding a patient. All staff issues or concerns are referred to the Clinical Director in the first instance</li> </ul>
<b>Quality Assurance</b>	<b>Expected Standards</b>
Clinical Notes	All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient. Maintain register of referral services for child abuse
Professional Development/ Annual Practicing Certificate	Undertakes responsibility for own professional nursing development and to meet the minimum requirements set by the NZ Nursing Council. Maintain current registration with the NZ Nursing Council
Peer Review and Clinical Supervision	Attend regular peer review and clinical supervision meetings in accordance with the guidelines of the NZ Nursing Council
<b>Compliance</b>	<b>Expected Standards</b>
Compliance	All complaints are referred to the Clinical Director, in the first instance
Confidentiality and Privacy	Maintain total confidentiality and privacy on patients information at all times in accordance with the Privacy Act
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
Child Protection	Comply with reporting child abuse to the appropriate authorities

Team Participation	Participate and maintain professional work-relations with the Kowarau Medical Centre Team
Business improvement	Participate in recommending areas of improvements within the practice
Other Duties	Hours of work are set out in the Individual 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 workshops
<b>Practice Nurse Competencies</b>	
<ul style="list-style-type: none"> <li>• Flexible and professional in dealing with staff and patients</li> <li>• Good time management and communication skills</li> <li>• Appreciation and understanding of the unique environment within a Tūhoe context</li> <li>• Positive and can-do attitude and enjoys seeing the health and wellness of people and community</li> <li>• Enthusiastic, impressionable, warm and empathetic</li> <li>• Value-based and adaptable role model</li> </ul>	
<b>Knowledge, Skills, Abilities and Experience</b>	
Desirable	<ul style="list-style-type: none"> <li>• Fluency in Tūhoe dialect</li> <li>• IMAC Certified Vaccinator</li> <li>• Certified Cervical Smear Taker</li> <li>• Advanced Assessment skills</li> <li>• Solid work history within Primary health care or general practice</li> <li>• Knowledge of MedTech Database</li> <li>• Intermediate level of capability using Microsoft Office applications (Word, Excel, Outlook)</li> </ul>
Essential	<ul style="list-style-type: none"> <li>• Tertiary Qualification in Nursing</li> <li>• Registered Nurse (New graduate or 2 years' experience)</li> <li>• Team player and flexibility to cover</li> <li>• Membership of a professional body</li> <li>• Excellent oral and written communication skills</li> </ul>

<b>Chief Executive Name:</b>	
Signature:	
Date:	
<b>Practice Nurse Name:</b>	
Signature:	
Date:	