

POSITION DESCRIPTION: NURSE PRACTITIONER (NP)	
Background	<p>Horowhenua Community Practice (HCP) is owned and operated by THINK Hauora. HCP is governed by the board of THINK Hauora. The day-to-day operation of this general practice is led by the Practice Manager supported by department leads.</p> <p>HCP is the largest general practice operating within the Horowhenua District.</p> <p>HCP provides after hours services according to a locality roster.</p> <p>This position description (PD) captures the expected functions of the position and is refreshed annually. The PD is supported by an annual work programme.</p>
Primary Functions	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Provide advanced nursing expertise for Primary Health. The context of care delivery will be within the general practice setting based at the Horowhenua Community Practice in Levin. • Assessment, clinical management and coordination of care across primary and secondary settings will ensure appropriate, safe and timely care delivery. • Further the development of professional expertise and capacity within the nursing and interdisciplinary workforce that will enable them to proactively facilitate early recognition and effective management of co-morbid conditions and health deterioration of older people.
Reports to	<p>Day to day practice issues: Practice Manager, HCP Clinical Management: Medical Lead</p>
Direct reports	None
Functional Relationships	<ul style="list-style-type: none"> • Clients • Clinical Nurse Specialists • Clinical Networks • THINK Hauora teams • Intersectoral Agencies and Non-Government Organisations • Allied Health Staff • General Practice Teams • Aged Residential Care Providers • Iwi and Maori Health Providers • Medical Specialists and Nurse Practitioners
Primary Location	Based in the offices of Horowhenua Community Practice, Levin
Salary Range	Based on skills and experience
Nature of Position	Permanent, full-time position
Hours	Forty (40) hours per week (1.0 FTE), Monday to Friday plus any afterhours rostered shifts
Status as described in the Vulnerable Children's Act 2014	In line with the Vulnerable Children Act 2014 and our service agreement with Te Whatu Ora, this position has been identified as a Core Worker position.
Health and Safe7ty	All staff and governance at THINK Hauora participate in health and safety management practices, ensure that work is done in a safe environment, reports and works to eliminate,

	<p>isolate or minimise any hazards, and applies THINK Hauora’s health and safety policies and procedures.</p> <p>Staff must act to ensure that THINK Hauora complies with its responsibilities under the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation. Be able to demonstrate actions in an emergency situation that are specific to the workplace and are designed to keep individuals safe.</p>
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ORGANISATIONAL VISION, MISSION and VALUES

Our Strategy	THINK Hauora 2019-2025 Strategy supported by Ka Ao, Ka Awatea, Māori Health Strategic Framework
Our Vision	Tūhonotia te hāpori ki te Ora – Connecting Communities for Wellbeing
Our Strategic Aims	<p>Whānau Ora: Developing a Whānau Ora approach to accelerate and ensure equity of Māori health outcomes</p> <p>Equity: Driving equity of outcomes through people, community voice and data</p> <p>Access: Ensuring access to health care is easy, available, cross-sectors</p> <p>Value: Creating value through teams, technology and performance</p> <p>Innovation: Activating innovation, engagement and delivery of excellence</p> <p>Networking: Enabling networking and relationships to achieve partnerships</p> <p>Growth: Driving sustainability through system and alignment focus</p>
Our Values	<p>Trust: Maintaining open and honest relationships</p> <p>Respect: Embracing diversity, uniqueness and ideas</p> <p>Unity: Valuing strengths and skills</p> <p>Accountability: Working in a transparent and responsible manner</p> <p>Courage: Participating with confidence and enjoyment</p>
Equity	THINK Hauora is committed to improving access to services and achieving equity of health outcomes across communities. We provide support and guidance to the wider workforce to do the same. THINK Hauora believes in equity and requires staff to “stop, look, listen and think” about how they can design, develop and deliver services that create and maintain equitable environments to effect change and ensure that whānau flourish.
Commitment to Te Tiriti o Waitangi:	<p>THINK Hauora is committed to Te Tiriti o Waitangi and is an exemplar Te Tiriti Partner whose Board and employees actively contribute to the achievement of Pae Ora (Healthy Futures for Māori) across our rohe. We maintain this by expressing and activating the five principles of Te Tiriti o Waitangi across all layers of our Organisation.</p> <p>Tino Rangatiratanga Self-determination Mana Taurite Equity Whakamarumarutia Active Protection Kōwhiringa Options Pātuitanga Partnership</p> <p>Our suite of policies will actively ensure Pae Ora is realised through the pathways of Whānau Ora (Healthy Families), Mauri Ora (Healthy Individuals), Wai Ora (Healthy Environment)</p>

KEY RESPONSIBILITIES

Key Competency	Activities	Expectations
Works within the Primary Health scope of Practice and the context of care	<ul style="list-style-type: none"> • Clinical expertise is maintained, and contemporary specialty knowledge is continually updated • The impact of the wider determinants of health, and changes to health policy and funding models are considered and incorporated into practice as required • Limitations to practice within the articulated Nurse Practitioner scope are recognised. Interdisciplinary consults are requested, and referrals made accordingly • Utilising a medical / nursing model / framework underpinned by the values and knowledge of Best Practice principles and congruent with the values of THINK Hauora • The Health & Disability Sector Standards, Te Whatu Ora contractual requirements and other relevant legislation are understood and adhered to • Referrals and requests for advanced nursing assessment / intervention are responded to in a timely manner and prioritised according to Best Practice Guidelines 	<ul style="list-style-type: none"> • Works at top of scope delivering quality nurse practitioner services
Provides Clinical Expertise to the defined client group	<ul style="list-style-type: none"> • Provides culturally safe practice based on the principles of Te Tiriti o Waitangi; protection, partnership and participation • Provides advanced contemporary clinical assessment and advanced clinical decision-making processes to assess, make differential diagnosis, plan care, implement interventions, inclusive of prescribing, and evaluate outcomes • Initiate case management for individual patients based on: <ul style="list-style-type: none"> o Physical examination and assessment o Differential diagnoses o Diagnostic results o Sound clinical judgment • Data collection and assessment processes are appropriate for the client's immediate and/or on-going needs • Accurate information and education is provided to the client, their whanau and staff to enable their participation in 	<ul style="list-style-type: none"> • Delivers culturally appropriate, high levels of clinical care

	<p>support planning including, goal setting self-management as reasonably able</p> <ul style="list-style-type: none"> • Differential diagnoses, care planning and interventions are determined utilising a full range of data including appropriate laboratory and diagnostic tests • Creative and innovative solutions to complex situations are developed from a critical thinking and problem-solving approach 	
<p>Maintains professional development and clinical competence</p>	<ul style="list-style-type: none"> • Proactively participates in own performance development and reviews • Establishes annual goals, objectives, performance targets and strategies to meet these • Attends relevant negotiated educational opportunities and conferences • Participates in regular professional supervision • Maintains and develops clinical competence according to Nursing Council competencies • Maintains a professional portfolio annually and submits for formal assessment 3 yearly • Participates in clinical practice review, including case reviews. Action plans are implemented to address any issues • Opportunities for clinical mentorship and support are identified, negotiated and followed through 	<ul style="list-style-type: none"> • Maintains high level of clinical competence supported by up to date and professionally compliant continuing education
<p>Stakeholder relationships are developed and maintained in a professional collegial manner to provide a sound base for seamless service provision and improvement by promoting continuity of care</p>	<ul style="list-style-type: none"> • Contributes to relevant sector network events • Communicates, collaborates and coordinates care with General Practice Teams, Acute and Specialist Services and other health professionals to ensure best outcomes • Promotes and role models effective teamwork and collaborative relationships within the interdisciplinary team • Facilitates and participates in relevant interdisciplinary team meetings • Works within internal and external teams in a collaborative approach 	
<p>Provides Clinical and Professional Leadership and Consultancy</p>	<ul style="list-style-type: none"> • Nursing consultancy and advice is consistent with best practice interventions for family/whanau • Works alongside General Practice and THINK Hauora staff to provide clinical 	<ul style="list-style-type: none"> • Demonstrates nursing and clinical leadership

	<p>assessment, differential diagnosis, plan care, evaluations to improve health outcomes</p> <ul style="list-style-type: none"> • Takes a leadership role working alongside the nursing staff to support effective LTC management • Takes a leadership role in complex situations across settings and disciplines • Facilitates interdisciplinary case review • Formulates working relationships across the primary/secondary interface to promote continuity of care 	
<p>Opportunities to improve clinical practice and service delivery are identified and focus on service development and participation in quality improvement is evident</p>	<ul style="list-style-type: none"> • Uses databases to document caseload and also leadership/consultation activities to aid in future service development • Barriers to service delivery / client satisfaction are identified and appropriate action taken • Evidence of contribution to improve service delivery through current research and best practice • Health outcomes are evaluated, and information utilised to contribute to local and national policy development • Contributes to local and national health / socio-economic policy through membership and participation in sector groups • Participates in formal research related to service development and clinical area of practice • Intervention effectiveness is evaluated, and support plans updated as required • Participates in national benchmarking and auditing programmes • Documentation is professional, accurate and timely. It captures the provision of education and client involvement in decision making is visible • Practice is acceptable as evidenced by client satisfaction surveys 	<ul style="list-style-type: none"> • Leads and participates in clinical quality initiatives • Plays a key role in the achievement of goals and targets defined in the Annual Clinical Quality Plan
<p>Provides Education and Clinical Teaching</p>	<ul style="list-style-type: none"> • Clinical enquiry, critical thinking and research skill acquisition is fostered among the nursing workforce to advance nursing practice and patient care • Nurses in the Practice receive expert advice and best practice recommendations, skilled mentoring, coaching and teaching 	<ul style="list-style-type: none"> • Leads education and training initiatives pertinent to scope of practice as well as to nursing and practice services

	<ul style="list-style-type: none"> ● Contributes to the improvement of clinical knowledge to all existing/future staff including: <ul style="list-style-type: none"> ○ Provision of clinical education for multidisciplinary teams across the continuum ○ Provision of teaching for tertiary students ○ Participation/facilitation in/of peer reviews and staff training 	
Contributes to the business requirements of HCP	<ul style="list-style-type: none"> ● Reports against position description and contractual requirements are timely, accurate and add value to the business processes ● Actively participates in auditing and benchmarking ● Contributes to business planning processes to promote innovative practice and continuity of care delivery ● Undertakes project work as negotiated 	<ul style="list-style-type: none"> ● As a committed member of the practice, works collaboratively with management to position HCP as a viable and sustainable practice
Team Work	<ul style="list-style-type: none"> ● Audits show service delivery standards have been met ● Staff meet their own performance development objectives ● Team work is completed within agreed timeframes ● Successful achievement of goals/targets as defined in the HCP Clinical Quality Plan 	<ul style="list-style-type: none"> ● All work is delivered according to: <ul style="list-style-type: none"> ○ Best Practice ○ Evidence based approaches ○ Contractual standards ○ Good Health and Safety practices
Improve Outcomes of Maori	<ul style="list-style-type: none"> ● Can articulate how the Treaty of Waitangi principles are incorporated into practice and the service ● Discusses development of own cultural competence and support is provided to the team ● Discusses contribution to Whanau Ora and Ka Ao, Ka Awatea ● Uses every opportunity to use Te Reo as appropriate i.e. greetings ● Can identify Iwi and Maori providers in the community ● Recognises the different roles within the whanau unit and capability / strength of that whanau ● PMS consultation notes document culturally appropriate assessment, planning, intervention and follow up 	<ul style="list-style-type: none"> ● Relationships with Maori and Iwi are strengthened
Privacy Act	<ul style="list-style-type: none"> ● Total confidentiality and privacy of patients is maintained 	

	<ul style="list-style-type: none"> • Management of patient information is according to Practice Policy 	
Health and Safety	<ul style="list-style-type: none"> • Report and work to eliminate, isolate or minimise any hazards. • Participate in health and safety management practices for all employees 	<ul style="list-style-type: none"> • Ensure that work is done in a safe environment. • Apply the organisation’s health and safety policies and procedures.

PERSONAL SPECIFICATIONS

Qualifications	<ul style="list-style-type: none"> • Current NZ Nurse Practitioner, APC and portfolio • NZ Registered Nurse Practitioner with Primary Health related scope as follows: <ul style="list-style-type: none"> ○ Registration with the Nursing Council of New Zealand in the Registered Nurse Scope of Practice ○ A minimum of three (3) years’ experience in a specific area of practice ○ Successful completion of a clinically focused master’s degree programme approved by the Nursing Council of New Zealand, or equivalent qualification ○ A pass in a Nursing Council assessment of Nurse Practitioner competencies and criteria ○ Registration with prescribing rights ○ Successful completion of an approved prescribing component of the clinically focused Masters’ programme relevant to their specific area of practice.
Essential	<ul style="list-style-type: none"> • Committed to improving the quality of care and service delivery for primary health in a client centred, culturally safe, creative and innovative manner • Articulates an understanding of, and a compelling vision for how this role will be operationalised including an awareness of boundaries both organisational and professional • Understands the relevance and impact of culturally appropriate service provision and how culture influences behaviour both internal and external to the organisation • Experience of developing and implementing culturally responsive strategies across all levels of the organisation • Experience of working with diverse populations • Emotionally intelligent • Proactively utilises own strengths and self develops areas of deficit • Excellent written and verbal communication skills • Excellent time management and prioritisation ability • Comfortable with ambiguity and able to adapt readily to different work environments and requirements • Able to work autonomously and within a team in an effective way • Presents a professionally mature, confident and solution-oriented persona • A “grower” of others knowledge and skills • High level of computer literacy including use of clinical information systems

SKILLS AND KNOWLEDGE		
<p>The following level of Knowledge and Skills are required for the role. These are grouped under the Core, Information and Knowledge and Leadership and Management dimensions of the THINK Hauora Interdisciplinary Knowledge and Skills Framework (IKSF). You must be at, or working towards, the level identified in each area (see levels below).</p> <p>Level 1: Beginner Level 2: Competent Level 3: Proficient Level 4: Expert</p>		
DIMENSION 1: CORE KNOWLEDGE AND SKILLS (MANDATORY)		
C1 Teamwork	L4	Recognises team diversity and utilises other team members for their strengths to build relationships, create a shared vision, manage change, and evaluate outcomes
C2 Communication	L4	Role models a range of effective communication strategies on complex issues and in complex situations
C3 Ethical Practice	L4	Demonstrates integration of ethical principles and standards in practice, facilitating and encouraging ethical debate within the team
C4 Māori Cultural Responsiveness	L4	Guide others to gain confidence in and competence in the application of Māori Health, Treaty of Waitangi and Cultural safety
C5 Health, Safety and Risk Management	L4	Develop and maintain an environment and culture that improves health, safety and security
C6 Service Improvement	L4	Work in partnership with others to develop, take forward and evaluate direction, policies and strategies
C7 Quality Improvement	L4	Develop a culture that improves quality and collaboration
C8 Personal Development	L4	Role models continuing personal development and provides learning opportunities for others
DIMENSION 2: HEALTH AND WELLBEING (FOR CLINICIANS)		
HWB1 Promotion of health and wellbeing and prevention of adverse effects on health and wellbeing	L4	Promote health and wellbeing and prevent adverse effects on health and wellbeing through contributing to the development, implementation and evaluation of related policies
HWB2 Assessment and health and wellness planning to meet health and wellbeing needs	L4	Assesses complex health needs and develops, monitors and reviews plans to meet those needs
HWB3 Provision of care to meet health and wellbeing needs	L4	Plan, deliver and evaluate care to address people's complex health and wellbeing needs
HWB4 Self-management and self-management support	L4	Empower people to realise and maintain their potential in relation to health and wellbeing

to meet health and wellbeing needs		
DIMENSION 3: CLINICAL SPECIFIC COMPETENCIES FOR NURSE PRACTITIONER SCOPE OF PRACTICE		
<p>Nurse Practitioners are expert nurses who work within a specific area of practice incorporating advanced knowledge and skills. They practise both independently and in collaboration with other health care professionals to promote health, prevent disease and to diagnose, assess and manage people’s health needs. They provide a wide range of assessment and treatment interventions, including differential diagnoses, ordering, conducting and interpreting diagnostic and laboratory tests and administering therapies for the management of potential or actual health needs. They work in partnership with individuals, families, whanau and communities across a range of settings. Nurse Practitioners may choose to prescribe medicines within their specific area of practice. Nurse Practitioners also demonstrate leadership as consultants, educators, managers and researchers and actively participate in professional activities, and in local and national policy development.</p> <p>The Nursing Council competencies for Nurse Practitioners describe the skills, knowledge and activities of Nurse Practitioners.</p>		
CS1 Professional Responsibilities and Leadership		
1.1 Practices within a nursing model to apply advanced nursing practice in the provision of health care services to client/population groups.		
<ul style="list-style-type: none"> • Describes the nursing model/framework identifying the values and beliefs that underpin and guide practice. • Defines area of nursing practice in relation to client/population group including activities of health promotion, maintenance and restoration of health, preventative care, rehabilitation and/or palliative care • Articulates a coherent and clearly defined nurse practitioner area of practice that is characterised by advanced practice, evidence-based nursing knowledge and skills. • Demonstrates autonomous, interdependent and collaborative practice in relation to client care and within the health care team. • Engages in activities at a local systems level that promote the positive contribution of nursing to health care delivery and health outcomes for population groups. • Describes clinical decision-making processes involved in response to actual and potential health needs and characteristics of the population group. • Articulates an advanced level of knowledge and describes the evidence that underpins decision making • Demonstrates an advanced level of critical thinking in practice • Demonstrates ability to use advanced knowledge to effect equity of health outcomes for all clients. 		
1.2 Demonstrates accountability for practice in relation to the population/client group and the parameters of practice within health care settings.		
<ul style="list-style-type: none"> • Demonstrates advanced practice competencies within a specific area of practice that is autonomous and collaborative. • Demonstrates timely referral and consultation when an issue is outside scope of practice or level of expertise/experience. • Collaborates, initiates, and leads to ensure practice is informed by ethical decision making. • Demonstrates consideration of access and quality when making client care decisions. • Initiates and leads professional development processes based on professional practice standards and legal and ethical guidelines. • Collaborates, initiates and/or leads professional development processes based on peer supervision and review of currency of practice. 		
1.3 Demonstrates nursing leadership that positively influences the health outcomes of client/population group and the profession of nursing.		
<ul style="list-style-type: none"> • Takes leadership roles in complex situations across settings and disciplines. • Considers the impact of the wider determinants of health including emerging health policy and funding and modifies practice accordingly. • Promotes opportunities to achieve equity of health outcomes across the population group. 		

- Takes leadership roles in community and professional groups to achieve positive outcomes for client or population group.
- Shows leadership in professional activities such as research, scholarship and policy development.
- Demonstrates skilled mentoring, coaching and teaching of health care colleagues.
- Contributes to, and participates in, national and local health and socioeconomic policy development.

CS2 Management of Nursing Care

2.1 Demonstrates advanced comprehensive client health assessment skills and diagnostic decision making relevant to specific area of practice.

- Demonstrates advanced clinical decision-making processes to;
- assess the client's health status; and
- make differential, probable, and definitive diagnoses; and
- implement appropriate interventions based on a systematic decision-making process; and
- evaluate client response to care.
- Orders and interprets diagnostic tests and makes decisions/interventions based on diagnostic information, current evidence and local practice information.
- Prioritises data collection and assessment processes in complex situations according to the client's immediate and/or ongoing needs.
- Consults and refers to other health professionals appropriately.

2.2 Demonstrates advanced practice in direct client care within a range of contexts and situations.

- Anticipates situations and acts appropriately to manage risk in complex client care situations.
- Demonstrates a creative, innovative approach to client care and nursing practice.
- Decision making is justified by extensive knowledge base and contextual data.
- Uses critical thinking to plan practice according to contextual factors.
- Identifies a clear process for consultation and collaboration with client and other health professionals.

2.3 Consistently involves client in decision making processes and uses client information to determine management strategies.

- Actively explores the client's cultural preferences, health behaviours and attitudes regarding care and incorporates information into management plan.
- Actively explores client's ability to participate in care and incorporates information into management plan.
- Ensures client has access to and understands relevant information and resources on which to make informed decisions regarding care.
- Documents client involvement in decision making

2.4 Demonstrates confident and independent practice that is based on the synthesis of theory and practice knowledge from nursing and other disciplines.

- Decision making is based on an advanced level of clinical judgement, scientific evidence, critical reasoning and client determined outcomes.
- Demonstrates an extensive knowledge base in specific area of practice and applies knowledge of biological, pharmacological and human sciences.
- Demonstrates advanced level skills and performance of interventions relevant to specific area of practice.
- Provides clinical leadership in the effective use of information technologies to support practice decisions

<p>2.5 Uses a formal approach to monitor and evaluate client responses to interventions</p> <ul style="list-style-type: none"> • Provides clinical leadership in evaluating client responses to interventions and directs the modification of the care plan accordingly. • Systematically documents and communicates evaluation process and changes to management plan. • Demonstrates evaluation processes that measure the efficacy of practice to client outcomes, population-based outcomes and the health care environment.
<p>CS3 Interpersonal and inter-professional care and quality improvement</p>
<p>3.1 Establishes therapeutic relationships with client that recognise the client in context and respects cultural identity and lifestyle choices</p> <ul style="list-style-type: none"> • Actively assesses client’s preferences and abilities and ensures clients have access to appropriate information on which to base decisions. Is proactive in meeting the cultural, social and developmental needs of clients. • Demonstrates respect for differences in cultural, social and developmental responses to health and illness and incorporates health beliefs of the individual/community into assessments and plans of care. • Promotes client’s participation in health care decision making and self-management of health needs. • Advocates for client within the health care team and with relevant agencies in a timely and respectful manner.
<p>3.2 Contributes to clinical collaboration that optimises health outcomes for the client.</p> <ul style="list-style-type: none"> • Leads and collaborates with other health agencies/professionals to ensure timely access and smooth transition to quality services for client. • Leads case reviews and debriefing activities. • Initiates change and responds proactively to changing systems. • Is an effective resource and consultant for interdisciplinary clinical staff and disseminates research findings. • Acts as an agent to foster collaboration between members of all disciplines in the health care team to work towards seamless client care.
<p>3.3 Actively involved in quality assurance activities that monitor and improve the quality of health care and the effectiveness of own practice</p> <ul style="list-style-type: none"> • Demonstrates responsibility for quality of health care, risk management and effective resource utilisation. • Critiques and develops clinical standards. • Influences purchasing and allocation of resources through use of evidence-based findings. • Participates in regular formal professional supervision
<p>CS4 Prescribing Practice</p> <p>NOTE: Third party evidence must be from a registered prescriber in an appropriate scope of practice</p> <ul style="list-style-type: none"> • Understands the regulatory and legislative frameworks, contractual environment, subsidies, professional ethics and roles of key government agencies associated with prescribing. • Prescribes and administers medications within legislation, codes, scope and specific area of practice and according to established prescribing processes and New Zealand guidelines. • Demonstrates accountability and responsibility in prescribing practices using evidence to make risk benefit assessments. • Collaborates, consults with and provides accurate information to the client and other health professionals about prescribing relevant interventions, appliances, treatments or medications. • Demonstrates an understanding in the use, implications, contraindications and interactions of prescription medications and with any other medications. • Applies knowledge of the age-related pharmacokinetic differences and the implications for prescriptive practice on clients within the specific area of practice. • Demonstrates an ability to limit and manage adverse reactions/ emergencies/crises. • Recognises situations of drug misuse, underuse and overuse and acts appropriately. • Monitors the effectiveness of the client’s response to prescribing and is actively involved in pharmacovigilance and drug monitoring.

DIMENSION 4: HEALTH INFORMATICS		
HI1 Information Management Practices	L3	Promotes and manages the use of information and communication technology resources to improve service delivery
HI 2 Information Risk Management	L3	Establishes audit and quality controls, as well as processes to assess, analyse, implement and monitor these controls
HI 3 Health Informatics	L3	Use the media, advanced technologies and community networks to communicate information
DIMENSION 5: LEADERSHIP AND MANAGEMENT		
TLM1 Managing self and personal skills	L4	Acts with integrity, inspiring, influencing and developing others while managing conflict
TLM2 Providing Direction: Strategic and Operational Planning	L3	Develops and implements operational plans for service that contributes to achieving the objectives set out in the strategic plan.
TLM3 Leading and managing change	L3	Leads change, translating the vision of the organisation into the context of targeted change initiatives, redirecting approaches in the face of new opportunities
TLM4 Leading and building interdisciplinary teams: working with people	L3	Coordinates and delegates work of the team, reviewing peoples' performance
TLM6 Performance and service improvement	L3	Critically evaluate to identify where services can be improved, working individually or as part of a team
TLM7 Service and Project management	L3	Prioritise and manage the ongoing work of services and/or projects
TLM8 Public relations and marketing	L2	Undertake public relations and marketing activities

EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Management Representative (print then sign)

Date:

and

Employee (print then sign)

Date: