

POSITION DESCRIPTION: HOROWHENUA COMMUNITY PRACTICE, PRACTICE NURSE			
Background	<p>Horowhenua Community Practice (HCP) is owned and operated by Central Primary Health Organisation (PHO), trading as THINK Hauora. HCP is governed by the Board of THINK Hauora and the day to day operation is overseen by HCP Practice Manager, who is supported by Clinical and Administration Leads.</p> <p>HCP is the largest general practice currently operating within the Horowhenua District and is also the site for Horowhenua After Hours Clinic. HCP is co-located within the Horowhenua Health Centre along with several other service providers ranging from Pharmacy, District Nursing, Radiology, Community Mental Health, in patient ward (Star 4) and Maternity.</p> <p>This position description (PD) captures the expected functions of the position and is refreshed periodically. The PD is supported by an annual work programme.</p>		
Primary Functions	<p>HCP Practice Nurse will work for THINK Hauora / Horowhenua Community Practice (HCP) and its stakeholders to develop and utilise information to meet current and future strategic aims.</p> <p>The Practice Nurse will provide primary care nursing support, patient interventions and treatment as part of a highly competent practice team.</p> <p>As part of the general practice team the Nurse will work within their scope of practice and be responsible for providing patient-centred, culturally appropriate, and individual holistic care to patients.</p> <p>Patients should feel that they have been dealt with in a friendly, courteous manner and that all that can be done for them, has been done. “Going the extra mile” is our philosophy.</p> <p>The Practice Nurse works closely with the other nurses, doctors and other team members to provide efficient, effective, professional nursing services</p>		
Reports to	Clinical Nurse Lead, HCP		
Direct reports	N/A		
Functional Relationships	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Internal</p> <ul style="list-style-type: none"> • HCP Practice Manager • Clinical Nurse Lead • Doctors • Administration staff • PHO staff • Other Health Providers </td> <td style="vertical-align: top; padding-left: 20px;"> <p>External</p> <ul style="list-style-type: none"> • Patients and their family and whanau • Visitors • Other Health Professionals </td> </tr> </table>	<p>Internal</p> <ul style="list-style-type: none"> • HCP Practice Manager • Clinical Nurse Lead • Doctors • Administration staff • PHO staff • Other Health Providers 	<p>External</p> <ul style="list-style-type: none"> • Patients and their family and whanau • Visitors • Other Health Professionals
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Primary Location	Kimiora, a satellite clinic of HCP, based at 13B Bristol, Levin with some travel within the THINK Hauora region.		
Salary Range	Based on skills and experience		
Hours	Casual (as and when required with no set hours of work)		
Status as described in the Vulnerable Children’s Act 2014	In line with the Vulnerable Children Act 2014 and our service agreement with Midcentral DHB, this position has been identified as a Core Worker position.		

<p>Health and Safety</p>	<p>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, isolate or minimise any hazards, and applies THINK Hauora and HCP’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 that are specific to the workplace and are designed to keep individuals safe.</p>
<p>ORGANISATIONAL VISION, MISSION and VALUES</p>	
<p>Our Vision</p>	<p>Tūhonotia te hapori ki te Ora – Connecting Communities for Wellbeing</p>
<p>Our Strategic Aims</p>	<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>
<p>Our Values</p>	<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>
<p>Equity</p>	<p>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.</p>
<p>Commitment to Te Tiriti o Waitangi:</p>	<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
CLINICAL SERVICES		
Nursing Services	Provide Primary Care Nursing Services as follows: <ul style="list-style-type: none"> • Urgent triage (including resuscitation, stabilisation and assisting with assessment as necessary) • Assessment of the urgency and severity of presenting problems through history taking, and examination before referral to the appropriate GP, Nurse Practitioner or Practice Nurse. Assessment will be via telephone consultation with the patient • Follow-up of patient test results and communication with patients where appropriate • Undertaking treatment options and carrying out appropriate clinical interventions and procedures, including but not limited to counselling, advising and providing information • Set-up and assistance with minor surgery <ul style="list-style-type: none"> ○ Health screening ○ Assisting practitioners as required ○ Acting as chaperone for practitioners as required ○ Other nursing services 	
Maintaining and improving health	Provide timely clinical and culturally appropriate health services through - <ul style="list-style-type: none"> ○ Ongoing well-health education and advice, including counselling to improve health and prevent disease ○ Use of recall and reminder systems and referral, as appropriate, to national screening programmes ○ Education to assist people to reduce or change risky and harmful lifestyle behaviour ○ Family planning services, provision of contraceptive advice and sexual health services ○ Delivery of immunisation programmes ○ 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 ○ Ongoing care and support for people with chronic and terminal conditions ○ 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 ○ Delivery of specialist nurse services provided by the practice (i.e. POAC, IV infusions including Aclasta) 	

Co-ordinating care	<p>In particular –</p> <ul style="list-style-type: none"> ○ Co-ordinating an individual’s rehabilitation process and participating where appropriate in providing recovery orientated services to restore normal functioning ○ Developing collaborative working relationships with community health services, DHB and non-Government public health providers, ACC and relevant non-health agencies ○ Advocating on behalf of patients with external agencies to communicate patient care and support needs ○ Contributes to the development of team vision, goals and purpose, supporting others to do so as well ○ Recognition of other team members skills and strengths and ensuring care is directed accordingly, to optimise best health outcomes
FINANCIAL	
Invoicing / Claiming	<ul style="list-style-type: none"> ● Ensure all patient services undertaken are charged out in accordance with appropriate protocols ● Balance and reconcile daily banking when working at Afterhours ● Appropriate procedures are followed when claiming subsidies from any funding agency
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 ● Ensure that work is done in a safe environment. ● Apply the organisation’s health and safety policies and procedures ● Understand that Health & Safety is everyone responsibility ● Promote, monitor and maintain best practice in health, safety & security
Other	<ul style="list-style-type: none"> ● Transfer of notes from consultation to registered provider
QUALITY	
Audits	<p>Assist with:</p> <ul style="list-style-type: none"> ● Provision of information for practice reporting requirements as requested ● Clinical auditing as required
Cornerstone Accreditation	<ul style="list-style-type: none"> ● Proactive participation in supporting HCP team in achieving and maintaining requirements of Cornerstone Quality Framework.
Healthcare Home	<ul style="list-style-type: none"> ● Proactive participation in supporting HCP team in achieving and maintaining requirements of Healthcare Home (a patient centric model of care, designed to improve patient and staff experiences in primary health care)
PRATICE SUPPLIES AND MAINTENANCE	
Materials and Equipment	<ul style="list-style-type: none"> ● Ensure all treatment / consultation rooms are adequately stocked with supplies, ensuring no item is past its expiry date

	<ul style="list-style-type: none"> Report any depleting levels of stock to the person responsible for the restocking of supplies Ensure all equipment in clinical areas is in working order and promptly report if any malfunctions/problem. Including regular checking and maintenance of emergency equipment Maintain supply of current patient educational and health promotional material/display boards
Drug Management	<ul style="list-style-type: none"> Report any depletion of drug supplies and/or expired drugs Manage Controlled Drugs and the Controlled Drug Register in accordance with HCP policy and protocols
DOCUMENTATION	
Accuracy of information / clinical notes	<ul style="list-style-type: none"> Data entry into the practice PMS system is timely, accurate, appropriate and meets legal requirements in describing and supporting the management of health care for the identified patient All interactions relating to the patient are recorded in the patient's personal file.
Other	<ul style="list-style-type: none"> New patient file updates, ensuring casual patient forms at afterhours are completed. All payments are processed and receipted in accordance with practice procedure Transfer of notes from consultation to registered provider Relevant data entry (i.e. screening outcomes) Patient recalls
COMMUNICATION	
Internal	<ul style="list-style-type: none"> Other staff are informed, as appropriate, about anything that they should be aware of regarding a patient, or the internal working of the practice. Staff and team meetings are attended as requested. All staff problems or issues are referred to the Nurse Team Leader or Business Manager in the first instance
External	<ul style="list-style-type: none"> Professional liaison with other health professionals is maintained Relates in a professional manner and communicates effectively to support the patient through the healthcare experience
QUALITY	
Professional Development	<ul style="list-style-type: none"> Undertakes responsibility for own professional nursing development. Continuing professional development meets the minimum requirements set by the NZ Nursing Council
Self & Peer Review Annual Appraisal	<ul style="list-style-type: none"> Completion of self-review to meet Nursing Council competencies and participation in staff appraisals on an annual basis
COMPLIANCE	
Complaints	<ul style="list-style-type: none"> All complaints to be referred to the Practice Manager in the first instance. Complaints are managed according to the HCP Complaints Policy

Privacy Act	<ul style="list-style-type: none"> Total confidentiality and privacy of patients is maintained Management of patient information is according to the HCP Privacy Policy
Health & Safety	<ul style="list-style-type: none"> Ensure that work is done in a safe environment Report and work to eliminate, isolate or minimise any hazards Participate in health and safety management practices for all employees Apply HCP's health and safety policies and procedures. The organisation complies with its responsibilities under the Health and Safety at Work Act and any subsequent amendments or replacements legislation
Policies & Procedures	<ul style="list-style-type: none"> Comply with HCP policies and procedures Participate in development and review of policies and procedures
OTHER	
Other Duties	<ul style="list-style-type: none"> Hours of work are set out in the Employment Agreement. 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. At times there may be a request for additional duties outside those mentioned within this job description. Participation in these duties is agreed upon by the individual employee involved
PERSONAL SPECIFICATIONS	
Qualifications	<ul style="list-style-type: none"> New Zealand Registered Nurse with current annual practising certificate (APC)
Essential	<ul style="list-style-type: none"> Exceptional communication skills Approachable, empathetic and strong ability to support Good sense of humour Builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably 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 Understands and can follow the Plan, Do, Study, Act (PDSA) cycle Ability to reflect and think creatively in order to manage on-going change Provide constructive feedback that will help shape the project concepts Superior nursing assessment skills including excellent critical thinking, decision making and problem-solving skills from a strong background in general experience Commitment to professional development and preparedness to work towards proficient or expert scope of practice competencies

Desirable	<ul style="list-style-type: none"> • Experience as a Practice Nurse/Acute Care • Experience as Telephone Triage Nurse • Smear taker certification • Independent authorised vaccinator certification • Chronic and Acute care nursing experience • Inspires others by mentoring and coaching, supporting practice development and acknowledging excellence.
Personal qualities	<ul style="list-style-type: none"> • Well-developed problem solving and analytical skills • Well-developed written and verbal communication skills • Ability to form effective relationships • Approachable and engaging style of communication • Ability to prioritise and cope with a high and varied workload • Flexible, adaptable and embraces change • Professional demeanour with a high level of personal integrity • Knowledge and understanding of research findings to support evidence-based practice • Commitment to providing a culturally safe environment for staff and clients • High levels of personal health and energy

DELEGATIONS	NIL
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EMPLOYEE ACCEPTANCE

This Position Description has been agreed between:

Management Representative (print then sign)

Date:

and

Employee (print then sign)

Date: