



**POSITION DESCRIPTION:
KAIATAWHAI NURSE**

KUPU WHAKATAKI - FOREWORD

Hauora Matua ki Te Tai Aorere – Nelson Bays Primary Health promotes and supports quality community health services, with an emphasis on keeping people healthy. Our vision is “Healthy people... healthy workforce.... healthy community” – Kia piki te ora o ngā tāngata katoa.

Nelson Bays Primary Health (NBPH) leads and coordinates a range of primary health care services through its contracted General Practices and other primary health providers, e.g. Māori Providers and NGOs, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with Health New Zealand – Te Whatu Ora (TWO) and other providers for these services. Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

HE KAUPAPA NUI - PURPOSE

This position is driven by a strong focus on improving health equity, partnering with the Health Promotion and Primary Health Teams. This role is to identify, assess and support delivery of health needs for vulnerable members in our community.

WHĀINGA TŪRANGA - POSITION OBJECTIVES

The Kaiatawhai nursing objectives and activities for this position include:

- service delivery via outreach clinics
- clinical assessments
- immunisations
- delivering or referring to meet identified health support needs; and
- actively collaborating with NBPH team members, General Practice and our Hauora partners to identify and strengthen health equity focused delivery opportunities, and
- guided by health promotion principles of empowering people to be able to make sustainable healthy lifestyle behaviours.
- Support the Gateway team with engaging in the process and as an assessor to improve the health status of children and adolescents in the care of Oranga Tamariki to assist equity in access to health services. This role aims to enhance the physical, mental, educational and social wellbeing of vulnerable children and young people, by identifying their unmet needs and providing support and referrals to address these.

WHANAUNGATANGA - RELATIONSHIPS

- **Reports to:** Primary Health Manager
- **Internal Relationships:** All NBPH staff members
- **External Relationships:** Primary Health Care Providers
General Practices
Māori Health Care Providers
Nelson Tasman Pasifika Community Trust
Non-government agencies
Health New Zealand – Te Whatu Ora
Refugee Services Aotearoa
Multi-ethnic council
All Relevant Community Stakeholders



TE WĀHI - LOCATION

This position is based at the offices of NBPH however travel within the NBPH region to fulfil the purpose and delivery needs of the role is required.

HAUORA WHAKARURUHAU - HEALTH AND SAFETY

Nelson Bays Primary Health is committed to achieving the highest level of health and safety for its staff. In line with NBPH’s Health and Safety Policy all employees are expected to identify, report, take responsibility for and resolve issues that may cause harm to themselves or others in the organisation. All employees are expected to work safely at all times, and to actively participate in health and safety programmes in their area. It is expected that the employee will report all accidents, incidents or potential hazards to their direct line supervisor.

TE TIRITI O WAITANGI

NBPH is committed to its obligations under Te Tiriti o Waitangi. As an employee, you are required to understand and implement Te Tiriti o Waitangi within your work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

NGĀ MAHI MATUA - KEY TASKS	NGĀ HAEPAPA - RESPONSIBILITIES
KAIATAWHAI DELIVERY	<ul style="list-style-type: none"> • Partner within a multi-disciplinary team to support patients to access the health services and assessments they are eligible for. • Support co-ordination and provide delivery of targeted health services via outreach clinics • Provide education, promotion and early interventions to support patients and whānau to manage their health. • Provide clinical assessments, immunisations, advice and follow-up care or referral pathways where appropriate. • Accurately maintain patient records, administrating client referrals to databases from referral through to discharge • Provide empathic, non-judgemental, culturally appropriate client interactions using behaviour change principles and effective motivational interviewing to support clients achieve independent healthy lifestyle behaviours • Support health colleagues to develop and utilise culturally appropriate health care plans and referral pathways. • Contribute to improving and ensuring appropriate health literacy in Nelson Bays for more vulnerable communities. • Demonstrate a proactive approach in seeking out and acting on opportunities to improve health equity outcomes. • Ensure optimal client engagement to meet contractual service obligations, with increasing engagement of Māori and Pasifika, and other vulnerable populations • Contribute to management reporting of service delivery outcomes and activities as/when required. • Provides direct care and uses advanced nursing knowledge and skills to assess, plan, implement and evaluate patients/clients/family/whanau health needs.



	<ul style="list-style-type: none"> • Facilitates effective discharge planning and/or referral processes to health care providers and support agencies to meet identified health needs. • Monitors clinical outcomes/indicators and manages variance to clinical pathway, protocols or best practice guidelines. • Educates and provides information to patients/clients/family/whanau to improve knowledge of disease/illness, self-management, prevention of complications and promotion of recovery. • Identifies barriers and solutions to access for patient/client, family or whanau. • Accurately documents assessments of patients/client's health status, diagnosis and decisions made regarding interventions and referrals or follow-up. • Participates in case review and debriefing activities as required.
<p>Gateway Assessments</p>	<ul style="list-style-type: none"> • Under the supervision of the Paediatrician to thoroughly assess the health status of Nelson adolescents placed in care. • Health assessor creates and maintains a clinical record of the background information, examination findings and outcome of any tools used in the assessment then produces a timely assessment report. • Follow up to support the health assessment. • Provide treatment at the time of the health assessment. • Identify concerns and facilitate referrals, investigations and specialist assessments if indicated. • Identify health care providers for ongoing universally available health care for the child (including GP and oral health services and where required arrange enrolment/registration). • Contribute to clinical review at monthly Gateway panel meetings and case conference meetings as appropriate. • Identify any gaps in health care provision for children in care in the Nelson/Marlborough area and contribute to the development of strategies to address any such gaps.
<p>QUALITY IMPROVEMENT/AUDIT ACTIVITY</p>	<ul style="list-style-type: none"> • Contribute to development of clinical protocols, procedures and quality indicators relating to this service. • Contribute to the team environment in which performance can be improved or enhanced, and objectives and plans can be achieved to a high-quality standard. • Utilise best-practice and evidence-based approaches in all aspects of work. • Take all opportunities to obtain new skills and competencies which will enhance delivery of service. • Take personal responsibility for making things happen. • Evaluates the effectiveness, efficiency and safety of clinical practice. • Demonstrates commitment to quality improvements, risk management and resource utilisation.



	<ul style="list-style-type: none"> Assists in the implementation and management of initiatives to address differential accesses to healthcare in services for Māori. Participates in the development of strategic and operational service plans.
REDUCING HEALTH INEQUALITIES	<ul style="list-style-type: none"> Identify and work towards reducing barriers to increase participation for Māori, Pacific and other groups. Support team members to advance the health and social wellbeing of clients accessing services and support the reduction in health disparities and inequalities. Able to demonstrate how this service supports reducing health disparities between Māori and non-Māori and between high needs whānau and the wider community
NGĀ TIKANGA MĀORI	<ul style="list-style-type: none"> To be proficient in the use Te Reo and be familiar and comfortable with tikanga protocols in a health care service setting. Able to effectively engage with Māori patients and whānau using Māori whakawhanaungatanga processes; Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga. Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies. Integrate Māori practice models alongside clinical practice where possible. Tino Rangatiratanga is encouraged in all professional relationships. Undertake ongoing development and training in cultural development and/or through cultural competency training requirements. Accountable for culturally safe practice.
HEALTH AND SAFETY	<ul style="list-style-type: none"> Health & Safety is considered to be everyone's responsibility; all staff are required to actively contribute to maintaining a safe working environment. Demonstrate willingness and involvement in health & safety activities. Maintain familiarity with and active involvement in the identification and management of Health and Safety. Be familiar with and actively involved in the identification and management of Health and Safety issues, risks, policies and reporting processes applicable to all work-related environments.
POLITICAL AND ADVOCACY SKILLS	<ul style="list-style-type: none"> Work positively, sensitively, and constructively with all staff members and community representatives to secure positive ongoing primary health outcomes and relationships. Maintain strict confidentiality.
PROFESSIONAL DEVELOPMENT AND COMPETENCY	<ul style="list-style-type: none"> Maintains and develops own clinical expertise and knowledge in specialty nursing practice. Participates in professional supervision as required.



	<ul style="list-style-type: none"> • Maintains annual practice registration. • Proactively participates in own performance development and review • Practices in accordance with legal, ethical, culturally safe and professional standards.
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MĀTAURANGA ME NGĀ PUKENGA - EXPERIENCE AND KNOWLEDGE

Essential:

- Current Annual Practicing Certificate.
- Experience in a primary health care setting
- A full and current driver’s license.
- Leadership and patient /client management skills.
- Ability to facilitate and manage change at a local level.
- Strong knowledge and understanding of the Te Tiriti O Waitangi and implications in nursing practice.

Preferred:

- Experience in Paediatric nursing preferred.
- HEADASS trained

WHANONGA PONO – PRINCIPLES AND ATTRIBUTES

- Able to work effectively and independently as well as part of a multidisciplinary team.
- Strong organisational skills with the ability to follow a task through to completion and the ability to prioritise competing demands.
- Accountable for interpersonal and therapeutic communication with clients/patients and members of the health care team.
- Ability to work across and be respectful of diverse cultures and communities to achieve health gains for all.
- Sound problem-solving skills.
- Positive attitude.
- Energetic and motivated, demonstrating flair and initiative.
- Adaptable and flexible in the work environment, with an ability to think laterally.
- Open to change and willing to adopt and initiate change within the overall development of services to better meet the needs local communities.
- Takes ownership of own decisions in order to meet responsibilities of the role.
- Sense of humour

Signed for and on behalf of NBPH the Employer:		Signed by the Employee:	
Name:	_____	Name:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____