

Job Description

District Nurse

Mid North District Nursing

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| Position Title: | District Nurse |
| Organisation Unit: | Mid North District Nursing |
| Location: | Bay of Islands Hospital, Te Whatu Ora Te Tai Tokerau |
| Responsible to: | Clinical Nurse Manager, Mid North District Nursing Service, Te Whatu Ora Te Tai Tokerau |
| Primary Functions of the Position: | <p>In partnership with clients promote health, prevent disease, maintain wellness and provide nursing care to referred clients in the community</p> <p>To encourage and educate families and individuals towards wellness and self reliance in health.</p> |

Functional Relationships

The District Nurse will develop and maintain excellent relationships with:

| Internal | External |
|--|---|
| <ul style="list-style-type: none"> • Hospital Staff • Allied Health Staff • Social Workers • Director of Nursing and Midwifery • Professional Advisors • Liaison Nurse | <ul style="list-style-type: none"> • GP's • NGO's • Voluntary Services |

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

| Values | Supporting Statement |
|--|---|
| Tāngata i te tuatahi People First | He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do |
| Whakaute (tuku mana) Respect | He whakaaro nui ki ētahi atu We treat others as they would like to be treated |
| Manaaki Caring | Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion |
| Whakawhitiwhiti Kōrero Communication | Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha |
| Te Hiranga Excellence | Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation |

The position of District Nurse encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Promote health, prevention of disease and the maintenance of wellness for referred clients in the community
- Act as an advocate for the client, community and nursing services
- Participate in services management QI and OSH programs
- Practices as a member of self-managing District Nursing Team
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

| Key Responsibility Area | Expected Outcomes |
|--|--|
| Te Tiriti o Waitangi | <ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Whatu Ora, Te Tai Tokerau Te Tiriti o Waitangi Training |
| Promotes health, prevention of disease and the maintenance of wellness for referred clients in the community | <ul style="list-style-type: none"> • Delivers nursing care to referred individuals and families with actual or potential health needs utilizing the nursing process • Patient notes are available with current assessment and nursing care plan • Practices in a culturally/socially appropriate manner and ensures that nursing practice reflects a partnership with the client to achieve health goals. • Maintains a current knowledge of and collaborates with other community agencies to provide optimum nursing care to clients. • Works rostered morning, after noon duties and weekends as required for service provision. |
| Act as an advocate for the client, community and the nursing service | <ul style="list-style-type: none"> • Attends multidisciplinary meetings as required in both the hospital and the community • Liaises with other health professionals, community agencies and voluntary groups on a regular basis. • Liaison with other agencies regarding client care is carried out with the client's knowledge and permission. |
| Promote a high standard of professional nursing practice – as an autonomous practitioner and as a member of the District Nursing Service | <ul style="list-style-type: none"> • Maintains a high standard of clinical practice in all areas; current designations in IV, epidural and prtocath management; annual CPR updates. • Seeks out additional knowledge/information when presented with unfamiliar situations. • Promotes and maintains the professional image of nursing. • Assists beginning practitioners by acting as a role model and participating in their orientation program when required. • Works with other District Nurses to develop and maintain professional nursing guidelines, standards, policies and protocols. |
| Demonstrates an understanding of ACC contractual obligation | <ul style="list-style-type: none"> • Provides agreed treatment to clients within the ACC contractual framework • Applies for treatment extensions within the appropriate designated timeframe. • At all stages of intervention documentation is accurate and complete. |

| Key Responsibility Area | Expected Outcomes |
|--|--|
| Practices as a member of the self-managing District Nursing Team | <ul style="list-style-type: none"> • Maintains effective management systems and utilization of resources within the District Nursing services budget allocation. • Fosters harmonious interpersonal relationships within the District Nursing Services and promote team spirit. • Shows evidence of commitment as a member of the self managing District Nurse Team. |
| Health & Safety | <ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents |
| Privacy and Confidentiality | <ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy responsibilities |

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none"> • RGN, RGON or RCpN • Current Practicing Certificate • Current drivers licence | <ul style="list-style-type: none"> • |

Experience

| Essential | Desirable |
|---|---|
| <ul style="list-style-type: none"> • One year minimum post basic experience or previous recent primary health experience | <ul style="list-style-type: none"> • |

Awareness and Understanding of

The first three bullet points may be essential or desirable, depending on relevance to the specific position. Delete as required to ensure these bullet points are in the correct column, in accordance with the requirements for the position then remove the shading from the wording and delete this instruction.

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020) | <ul style="list-style-type: none">• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards |

Skills & Personal Attributes

| Skills |
|--|
| <ul style="list-style-type: none">• To have an awareness of current trends in nursing• To have people orientated interests• Demonstrated leadership skills• Computer literate |

| Personal Attributes |
|--|
| <ul style="list-style-type: none">• Ability to work within a multidisciplinary team• Good communication skills• Demonstrated ability to practice in a culturally safe manner |

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of
employee: _____

Date: _____