



Ruapehu  
Health Ltd

## Mātanga Tapuhi Nurse Practitioner

<b>POSTION TITLE</b>	Mātanga Tapuhi Nurse Practitioner
<b>RESPONSIBLE TO</b>	Ruapehu Health Clinical Service Manager
<b>PRIMARY OBJECTIVE</b>	To provide safe nursing care in line with the Nursing Council of New Zealand (NCNZ) (2017) Competencies for the Nurse Practitioner, with the aim of reducing health inequalities, creating a sustainable, culturally competent health model, achieving improvement in population health and chronic care management.
<b>Aroha</b>	The value of love, respect and empathy, demonstrating compassionate and non-judgmental relationships. Interlinked with Rangimarie – humility, maintain composure, peace, accountability and responsibility, and Mauri – life’s essence and balance.
<b>Kotahitanga</b>	The value of unity and vision sharing where trust and collaboration is demonstrated. Interlinked with Whānaungatanga – spiritual wellness, relationships, beliefs, knowing who you are and what to do, and Mana tangata – dignity, respect, protections, safety and acceptance.
<b>Manaakitanga</b>	The value of respect, support and caring where doing our best for others is demonstrated. Interlinked with Kiatiakitanga – protection, maintaining values and taking care of people and things; and Tikanga Māori – guiding protocol and principles of how we do things.
<b>Tino Rangatiratanga</b>	The value of self-determination where empowerment and individual/whānau choice is demonstrated. Interlinked with Wairuatanga – spiritual wellness, relationships, beliefs, and Whakapapa – whānau centered approach which achieve equity in health outcomes for Māori.

## KEY TASKS

All members of the Ruapehu Health Ltd workforce must consider the health needs of clients and their families/whānau across the continuum of care to improve the health of the population.

The Nurse Practitioner (NP) is in an expert nursing role that promotes health, prevents disease, assesses, diagnoses and manages people's health needs. It includes prescribing in a supportive environment in order to increase the capability and capacity of the practice team and overall aims to:

- Improve healthcare access to the Ruapehu Health population
- Support new models of care
- Provide convenient healthcare service
- Promote and develop interdisciplinary team work keeping the patient in the centre of care
- Build on existing nursing skills and knowledge within the centre
- Take accountability for differential diagnosis and prescribing decisions based on nursing assessments
- Provide clinical nursing leadership

## HOURS:

**TBC** hours per week

## RELATIONSHIPS:

### Internal

Clinical Service Manager  
General Practitioners  
Nursing Staff  
Reception/administration staff  
HIP/ HC  
WRHN Staff  
WRHN patient support

### External

HZTWO Services including:  
Emergency Department  
Radiology Dept  
MedLab  
Physiotherapy Services  
Occupational Therapy Services  
Social Worker/Counsellor Services  
Other community agencies and health providers  
General Practice teams  
Patients and visitors  
Community and secondary service providers  
Ambulance personnel  
Other NGOs  
Iwi Practice/Providers

## **QUALIFICATIONS AND EXPERIENCE**

Nurse Practitioner with a current practicing certificate with:

### **Essential**

- At least four years post graduate experience
- Proven assessment and diagnostic reasoning skills
- Up to date portfolio or commitment to obtain within 6 months of employment
- Life skills which include a good understanding of community inequalities
- Desire to make a difference and achieve improved health outcomes for clients
- Desire to strengthen working relationships across all health care services
- Computer Literacy
- Interpersonal skills
- Proven experience in quality initiatives
- Time management skills
- Demonstrated ability to participate in and develop team work through mutual respect - positively contributing to the good of the clinic including other colleagues within the triage and reception function
- A commitment to quality improvement
- Demonstrates an awareness and knowledge of relevant legislation (for example – Treaty of Waitangi, Code of Health and Disability, Health Practitioners Competence Assurance Act, Privacy Act, Occupational Health and Safety Act, Medicines Act 2013, Misuse of Drugs Regulations 1977)
- NZRC level 6
- A commitment to ongoing personal and professional development/ maintain currency and competence

### **Desirable**

- Knowledge of MedTech32.
- Experience in complex primary health care and/or emergency care
- Demonstrates a comprehensive knowledge of community services, resources and organisations and actively supports patients to use them.
- Previous leadership experience

## **PHYSICAL ATTRIBUTES**

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Whanganui Accident and Medical will make all reasonable efforts to provide a safe and healthy work place for all, including persons with disability. Physical attributes identified for this position include:

- Ability to function in rapidly changing and demanding conditions when required.
- Hearing capacity and speech should be sufficient to communicate with clients and caregivers.
- Ability to wear face masks and rubber gloves for protection against infectious disease.
- Absence of a health condition which could increase appointee's susceptibility if exposed to infections more frequently than usual.
- Skin condition should allow frequent contact with water, soap/disinfectant soap, chemicals and latex rubber.
- The appointee must not have infection or colonisation with MRSA.
- The appointee must not have a health condition that will put others at risk.

- A degree of physical capacity is required sufficient to enable standing, walking, sitting, stretching, twisting bending and lifting/moving weights up to and above 15 kilograms frequently.
- Visual ability sufficient to safely administer medication, removes sutures, assess patient status.
- Successful interviewees will need to provide evidence of their "Hepatitis B" status and recent documented MRSA clearance.

Every effort has been made to outline requirements clearly. Enquiries from any potential applicant who has any uncertainties about their ability to fulfil these physical requirements, or enquiries relating to a specific issue, are welcome.

## PERFORMANCE DEVELOPMENT

This will occur in accordance with the performance development process, with annual review against the agreed performance development plan.

Key Responsibility	Performance Indicator	Performance Measure
Provides safe and accountable advanced practice	<p>Demonstrates advanced clinical nursing practice and reasoning of primary health care clients within scope of practice.</p> <p>Works as an autonomous nurse practitioner providing high quality care.</p>	<p>Utilises current research and evidence base.</p> <p>Advanced holistic assessment and diagnostic reasoning.</p> <p>Sound professional judgements in practice.</p> <p>Practices as a member of the integrated medical team to improve access and outcomes for clients.</p> <p>Maintains and supports expertise/ advanced nursing practice.</p> <p>Works within legislation and ethics pertaining to practice.</p> <p>Participates in regular professional supervision.</p>
To provide high quality advanced nursing practice	Undertakes relevant focused physical assessments, considers differential diagnoses, ordering, conducts and interprets diagnostic and laboratory tests, administers therapies for the management of	There is evidence in the patient notes that practice is guided by best practice clinical pathways and professional guidelines.

	<p>potential or actual health needs, including a discharge/follow up plan.</p> <p>Reviews patient medications and elicits patient health concerns Recommending, and where appropriate, undertaking treatment options and carrying out/referring for appropriate interventions, including but not limited to prescribing, advising and education and support services.</p> <p>Referral for diagnostic, therapeutic and support services as required.</p> <p>Plans and documents ongoing care.</p> <p>Evaluates the effectiveness of care and treatment provided Works interdisciplinary and collaboratively with the healthcare team recognising best care is patient centred care.</p> <p>Uses GHL Info data to measure and benchmark clinical performance and has plan to improve clinical performance Works in partnership with health consumers.</p>	<p>There is a discharge summary/follow up plan documented in the notes for every consult.</p> <p>Provision of urgent medical care and ACC services.</p> <p>Accessible, timely, expert level of focused care for acutely unwell patients.</p> <p>Reduce health disparities. Reduce acute admission and re-admission to hospital Seamless linking of primary and secondary care.</p>
<p>Practice an advanced nursing role in accordance with appropriate professional and organisational standards</p>	<p>Takes responsibility for completing all orientation and induction requirements with acceptable timeframe.</p> <p>Takes responsibility for ensuring compulsory certifications are up to date.</p> <p>Ensures that all patient contacts are documented, and treatment plans implemented and evaluated in a timely manner consistent with</p>	<p>Completes 100% a) Induction requirements as per practice induction manual</p> <p>Has an annual performance plan completed yearly.</p> <p>Documentation is audited every 3-6 months (by GHL Service Manager or her delegate), actively works on quality improvement, is active in continuous quality</p>

	<p>evidence-based practice.</p> <p>Liaises with general practitioners, pharmacy, ambulance, laboratory, x-ray and other health professionals to ensure that patients' health needs are met Adheres to GH/WRHN policies and procedures.</p> <p>Assists patients and their families to make informed decisions by using expert communication skills, including shared decision making Understanding, promoting and meeting the cultural, spiritual and health needs of patients.</p>	improvement.
<b>Leadership</b>		
Clinical leadership	<p>Demonstrating nursing leadership Supports other nurses in their theoretical and practical learning journey and provides mentorship Reports any concerns to the Service Manager or her delegate in regard to competency issues.</p>	<p>Facilitates education sessions to the practice staff annually.</p> <p>Mentors nursing staff particularly those undertaking post graduate study.</p> <p>Resource to other WRHN practices.</p> <p>Is involved in the development of health policy.</p>
<b>Finance and cost effectiveness</b>		
<p>Contributes to the practice financially</p> <p>Manages all treatment and care related resources in an effective and cost-efficient manner</p>	<p>Ensuring that you correctly utilise available funding streams and that your services are appropriately charged out.</p> <p>Being fiscally aware of consumables and equipment; reporting needs for stock repurchase, providing suggestions in regard to effective products and involvement in ordering and checking as appropriate.</p> <p>Using and checking equipment and facilities correctly, reporting</p>	<p>Audit of consultation charges demonstrates that income is maximised.</p> <p>Use of resources does not contribute to budget overspend.</p>

	any need for maintenance, or replacement.	
<b>Quality and risk</b>		
Initiate and lead quality improvement activity	<p>Leading, where appropriate, activities for accreditation and quality improvement.</p> <p>Participating in formal systems for quality assurance such as audit activities.</p> <p>Fosters a quality focused environment for staff and patients.</p> <p>Active in, and uses WRHN incident reporting platform for patient feedback and complaint response and management.</p> <p>Active in, and uses WRHN incident reporting platform for risk identification, mitigation and management.</p> <p>Uses patient experience to improve clinical services and positive change.</p> <p>Understanding and promoting emergency procedures such as fire response and evacuation in accordance with statutory requirements.</p> <p>Understanding and promoting all procedures and guidelines to ensure safety of medication/ vaccine storage and administration.</p> <p>Observing and promoting all professional guidelines for practice regarding infection control.</p>	<p>Member on the practice quality committee/team.</p> <p>Patient feedback is entered into WRHN incident reporting platform as per policy expectations.</p> <p>Incidents are reported into WRHN incident reporting platform for as per policy expectations.</p>
Learning and development	Maintaining authorisation as a prescriber.	20 hours/year APC requirement to be directly related to prescribing

	<p>Takes responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for meeting the demands of the role and new challenges.</p> <p>Expands knowledge of industry best practice.</p> <p>Attends seminars, conferences or training programs to increase knowledge.</p>	<ul style="list-style-type: none"> <li>- Goodfellow monthly webinars.</li> <li>- Goodfellow conference 2020/appropriate conference for learning.</li> </ul> <p>Completes at least 40 days of prescribing practice annually.</p> <p>Proactive learning and development.</p> <p>Asks for feedback.</p> <p>Maintains current APC and Medical Indemnity.</p> <p>Undertakes responsibility for own professional development.</p> <p>Participates in performance reviews as agreed.</p> <p>Develops personal objectives to address identified learning needs.</p>
<p>Self-managed, proactive, team focused work practices</p>	<p>Go the extra mile to assist others – looks for opportunities to help and support colleagues.</p> <p>Communicates directly, honestly and respectfully while avoiding being negative, complaining, or gossiping.</p> <p>Promotes close collaboration between team members and builds on the existing skills and knowledge of registered nurses.</p> <p>Works constructively with a positive attitude in the wider multi (and inter) disciplinary team within and outside the clinic.</p> <p>Being an honest, open communicator who demonstrates respect for themselves and all</p>	<p>Seen as someone who is positive, approachable, and who is reliable.</p> <p>Always on time.</p> <p>Adaptable and willing to work with change.</p> <p>Offers ideas for improvement.</p>



	<p>persons.</p> <p>Proactive rather than reactive.</p> <p>Able to avoid mistakes that could/should be anticipated Well prepared and organised.</p> <p>Plans ahead as much as possible.</p> <p>Carries out all responsibilities and action items in a purposeful way.</p> <p>Displays a positive viewpoint; sees the good in situations and how they can make things better – pushes through setbacks.</p> <p>Able to work confidently and effectively without direct supervision.</p> <p>Punctual and reliable, aware of rostered shift, working correct hours and sticking to allocated rest periods.</p> <p>Consistent work accuracy to a high standard.</p>	
Other duties and responsibilities	<p>Displays particular attention to maintaining a professional appearance and manner at all times.</p> <p>Performs other duties and tasks, as requested by from time to time, to maintain the smooth and effective service.</p>	Willing to step up and take on new tasks or covers for other staff.
<b>Legislative requirements</b>	<p>Accepts responsibility for ensuring that own practice and conduct meet the standards of relevant legislative requirements.</p> <p>Ensures delivery for delegated services meets contract obligations.</p>	<p>Activities undertaken comply with legislative and professional standards of practice.</p> <p>Delivery complies with contract terms and conditions.</p>

<p><b>Cultural safety and pro-equity approach</b></p>	<p>Demonstrates a commitment to the Te Tiriti o Waitangi/ Treaty of Waitangi through partnership, participation and protection.</p> <p>WRHN is a pro-equity organisation and our approach to achieving equity requires all members of staff to identify areas of inequity and address these within a system wide context.</p> <p>As a role model, work alongside the organisation and system leaders to identify unconscious bias with a goal to collectively eradicate through socialising and 'calling it out'.</p> <p>Services are delivered with an understanding of culture, equity issues, systemic and intuitional racism and a focus on equity of health outcomes.</p> <p>Engages effectively with Māori.</p> <p>Help to articulate the vision for change and how we can, in the workplace, contribute to achieving the aspirations of Iwi/ Māori in our rohe through our actions, leadership, courage, and collective action with our Iwi/Māori partners and to all other marginalized groups within the practice population, e.g. older persons, youth, those with disabilities, gender diversity those with health literacy difficulties.</p>	<p>Services are delivered with consideration and understanding of cultural issues and a commitment to the principles of the Te Tiriti o Waitangi/ Treaty of Waitangi.</p> <p>Demonstrates ability to engage effectively with Māori consumer, patients and whānau.</p> <p>Demonstrates ability to apply Te Tiriti o Waitangi/ Treaty of Waitangi within service.</p> <p>Demonstrates ability to engage effectively with all consumer/ patients/stakeholders.</p> <p>Participation in WRHN Cultural and Equity orientation.</p> <p>Participation in the examination of organisational cultural values to ensure they align with the aspirations of Manawhenua.</p> <p>Demonstrates awareness of own values, beliefs, attitudes and assumptions and the effect this may have on practice.</p>
<p><b>Health and safety</b></p>	<p>Applies health and safety related skills and knowledge to all work practices.</p> <p>The NP will be responsible and accountable for complying with the Health and Safety in Employment Act within the clinic</p>	<p>Maintains own safe working environment.</p> <p>Is aware of and complies with responsibilities under Health and Safety at Work Act (2015) and any subsequent amendments or replacement legislation.</p>

	<p>and will be required to participate and contribute to achieving identified objectives within the documented GHL/WRHN Health and Safety plan including (but not restricted to);</p> <ul style="list-style-type: none"> <li>• Hazard identification, control, management and monitoring</li> <li>• Accessing and comprehending the information provided to staff</li> <li>• Report accidents / incidents and potential harm situations as per protocol.</li> <li>• Follow Infection Control policy and guidelines</li> <li>• Ensure own clinical practice methods are safe and align with best practice guidelines.</li> </ul>	<p>Adheres to GHL/WRHN policy.</p>
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**REVIEW**

This job description will be reviewed regularly as part of individual and company development and performance reviews and may be subject to variation.

This job description is a guideline of your core role and responsibilities and is not an absolute list. You are required to maintain flexibility to pursue unlisted duties and responsibilities with initiative and ownership to deliver business requirements as and when required.