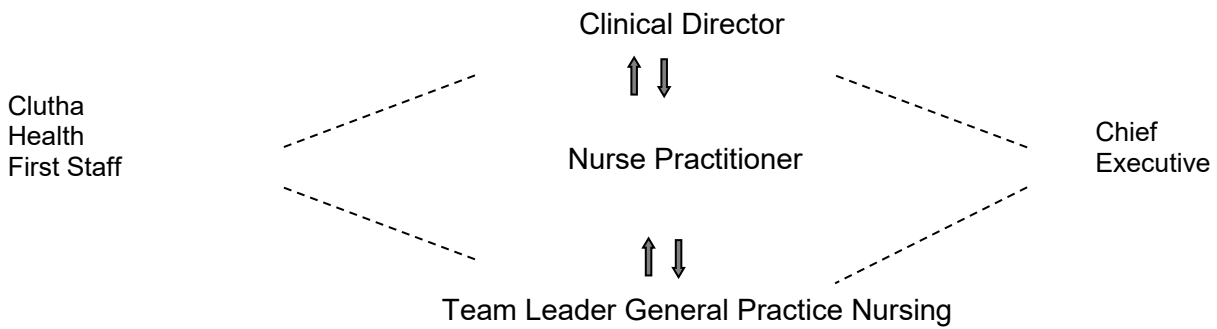


**Clutha Health First  
Nurse Practitioner**

**Position Title:** Nurse Practitioner

**Location:** Clutha Community Health Company Limited *trading as* Clutha Health First.

**Organisational Relationship**



**Position Holder's Name :** \_\_\_\_\_

**Position Holder's Signature :** \_\_\_\_\_

**Team Leader's Name :** \_\_\_\_\_

**Team Leader's Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## Treaty of Waitangi

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi.

As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

## Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

## Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

## Purpose of the Position

To provide advanced clinical expertise and leadership in order to enhance patient treatment and care planning in South Otago for Clutha Health First patients within the area. This is provided within an interdisciplinary model that best meets the patient requirements and is in line with the vision and values of Clutha Health First.

**Note:** This job description has been prepared to assist in appointment. All Clutha Health First job

descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

Nature of Scope and Responsibilities

Accountabilities and Performance Measures

<i>Accountabilities</i>	<i>Performance Measures</i>
<p><b>Clinical Practice</b> Establishes and promotes effective models of care</p>	<ul style="list-style-type: none"> <li>• Demonstrates effective clinical management of Primary Care patients within scope of practise</li> <li>• Utilises current research and evidence-based, advanced holistic assessment and diagnostic reasoning to form sound professional judgements in practice and consults as required.</li> <li>• Uses knowledge of pathophysiology and pharmacology, and advanced holistic clinical assessment skills to perform diagnoses and to plan care</li> <li>• Orders and interprets appropriate diagnostic and laboratory tests and explains the necessity, preparation, nature and anticipated effects of procedure(s) to patients, patient's family, staff, and other members of the health care team</li> <li>• Effectively manages own caseload and utilises robust time management strategies to ensure patients are seen within their appointment time slots</li> <li>• Perform therapeutic or diagnostic procedures based upon patient's clinical status and documents the patients response to the procedure(s)</li> <li>• Ensures timely referral to other specialty services where required ensuring documentation meets expected standards</li> <li>• Triage and allocate patients appropriately and in a timely manner</li> <li>• Liaises with external services, e.g. St Johns Ambulance Service and advise on the appropriate disposition of patients being referred to primary care</li> <li>• Participates and engages in peer review meetings</li> <li>• Upholds the Treaty of Waitangi and cultural safety in nursing</li> <li>• Identifies educational needs of the patient, patient's family and nursing staff and participates in teaching opportunities.</li> <li>• Maintains and supports expertise in nursing practice</li> <li>• Advocates on behalf of patient/family/ colleagues as appropriate</li> <li>• Assists the interdisciplinary team with decision-making related to medico-legal and ethical issues</li> <li>• Innovative approaches are utilised as necessary to meet client needs</li> </ul>
<p><b>Clinical Leadership and Consultancy</b>  Demonstrates effective clinical leadership and consultancy  Provides expert advice</p>	<ul style="list-style-type: none"> <li>• Takes a leadership role in complex clinical Primary Care situations across settings and disciplines and follows through with required change to systems and processes as necessary</li> <li>• Is recognised as an authority on Primary Care practices locally and nationally</li> <li>• Represents CHF at the local and national level where required as an ambassador the role of NP within primary care</li> <li>• Acts as a mentor to nursing staff engaging in the nurse practitioner training programme</li> <li>• Collaborates and leads effectively within the multidisciplinary team</li> <li>• Briefs CD/Team Leader and colleagues on relevant trends and issues</li> <li>• Demonstrates skilled mentoring/ coaching and teaching</li> </ul> <ul style="list-style-type: none"> <li>• Acts as a consultant for Primary Care and management within the scope of practice</li> <li>• Recommends appropriate Primary care products</li> <li>• Acts a specialty consultant nationally and internationally</li> </ul>

<p>Inter-professional health care</p> <p>Conducts and/or participates in relevant research</p> <p>Develops and influences health/socio-economic policies and nursing practice at a local, national and international level</p> <p>Develops self and others</p>	<ul style="list-style-type: none"> <li>• Promotes nursing contribution to health care</li> <li>• Collaborates across the care continuum with relevant multidisciplinary and intersectoral groups to take a co-ordinated and evaluative approach to care delivery</li> <li>• Relevant nursing and related research is critiqued and reflected in education and practice</li> <li>• Presents and publishes research which challenges practice at local, national and international level</li> <li>• Contributes to policy development related to Primary Care locally and contributes nationally</li> <li>• Represents nursing at a strategic level in planning</li> <li>• Performance management is regularly undertaken and feed back is utilised</li> <li>• Conducts and documents regular case review</li> </ul>
<p><b>Nursing Practice Development/Quality Activities</b></p> <p>Works with nursing staff to continuously improve nursing practice and patient outcomes in all areas related to Primary Care</p> <p>Reflects and critiques the practice of others</p> <p>Actively manages risk</p>	<ul style="list-style-type: none"> <li>• Participates in relevant education programmes and improvement projects</li> <li>• Continuously improves care processes to improve patient outcomes and documents</li> <li>• Champions quality improvement methodology with a focus on high standards of care</li> <li>• Aligns with CHF strategic direction as outlined in the organisational Strategic Plan</li> <li>• Participates in peer review, case review and debriefing activities</li> <li>• Provides expert advice to investigations, assessment of practice and reviews outcomes. Collaborates on changes to practice and follows up required</li> </ul>
<p><b>Health &amp; Safety: Recognises individual responsibility for workplace Health &amp; Safety under the Health and Safety Act 1992</b></p>	<ul style="list-style-type: none"> <li>• Contributing to the identification of specifications, trials and purchase of new equipment</li> <li>• Contributing to the identification of possible research/quality projects and participate in the development, implementation and feedback</li> <li>• Contributing to the development and reviewing of standards of practice, protocols and policies</li> <li>• Works with the Quality Coordinator to facilitate event meetings designed to promote quality improvement and compliance in the General Practice</li> </ul> <p><b>Non Management roles:</b></p> <ul style="list-style-type: none"> <li>• Clutha Health First Health and Safety policies are read and understood and relevant procedures applied to own work activities</li> <li>• Workplace hazards are identified and reported including self-management of hazards where appropriate</li> <li>• Can identify Health and Safety representative for area</li> </ul>
<p><b>Cultural Safety: Honouring Cultural Diversity</b></p> <p>Actively demonstrates commitment to the Treaty of Waitangi principles</p>	<ul style="list-style-type: none"> <li>• Respect, sensitivity, cultural awareness is evident in interpersonal relationships.</li> <li>• Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.</li> <li>• Demonstrates commitment to the Clutha Health First Tikanga Best Practice programme and promotes same amongst staff.</li> <li>• Promotes strategies for Primary Care that assists to positively impact on health disparities for Maori and Pacific Island populations.</li> </ul>

Accountabilities and Performance Measures	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> <li>• <b>The staff member will perform such other duties as reasonably required by the manger in accordance with the conditions of the position.</b></li> </ul>	<ul style="list-style-type: none"> <li>• That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain high standards of performance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Meet the performance expectations as identified in the Staff Development Performance Appraisal process.</li> <li>• Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures.</li> <li>• Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure the provision of a safe and clean environment for patient, staff and visitors</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure maintenance and responsible use of consumables and equipment.</li> <li>• Ensure appropriate reporting of incidents, equipment faults and problems to the Manager.</li> <li>• Practice is safe and meets legal requirements.</li> <li>• Practice protects and enhances individual rights.</li> <li>• All records are maintained to meet policy and procedure requirements.</li> <li>• Maintain knowledge of fire and Civil Defence procedures</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintain good communication and interpersonal relationships within Clutha Health First</b></li> </ul>	<ul style="list-style-type: none"> <li>• Act in a professional manner in relationships with all staff to enhance interdisciplinary harmony within the hospital.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health &amp; Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua.</li> <li>• Actively participate in quality assurance activities.</li> <li>• Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Assumes responsibility for personal professional/work education and development</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintains and/or extends knowledge and skill base required for effective performance.</li> <li>• Negotiates with management to attend appropriate education and training.</li> <li>• Participates in own performance appraisal annually.</li> </ul>

## Person Specification

### Qualifications/ Competency:

#### Minimum:

- Clinically focused Masters Degree in Nursing
- Registered as Nurse Practitioner with NZNC
- Current Practising Certificate

#### Preferred:

- Prescribing

### Work Experience, Skills, Knowledge and Behaviour:

#### Minimum:

- A minimum of five years recent clinical experience in General Practice nursing
- Functioning at Expert level on the Senior Clinical Career Pathway
- Knowledge of current issues within nursing and in General Practice nursing
- Sound knowledge and understanding of the medico/legal and ethical responsibilities
- Advanced clinical assessment and management skills in General Practice patient care.
- Skills in problem solving, priority setting, delegation and planning
- The ability to communicate effectively with all levels of staff and develop relevant networks
- The ability to work in a wide range of patient settings across the continuum of care.
- Advanced communication and interpersonal skills
- Facilitation and negotiation skills
- Ability to self evaluate and reflect on practice
- Ability to critique research and use it as the basis of practice
- A strong patient/family focus
- A strong commitment and genuine interest in quality and service
- A capacity to demonstrate strong clinical leadership
- The ability to work independently and be a member of a team
- A commitment to the development of the nursing profession
- A commitment to cultural awareness and its application to nursing practice
- Able to work within Clutha Health First's aims, objectives and values.
- Able to maintain confidentiality and use discretion.
- Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.
- Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision.
- A commitment towards ongoing self development.
- Ability to work as an effective member of a team.
- Flexible attitude to work outside boundaries of the position when requested.
- Alert, reliable , thorough, mature, have integrity and initiative.
- Have an appropriate presentation and standard of personal care and grooming.
- Able to maintain a current New Zealand driver's licence.

#### Preferred:

- Demonstrated ability to articulate nursing advice to the multidisciplinary team
- Research skills
- Conflict management skills
- Demonstrated ability in the development of staff
- Active involvement in relevant, professional/other organisations

## Physical Task Requirements

The following denote the key physical requirements for the job

- Standing
  - Bending
  - Stairs
  - Fine Manipulation
  - Lifting / overhead reaching
  - Pushing / Pulling
  - Climbing / Balancing
  - Manual handling of people
  - Ability to participate in personal restraint if required within the mental health area
- Walking
  - Sitting
  - Simple Grasping
  - Operating Machinery / Equipment
  - Carrying
  - Twisting
  - Crouching / Squatting
  - Other reaching

### COMMUNICATION AND INTERPERSONAL SKILLS

The Nurse Practitioner Primary Care will communicate with a variety of health professionals within and external to Clutha Health First, both nationally and internationally. They will be required to have excellent communication and negotiation skills so that they can ensure appropriate and timely clinical care can be provided in a cohesive manner from a range of services across continuum of care.

Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner.

In conflict situations will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome.

### PROBLEM COMPLEXITY

The Nurse Practitioner Primary Care will be regularly challenged by a wide range of complex and unpredictable clinical problems and issues related to primary care patient care within the primary setting. There will be demands to meet deadlines, and maintain accuracy and quality of information. There will be a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service. The range of problems will be diverse and require solutions customised to meet the circumstances of the patient/family.

### SCOPE FOR ACTION

The Nurse Practitioner Primary Care will be required to initiate and develop innovative approaches to problem solving and utilise the skills of other disciplines and team members to co-ordinate and resolve problems. They will need to negotiate with and co-ordinate a variety of staff at all levels across the continuum of care and will frequently need to develop individual solutions for each issue and problem. They are empowered to make decisions or recommendations relating to primary care patient management.

### DIMENSION OF THE POSITION

The Nurse Practitioner Primary Care reports operationally, clinically and professionally to the Practice Nurse Team Leader.

They will be required to maintain a regional and national level of input into the direction of the speciality and improvements in care/processes with respect to cost, quality and outcome measures. This will include recommendations for enhancing professional practice across the specialist group and consider national and international professional trends

## Relationships

<b>Internal Relationships:</b>	General Practitioners and Medical Officers Nursing staff Allied Healthcare Professionals Reception and Administration Staff Inter-disciplinary members of the health service team including independent contractors in other sectors.
<b>External Relationships:</b>	Clutha Health First service providers and tenants District Health Board Managers and Representatives Primary Health Organisation Client Managers and staff Ministry of Health/ACC and other Government Agency representatives Patients Other General Practitioners

The Nurse Practitioner will be required to interact on a frequent basis with a range of Clutha Health First staff members including the following groups:  
Doctors, Medical Officers, Clinical Director, Team Leaders, Practice Nurses, Nurse Educators, Nursing Staff, Physiotherapists, Occupational Therapists, Dieticians, and Social Workers,  
Externally there will be frequent contact with:

## Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader and Clinical Director.
- Meets the performance expectations (actual and implied) of a Nurse Practitioner working within the CHF General Practice.