Job Description

Registered Nurse
Turanga Health

Vision

“Kia Whai Oranga-a-Whanau Mo Nga Whakatipuranga”

“Building family wellness for future generations”

Turanga Health will adopt a holistic approach to total Whanau wellbeing. In delivering services to Whanau, Turanga Health will encapsulate this within the following themes:

- Achieving “Mauri Ora” by working with and building healthy whanau;
- Maintaining key characteristics of core values through practice, i.e. whakapapa, tikanga, mana, mauri, tapu and wairua;
- Meeting our people wherever it might be necessary to meet them, i.e. Home based, Marae based service delivery, “on the rugby field”; and
- Providing a service that is accessible, appropriate and affordable

Mission Statement

“To promote, protect and improve the wellbeing of Turanganui-A-Kiwa Whanau for future generations”

Turanga Health will ensure that whanau become the primary focus and not social indicators of failing Maori health.

By focusing on Whanau and their wellbeing, Turanga Health removes the silo delivery approach to health services.

Our mission provides and allows for collaboration or integration of other services outside the core business of health, e.g. housing, social services, employment, education and training.

We will continue to find ways to “do what the others don’t” for Whanau.

Organizational Values

Turanga Health will continue to be guided by three core values:

<table>
<thead>
<tr>
<th>Manaakitanga</th>
<th>Whanaungatanga</th>
<th>Kotahitanga</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiaki</td>
<td>Whakapapa</td>
<td>Rights &amp; Obligations</td>
</tr>
<tr>
<td>Tautoko</td>
<td>Whanau</td>
<td>Roles &amp; Responsibilities</td>
</tr>
<tr>
<td>Awhi</td>
<td>Hapu</td>
<td>Honesty &amp; Integrity</td>
</tr>
<tr>
<td>Respect</td>
<td>Iwi</td>
<td>Collectivity</td>
</tr>
</tbody>
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Turanga Health will encourage best practice through recognizing key characteristics of ‘Turanganui-A-Kiwatanga’. This will involve identifying with our tipuna and the pathway that they first established for us through the practise of these values.
Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Registered Nurse – Primary Health Care</th>
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<tbody>
<tr>
<td>Specialist Area</td>
<td>Community Nursing</td>
</tr>
<tr>
<td>Location</td>
<td>Turanga Health Waikohu Health Centre</td>
</tr>
<tr>
<td>Reports To</td>
<td>Manager Service Delivery or his/her delegate</td>
</tr>
<tr>
<td>Employment Term</td>
<td>Full time - Permanent</td>
</tr>
<tr>
<td>Hours of Employment</td>
<td>40 Hours per Week</td>
</tr>
<tr>
<td></td>
<td>Times of work to be negotiated dependent on projects / events / programs and other Turanga Health activity</td>
</tr>
<tr>
<td>Hourly rate</td>
<td>Negotiable</td>
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</tbody>
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**Position Overview**

To provide competent, efficient and effective nursing service to patients registered to Turanga Health. Such services shall treat all people with dignity, respect, care and compassion, recognising their individual health beliefs, needs and values.

**Working Relationships**

He/She will also work alongside other colleagues within the organisation. The ability to meet the needs of our community, clients, colleagues and management in regards to the delivery of nursing services is crucial.

Internal and External Stakeholders have been identified as:

**Internal**

- Chief Executive Officer
- Managers of Turanga Health
- Employees of Turanga Health
- General Practitioners

**External**

- Other General Practices
- Tairawhiti District Health Board
- Midland Health Network
- Iwi Trusts
- Clients
Community groups and other health and community agencies

**Other Requirements**

All employees of Te Hauora o Turanganui a Kiwa are expected to contribute to the development and vision of Te Hauora o Turanganui a Kiwa.
This involves:

- Using resources responsibly
- Conducting oneself in an ethical and professional manner at all times
- Commitment and positive participation to Te Hauora o Turanganui a Kiwa development of initiatives
- Respecting the views of others; regardless of race, age or gender
- Strong empathy and understanding of tikanga Maori
- Strong commitment to the principles to Te Tiriti O Waitangi
- Sensitivity to Maori Health Needs and concerns

**Employer / Employee Relationship**

Good Employer / Employee relationships are a shared responsibility and operate best with mutual goodwill.

This involves both parties:

- Conducting themselves in a professional manner at all times.
- Committed to promoting and maintaining safe and healthy work practices.
- Being proactive and committed to identifying any areas of concern and then assisting in the problem solving process.
- Maintaining quality customer service at all times
- Comply with Provider Quality Standards (POS) in service agreements and internal systems controls and policies
- Advise management of enquiries or complaints in line with policy

**Client and Stakeholder Commitment**

All employees are responsible for striving to continuously improve service delivery and thus achieving quality outcomes.

This means:

- Taking the initiative to meet the needs of clients and other stakeholders.
- Abiding by the official requirements of the Privacy Act 1993.
- Maintaining positive relationships with clients, colleagues and stakeholders at all times
- Conducting oneself in a professional manner at all times.
- Following through on actions and queries with stakeholders, so as to ensure the credibility of Te Hauora o Turanganui a Kiwa is maintained at all times.

**Professional Development**

As the business of Te Hauora o Turanganui a Kiwa develops and grows, the responsibilities and functions of positions may change.

All staff should be receptive to these changes, and be able to contribute to this process effectively by:

- Actively participating in Turanga Health Nursing Forum
- Undertaking professional development as set by your Practice Manager / Manager Service Delivery
- Actively participate in nursing peer review
- Being willing and open to new ideas, concepts and business practices
- Committing to the implementation process of new ideas, concepts and business practices
  Undertaking such other duties as the company reasonably may require to add to your professional development programme

**Key Tasks / Duties – Practise Nurse**

To provide quality, competent, clinical care that enhances the wellbeing of patients

This is achieved by:

a. Demonstrating competence and application of the following clinical skills; wound care, vaccinations, administration of medications, preparation and assistance with minor surgery, collection of specimens, venepuncture, vital sign monitoring, tympanography, ECG monitoring, health promotion, pregnancy testing and counseling, cervical smear taking, giving dietary advice and patient triage.
b. Management and providing consultations in nurse led clinics as appropriate including; well women and smear taking, diabetes, smoking cessation, health checks cardiovascular, asthma.
c. Working to enhance patients understanding of their health issues and ways their wellness can be enhanced.
d. Undertaking thorough health assessments.

To provide nursing care in accordance with appropriate professional and company standards.

This will be achieved by:

a. Maintaining a current (validated within last 12 months) CPR certificate (level 4, 5)
b. Maintaining a current vaccinators certificate
c. Obtaining personal professional indemnity insurance
d. Maintaining a current Annual Practising Certificate
f. Following Clinical guidelines and working with Turanga Health Standing Orders
g. Clearly documenting all care and education provided for all clients
h. Using the Patient management system to ensure efficiencies and all information on clients is captured.

To provide a safe and therapeutic environment for patients, visitors and other staff

This will be achieved by:

a. Safe disposal and cleaning / sterilising of all equipment used in patient care.
b. Using standard precautions when dealing with body substances
c. Appropriate use and disposal of Sharps
d. Being aware of, and taking action if occupational hazards are identified
e. Maintaining the cold chain for vaccine and medicine storage
f. Operating the company’s re-call reporting
g. Following company policy to report untoward events / incidents / errors.
h. Taking responsibility for own health and wellbeing.

To maximise personal development and support the development of colleagues

This will be achieved by:

a. Completing all orientation and induction requirements
b. Taking up opportunities to improve your skills and knowledge through continuing nursing education activities
c. Maintaining a professional portfolio which demonstrates competency to practice
d. Participating in annual personal performance review
e. Supporting colleagues and novice practitioners in their learning
f. Recognising limits of knowledge or expertise and referring appropriately

To utilise treatment and care resources appropriately.

This will be achieved by:

a. Participating in the preparation of the nursing roster when required
b. Maintaining stock at optimum levels, reporting needs for stock repurchases, providing suggestions in regard to effective products and involvement in ordering and checking as appropriate
c. Using and checking equipment and facilities correctly, reporting any need for maintenance, or replacement

To participate in quality improvements activities

This will be achieved by:

a. Attending Nursing forum and Practice hui
b. Offering solutions for and helping to problem solve quality issues
c. Participating in formal systems for quality assurance such as audit activities, and quality health plans

To support and collaborate with peers and other providers within the wider health care team

This will be achieved by:

a. Providing feedback to colleagues about their performance so to enhance patient care
b. Discussing patient care issues with other colleagues involved as needed
c. Reporting any concerns to the Practice Manager in regards to competency issues
d. Working constructively within the wider multi-disciplinary team within the centre and community
e. Being an honest, open communicator who demonstrates respect for themselves and all persons

Core Competencies

- Knowledge: The ability to make realistic/relevant connections between your own role, the work of Te Hauora o Turanganui a Kiwa, and develop broader knowledge of the company’s stakeholders.
- Relationship Management: The ability to support the work of Te Hauora o Turanganui a Kiwa through developing and maintaining high quality working relationships.
• Self Management: The ability to maintain personal health and work/life balance systems.
• Professionalism: The ability to demonstrate commitment to the company strategic directions and their core mission, values and objectives.
• Communication: The ability to communicate in a way that shows sensitivity and empathy towards others, while striving to achieve desirable outcomes.
• Problem solving and achievement: The ability to organize and give solutions to problems/issues, ideas and information and delivering high quality work on time.

**Maori Awareness**

Te Hauora o Turanganui a Kiwa prides themselves on honouring their commitment to the Te Tiriti O Waitangi. It is essential that all staff members of Te Hauora o Turanganui a Kiwa have an understanding of issues affecting Maori, this will also include an awareness of traditional and contemporary Maori and Iwi structures, key Maori concepts, an awareness or understanding of the Te Tiriti O Waitangi.

**Technical Knowledge**

• Able to collect, input, access and download electronically managed data
• Have a high knowledge of computer literacy at an immediate level or higher
• Microsoft Office Products
• Ability to operate company email systems and calendar schedules
• Knowledge of Medtech 32 an advantage

**Key Selection Criteria**

To be considered for this position it will be necessary for the person to demonstrate:

• Current Full Drivers License
• Excellent organizational skills along with the ability to establish priorities and meeting deadlines whilst preserving the highest levels of accuracy and confidentiality.
• Demonstrate an understanding of Kaupapa Maori Services
• A proven ability to work well with rural communities
• Excellent communication skills, both written and verbal.
• Demonstrate the ability to form and maintain strong links and effective relationships
• Demonstrate experience of contributing to the development of an effective team
• Knowledge of Te Reo Maori and Tikanga Maori will be of an advantage.
• Knowledge of Whanau, Iwi, Hapu of Turanganui A Kiwa Region
• Show enthusiasm, initiative and a high degree of flexibility
• A professional appearance and attitude

**Qualifications**

• A Registered Nurse within NZ (RGON, RcpN, BN) with at least 3 years community nursing experience
• Have an annual practicing certificate
• Have a current indemnity insurance cover
• Previous experience in a similar work environment, i.e working with Maori and being clinically and culturally competent will be of an advantage.
• Ability to work autonomously and as part of a team
• Accept accountability for clinical decision making
Reporting

- Ensure accurate and timely reports are prepared and provided as required
- Evaluation/client satisfaction surveys are completed every 6 months

Job Description Approved

Chief Executive Officer
Reweti Ropiha

_______________________  _______________________
Managers Signature                Employee Signature