**Job Title: Nurse Practitioner**

**Department:** Hauora Heretaunga

**Responsible to: Te Pouwhakahaere Hauora/ GM Medical & Dental**

Dotted line relationship to Medical Director

**Purpose Statement:** To improve health outcomes by:

* Delivering advanced nursing practice with a specific population as defined by scope of practice; and
* Working with practice team in developing and embedding the nurse practitioner role effectively and efficiently within the Practice and multidisciplinary team structure.

**Mission:** Mauri Ora ki te Mana Maori

Realising Whānau Potential

**Values: Kotahitanga:** We are kaupapa driven and work with each other and others to enhance Whānau potential

**Whānaungatanga:** We are customer/whānau driven and actively foster and form positive relationships, partnerships, alliances and connections

**Kaitiakitanga:** We exhibit custodianship and are stewards of our resources to advance the kaupapa

**Whakamana:** We are outcome focused and recognise, respect and uphold mana.

**Relationships: External**

Patients and Whanau, Pharmacists, HBDHB Health Care Services, PHO, GP Practices, Midwives, Health Providers, Govt agencies – WINZ/CYPFS/schools, Community groups & centres including, local Iwi and migrant communities.

**Internal**

Medical Director, Management, Kai Ararau, Oranga Hinengaro, Hauora Heretaunga, Practice Nursing Team, Other TToH Services

**VCA Role:** Core Children’s Worker

**Structure:** Refer to Structure Chart

**Scope of Actions**

* The Nurse Practitioner is regularly challenged by a wide range of complex and unpredictable clinical problems and issues related to primary health care. There are demands to meet deadlines, and maintain accuracy and quality of information. There is a requirement to be able to prioritise issues and negotiate time frames, while still providing a quality customer service. The range of problems are diverse and require solutions customised to meet the circumstances of the client/whānau.
* The Nurse Practitioner is 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. He/she needs to negotiate with and co-ordinate a variety of staff at all levels across the continuum of care and frequently needs to develop individual solutions for each issue and problem.
* The Nurse Practitioner is empowered to make decisions or recommendations relating primary health care client management. Expert decision making is exercised in regard to release of confidential information to other parties on a need to know basis and in accordance with relevant legislation.
* The Nurse Practitioner is required to maintain a regional and national level of input into the direction of primary health care 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.

**Key Accountabilities**

***Kaupapa Te Taiwhenua o Heretaunga***

* Contribute to the delivery of effective, integrated, whānau-focused services as part of a team and individually
* Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa, and doing what it takes to advance the kaupapa.
* Develop knowledge of the wider support network that TToH offers whānau, and promote whānau access to that support
* Understand and promote all aspects of the TToH Kaupapa
* Adhere to and apply TToH values in all aspects of TToH’s work
* Participate in TToH kaupapa activities, including karakia, waiata and marae noho
* Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
* Participate in TToH systems including the Management Operating System and Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
* Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
* Participate in regular peer supervision and/or professional supervision
* Work in a reflective manner and take opportunities for self-development

***Whānau Ora Practice***

* Develop understanding of the communities that TToH works with
* Be responsive to whanau needs and apply a holistic approach to aligning those needs, priorities and aspirations with the care and support they are offered
* Apply Te Ao Māori world view, tikanga and TToH values, to establishing trust, building rapport, and working with whānau
* Set high expectations of success in outcomes for whānau. Empower, motivate, and build whānau capability and connectedness; support whānau toward achieving independence
* Build and maintain knowledge and understanding of TToH values and internal/external channels of care and support available for whānau
* Work collaboratively with other TToH staff to enable the provision of flexible and integrated care and support for whānau
* Build long-term relationships between TToH and whānau through contract activities, values-based support and cultural connection

***Health and Safety***

* Comply with all requirements set out in TToH’s H&S Policies, Standards and Procedures along with legislative requirements relevant to teams’ activities
* Practice within safe boundaries around a clearly defined area of practice (client/population group) and demonstrate timely referral and consultation when an issue is outside scope, area of practice, experience or competence.
* Continually review and update knowledge and skills to ensure currency and adaptability to address broad and changing population health needs and to practice safely across healthcare settings
* Investigate any incidents, accidents and near misses and ensure risks/hazards identified are addressed
* Promote awareness of health and safety amongst employees and contractors under their control
* Establish effective supervision of work activities to ensure safe methods of work and systems are maintained at all times
* Applies principles of self care and mindfulness to support choosing behaviours that balance the effects of emotional and physical stressors to reduce risk of stress, apathy and potential burn through practices such as; clinical supervision; karakia; Wellness Wednesday, reflective practice
* Make arrangements for the provision of suitable vehicles, equipment, and protective clothing, and establish plans for their maintenance and replacement where necessary

***Client care coordination***

* Deliver effective clinical management of primary health care clients within scope of practice.
* Utilise current research and evidence-based, advanced holistic assessment and diagnostic reasoning to form sound professional judgements in practice and consults as required.
* Use knowledge of pathophysiology and pharmacology, and advanced health assessment skills to perform diagnosis and to plan care.
* Order and interpret appropriate diagnostic and laboratory tests and explain the necessity, preparation, nature and anticipated effects of procedure(s) to clients/whānau/staff and other members of the health care team.
* Effectively manage own caseload.
* Perform therapeutic or diagnostic procedures based upon clients clinical status and documents clients response to the procedure(s).
* Practice as a member of the multidisciplinary team to improve outcomes for clients within the primary health care setting.
* Identify educational needs of the client/whānau/ and nursing staff and participate in teaching opportunities.
* Maintain and support expertise in nursing practice.
* Advocate on behalf of clients/whānau/colleagues as appropriate.
* Assist the multidisciplinary team with decision-making related to medico-legal and ethical issues.

***Clinical Leadership***

* Focus on clinical interventions for agreed population groups for example, Respiratory and Skin ASH rates for 0-4 years
* Take a clinical leadership role in complex primary health care initiatives across settings and disciplines and follow through with necessary changes to systems and processes.
* Collaborate and lead effectively in the multidisciplinary team
* Brief leadership team on trends or opportunities for improvement
* Provide mentoring and teaching for junior workforces or students on placement
* Handle problems and complaints sensitively with a continuous quality improvement approach
* Assess registered nurses against competencies and standards in collaboration with nurse leadership team
* Provide effective clinical leadership and consultancy between services as well as new service initiatives

***Professional Leadership***

* Assist Nurse Team leader in develop nursing guidelines and policy, nursing education, and nursing quality improvement in specialty
* Support developments and changes in nursing practice and ensure own practice is aligned with developments.
* As required, provide supervision of student nurses, other team members
* Champion effective practice and continuous improvement
* Provide peer and clinical supervision to staff ensuring support supervision requirements are met, in collaboration with nurse leadership team
* Maintain awareness of how your actions impact on others in your leadership role

***Quality, Development and Risk Management***

* Self-monitor and critically reflect on practice including through regular professional supervision, regular contact and direction from Medical Director, collaborative case review and audit of practice including prescribing.
* Be aware of and maintain necessary accreditation standards, compliance and legal requirements in regard to Cornerstone, Te Wana, Privacy Act, HIPC, HPCA and PHO contracts as it relates to the role of Nurse Practitioner.
* Champion quality improvement methodologies and advocates for high quality care and standards of practice
* Identify, report and manage risk
* Protect TToH from risks by continuously improving quality, risk management, business controls and processes
* Provide expert knowledge within scope of practice, and suggest primary care products that will enhance patient experience and lead to improved outcomes for whanau
* Participate in nursing service planning initiatives and position advanced nursing practice within potential models of care
* Disclose the facts of adverse events to the health consumer and other health professionals; mitigates harm and reports adverse events according to sector norms
* Respect the rights of health consumers to make informed decisions whilst taking accountability to ensure access to best practice options and supported with health literacy.
* Promote the nursing contribution to contemporary models of primary health care and advocate for change to ensure care delivery maintains continuity of plan and provider and refers as required.
* Participate with innovative approaches are utilised as necessary to meet client needs.
* Participate in projects and pilot opportunities to develop service offerings
* Provide input into the development, communication and implementation of strategic and annual plans that incorporate quality improvement initiatives
* Participate in peer review, case review and debriefing activities particularly with advancing model of care
* Provide expert advice in practice review activities and collaborates with members of the team to changes to practice
* Play an active role in the protection and wellbeing of children and in particular be familiar with and follow TToH Child Protection Policy
* Participate in research projects which challenges practice at local, national with particular emphasis on indigenous population health
* Participate in policy development with particular emphasis on local transformation of the primary health care system

***Operational***

* Be aware of and maintain necessary accreditation standards, compliance and legal requirements in regard to Cornerstone, Te Wana, Privacy Act, HIPC, HPCA and PHO contracts.
* Ensure that all primary care nursing services are compliant and current with internal and external quality, legislative, and accreditation requirements
* Ensure all patient consultations are accurately recorded in clinical patient notes within 24 hours of seeing the patient
* Ensure all information entered into databases e.g MedTech32 is accurate, appropriate and in accordance with agreed protocols
* Where appropriate set up all screening and recall programmes for new and existing patients
* Ensure that all relevant organisational policies, procedures and guidelines can be accessed and complied
* Provide clinical specialist expertise in the planning and delivery of client/family/whānau/community education with a focus on self/whānau/community management of long –term conditions, increasing/maintaining level of independence and quality of life and rehabilitation where appropriate.
* Provide expertise and educational support to the clinical teams across primary and secondary sectors including health promotion and health protection activities/projects.
* Conducts and documents regular case review.
* Contributes to clinical component of performance management of primary health care team members

***Financial Management***

* Ensure all clinical programmes claiming is made according to payment schedules
* Advocate for any new initiatives and ensure these have been adequately inputted to the claims systems to ensure that all potential billings for Nurse Practitioner are costed and claimed against
* Investigate funding opportunities, in conjunction with Team Leader and management, and participate in the planning and implementation of any new services as it relates to the role of Nurse Practitioner or Team Based Care models
* Investigate cost saving initiatives and report these to management

***Team***

* Contribute collaboratively to the health care team by supporting, directing, educating and mentoring colleagues, students and others to achieve organisation and whānau goals
* Initiate and nurture effective working relationships with team members, experts and networks
* Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets
* Carry out assigned duties as directed by manager, remaining flexible and able to carry out different tasks or work in different teams as required
* Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of care and support to whānau or colleagues
* Provide support and training to others as part of in-service training in areas of expertise

***Professional Development***

* Maintain a minimum of 40 hours per year professional development and update own knowledge base regarding speciality area and education delivery.
* Maintain and document weekly ongoing peer review of prescribing practice by an authorised prescriber
* Attend educational opportunities relevant to the role and scope of practice and use this knowledge to improve practice.
* Critique research findings and use these as a basis for best practice.
* Participate in developing an open learning culture within the team by sharing learning with colleagues.
* Maintain own competency, professional requirements and participates in own regular performance reviews.
* Actively participate in relevant professional organisations and forums at a local, regional, national and international level.
* Ensure relevant applications and endorsement for credentialing of activities undertaken normally outside the Scope of Registered Nurse is achieved and maintained.
* Attend monthly professional supervision provided by credentialed provider

***Sector / Organisational Knowledge***

* Maintain knowledge, understanding and current developments of relevant sector to inform service delivery
* Understand the breadth of services TToH offers and use this knowledge to connect and integrate service delivery and achieve Whanau led services
* Identify and understand the local trends and barriers for whānau through engagement and feedback
* Understand and adhere to the Vulnerable Children’s Act
* Maintain applicable professional registrations
* Maintain own development, learning through shared experiences

***Other Duties***

* Hours of work are set in the Employment Agreement. However there may be times when you are required to undertake other duties outside of these hours as requested. This may involve attendance at meetings, staff meetings or training sessions.
* Carry out additional duties from time to time as requested by management.

The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment.

**Person Specifications:**

**QUALIFICATIONS**

**Essential:**

* Approved by the Nursing Council to hold Nurse Practitioner Registration
* Clinically focused Masters degree in Nursing.
* Registered as Nurse Practitioner with NZNC.
* Current Practicing Certificate.
* Prescribing

**Desirable:**

* Education/teaching
* ABC smoking cessation training
* Sexual health
* Human lactation qualification

**SKILLS AND EXPERIENCE**

**Essential:**

* A minimum of five years recent clinical
* experience in primary health care nursing
* Knowledge of current issues within nursing and in primary health care nursing
* Sound knowledge and understanding of Medico/legal and ethical responsibilities
* Superior communication skills
* Able to work under pressure
* Facilitation and negotiation skills
* Strong client/whanau focus
* Strong and genuine interest in service quality
* Strong ability to motivate and develop other kaimahi

**Desirable:**

* A clear understanding of Te Tiriti o Waitangi
* Service sector relevant skills
* Experience working effectively with Māori whānau
* Established relationships with relevant service networks
* Knowledge of kaupapa Māori, tikanga Māori and Te Reo Māori
* Demonstrated ability to articulate nursing advice to the multidisciplinary team
* Understanding of integration in the local DHB perspective

**PERSONAL ATTRIBUTES**

* Strong work ethic
* Able to carry out the physical aspects of the role
* Can do attitude
* Team player
* Committed to whānau development
* Confident, Resilient, Resourceful and Flexible
* Honest and reliable
* Committed to learning Tikanga and Te Reo Māori
* Self-motivated
* Solutions focussed