



Schedule 2

Registered Nurse -Nurse Practitioner

POSTION TITLE	Nurse Practitioner
RESPONSIBLE TO	Clinical Nurse Leader
PRIMARY OBJECTIVE	To provide safe nursing care in line with the Nursing Council of New Zealand (NCNZ) (2007) Competencies for the Registered Nurse, with the aim of reducing health inequalities, creating a sustainable, culturally competent health model, achieving improvement in population health and chronic care management.
KEY TASKS	<p>All members of the Whanganui Accident and Medical workforce must consider the health needs of clients and their families/whanau across the continuum of care to improve the health of the population.</p> <p>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:</p> <ul style="list-style-type: none">• Improve healthcare access to the Whanganui 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 differentially diagnosis and prescribing decisions based on nursing assessments• Provide clinical nursing leadership
HOURS:	XXXXXXX hours per week

RELATIONSHIPS:**Internal**

Clinical Nurse Leader
Clinical Director
Business Manager
General Practitioners Nursing Staff
General Practitioners
Reception/administration staff
WRHN Staff
Whanau Ora Navigator
WRHN patient support

External

WBHB 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**Essential**

Registered Nurse with a current practicing certificate or Registered General and Obstetric Nurse with:

- Proven assessment skills
- Minimum of one year's post registration clinical experience in secondary or primary health care setting
- 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
- 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 and 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)
- Current triage qualification (CENNZ) or a commitment to obtain
- Preceptorship certificate or equivalent or a commitment to obtain
- ACLS level 6

- A commitment to participate in the completion of postgraduate studies

Desirable

- Experience and/or qualification in triage assessment in an emergency department or an Accident and Medical setting.
- Knowledge of MedTech32.
- Post basic nursing certification / courses and / or intention to participate in further primary health / accident education programmes and personal development education, relevant to the implementation of an effective, high quality primary health clinic.
- Demonstrates a comprehensive knowledge of community services, resources and organisations and actively supports patients to use them.
- Current smear takers qualification or a commitment to obtain
- Current vaccinator's certificate or a commitment to obtain

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
Clinical 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>	<ul style="list-style-type: none"> • Utilises current research and evidence base • Advanced holistic assessment and diagnostic reasoning <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>
To provide high quality advanced nursing practice	<p>Undertakes relevant focused physical assessments, considers differential diagnoses, ordering, conducts and interprets diagnostic and laboratory tests, administers therapies for the management of potential or actual health needs, including a discharge/follow up plan</p> <p>Reviews patient medications and elicits patient health concerns</p> <p>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</p>	<p>There is evidence in the patient notes that practice is guided by best practice clinical pathways and professional guidelines.</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> <ul style="list-style-type: none"> • Accessible, timely, expert level of focused care for acutely unwell patients. • Reduce health disparities. • Reduce acute admission and re-admission to hospital • Seamless linking of primary and secondary care.

	<p>provided</p> <p>Works interdisciplinary and collaboratively with the healthcare team recognising best care is patient centred care.</p> <p>Uses WAM Info data to measure and benchmark clinical performance and has plan to improve clinical performance</p>	
Practice an advanced nursing role in accordance with appropriate professional and organisational standards.	<p>Takes responsibility for completing all orientation and induction requirements with acceptable time frame</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 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</p> <p>Adheres to WAM/WRHN policies and procedures.</p> <p>Assists patients and their families to make informed decisions by using expert communication skills, including shared decision making</p> <p>Understanding, promoting and meeting the cultural, spiritual and health needs of patients.</p>	<p>Completes 100%</p> <p>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 WAM MD or his delegate), actively works on quality improvement, is active in continuous quality improvement.</p>
LEADERSHIP		
Clinical leadership	<p>Demonstrating nursing leadership</p> <p>Supports other nurses in their theoretical and practical learning journey and</p>	<p>Facilitates education sessions to the practice staff annually</p> <p>Mentors nursing staff particularly those undertaking post graduate study.</p>

	<p>provides mentorship</p> <p>Reports any concerns to the Clinical Nurse Leader in regard to competency issues</p>	Resource to other WRHN practices.
Finance and cost effectiveness		
<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 any need for maintenance, or replacement</p>	<p>Audit of consultation charges demonstrates that income is maximised.</p> <p>Use of resources does not contribute to budget overspend.</p>
Quality and Risk		
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</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>

	<p>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>	
Learning and Development	<p>Maintaining authorisation as a prescriber.</p> <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>	<p>20 hours/year APC requirement to be directly related to prescribing</p> <ul style="list-style-type: none"> - Goodfellow monthly webinars - Goodfellow conference 2020/appropriate conference for learning. <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>
Self-managed, Proactive, Team Focused Work Practices	<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 persons</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>Proactive rather than reactive. Able to avoid mistakes that could/should be anticipated</p> <p>Well prepared and organised. 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.
Legislative requirements	<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>
Cultural safety	Demonstrates a commitment to the treaty of Waitangi through partnership, participation and protection	Services are delivered with consideration and understanding of cultural issues and a commitment to the principles of the Treaty of Waitangi
Pro-equity approach	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.	
Health and safety	<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 and will be required to participate and contribute to achieving identified objectives within the documented WRHN Health and Safety plan including (but not restricted to);</p> <ul style="list-style-type: none"> • Hazard identification, control, management and monitoring • Accessing and comprehending the information provided to staff • Report accidents / incidents and potential harm situations as per protocol. • Follow Infection Control policy and guidelines • Ensure own clinical practice methods are safe and align with best practice guidelines. 	<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>Adheres to WRHN policy</p>

Person Specification

Key Requirements	Essential	Desirable
Education or Qualification	<p>Registered Nurse with Nursing Council New Zealand with Nurse Practitioner endorsement.</p> <p>Holds a current practising certificate without conditions</p>	<p>Current vaccinating certificate</p> <p>Cervical smear taker</p> <p>Maintaining a current (validated within the last 12 months) ACLS certificate</p>

	<p>Holds personal professional indemnity insurance</p> <p>Evidence of current professional development (portfolio of evidence)</p> <p>Clinically and culturally competent in delivering nursing care.</p>	
Work Experience	<p>At least 4 years post graduate experience</p> <p>Proven experience in quality initiatives.</p>	<p>Experience in primary health care and/or emergency care</p> <p>Previous leadership.</p>
Leadership Experience	<p>Team development and people management</p> <p>Networking and relationship building with the wider health care and consumer community.</p>	
Business Knowledge		
IT/Data Systems Knowledge	<p>Good level of computer literacy.</p>	
Decision Making/Problem Solving	<p>Proven ability to make sound clinical decisions</p> <p>Has "can do" positive attitude to problem solving.</p>	<p>Ability to work under pressure and in emergency situations.</p>
Interpersonal Skills	<p>Excellent interpersonal communication.</p>	
Other	<p>An in depth knowledge of and passion for primary healthcare.</p>	

REVIEW

This job description was issued in February 2020 and 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 & responsibilities with initiative and ownership to deliver business requirements as and when required.