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## JOB DESCRIPTION – TAMARIKI ORA REGISTERED NURSE

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<b>Position Title:</b>	Tamariki Ora Registered Nurse
<b>Location:</b>	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust ("Kahungunu Executive")
<b>Reports To:</b>	Health Team Coordinator Clinical Leader
<b>Internal Relationships:</b>	Team Coordinator – Health Clinical Leader Dental Community Support Worker Health Team Health Promotion Team Oranga Hinengaro Team Social Services Team Administration Team
<b>External Relationships:</b>	GP Practices Practice Nurses Lead Maternity Carers (LMC's) Community Oral Health Service HBDHB Staff and Services Health HB (PHO) Early Childhood Education Centres and Te Kohanga Reo Other Health and Social Service Providers Local Whānau, Marae, Hapū and Iwi

**Kahungunu Executive Vision Statement:**

Te Oranganui o Nga Whānau o Te Wairoa.

**Kahungunu Executive Mission Statement:**

Delivering health, social services, mental health and housing services that achieve whānau aspirations.

**Kahungunu Executive Whakatauki:**

Ko te Amorangi ki mua, Ko te hāpai o ki muri.

**Kahungunu Executive's Values:**

**Tika, Pono, Aroha** – correctness, honesty and compassion. This relates to being fair and honest when dealing with Whānau and being respectful of their views and needs.

**Manaakitanga** – hospitality, kindness and support. This relates to showing respect, generosity and care for whānau.

**Raranga** – weave. This relates to collaboration with whānau, agencies and funders.

**Rangatiratanga** – ownership and autonomy. This relates to acknowledging the mana and autonomy of clients and that they stand independently.

**Hiranga** – excellence, importance and significance. This relates to providing the best quality support and assistance to whānau.

### **PRIMARY PURPOSE OF THE POSITION**

The purpose of the Tamariki Ora service is to deliver upon the Well Child/Tamariki Ora (WCTO) National Schedule 2013. This includes a total of 8 core checks that are undertaken by the Tamariki Ora nurse from 4 weeks of age until the final check (B4SC) at/after 4 years of age as well as additional visits as the needs of the whānau dictate.

Working in partnership with the whānau, the Tamariki Ora nurse will carry out health and developmental assessments, provide whānau care and support and deliver key health education messages.

The Tamariki Ora Nurse will work in partnership with the whānau to deliver care that is coordinated and integrated with other health and social service providers to support pepi/tamariki to get the best start in life and to support their whānau to achieve positive health outcomes.

### **SPECIFIC TASKS**

<b>ACHIEVEMENT AREA</b>	<b>KEY TASKS</b>	<b>EXPECTED OUTCOMES</b>	<b>PERFORMANCE OUTPUT</b>
Service Delivery	<p>Deliver health and developmental assessments and whānau care and support.</p> <p>Accepts responsibility for ensuring that nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</p>	<p>The WCTO schedule is delivered upon. Interventions and referrals are offered and documented in response to the specific clinical assessments and care plan agreed by the whānau.</p> <p>Demonstrates knowledge of, and accesses, policies and procedural guidelines that have implications for practice.</p>	<p># of core and additional WCTO checks delivered within time frame specified in the WCTO schedule.</p> <p>Uses professional standards of practice. Practises nursing in accord with relevant legislation/codes/policies and upholds client rights derived from that legislation.</p>

	<p>Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.</p> <p>Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by Enrolled Nurses and Community Support Workers.</p> <p>Practises nursing in a manner that the client determines as being culturally safe.</p> <p>Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.</p> <p>Client service provision – client intake, consent, needs assessment and client planning</p> <p>Evaluates client's progress toward expected outcomes in partnership with clients.</p> <p>Ensures documentation is accurate and</p>	<p>Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand.</p> <p>Takes into consideration the role and competence of staff when delegating work. Seeks advice from a senior registered nurse if unsure about the role and competence of enrolled nurses and others when delegating work.</p> <p>Practises in a way that respects each client's identity and right to hold personal beliefs, values and goals.</p> <p>Uses suitable assessment tools and methods to assist the collection of data. Undertakes assessment in an organised and systematic way.</p> <p>The client intake, consent form are completed as per the Client Service Provision policy and medtech is updated. A client needs assessment is completed and care plan developed in collaboration with the client/whānau.</p> <p>Regular review of client/whānau plan in partnership with the client/whānau.</p> <p>A record of the client</p>	<p>Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori.</p> <p>Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses, and others.</p> <p>Applies the principles of cultural safety in own nursing practice.</p> <p>Applies relevant research to underpin nursing assessment.</p> <p>Provides planned nursing care to achieve identified outcomes. Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.</p> <p>Evaluations show an increase in knowledge, a change in attitude/opinion or a behavior or circumstance change.</p> <p>Maintains clear, concise,</p>
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	<p>maintains confidentiality of information.</p> <p>Provide health education information and advice to individuals/whānau to support them to achieve/maintain wellness.</p> <p>Support the development and implementation of programs/promotional events which promote healthy lifestyle changes for individuals and groups.</p> <p>Collaboration and networking with other services/agencies to increase individual/whānau access to other health, education and social services.</p> <p>To represent Kahungunu Executive by attending relevant Hui, meetings, and seminars where the presence of Kahungunu Executive is required to have representation from the organization in the interests of the Wairoa community.</p>	<p>visit is documented on medtech within 24 hours of the consultation.</p> <p>Promotion of health education/promotion topics relevant to whānau including (but not limited to); breastfeeding, nutrition, SUDI, immunization, parenting support, oral health, child development, child safety and injury prevention.</p> <p>Services/programs are delivered in a coordinated and consistent manner Programs/services are evaluated to measure their effectiveness</p> <p>Individuals/whānau are referred to other supporting services/agencies and are supported to achieve positive outcomes</p>	<p>timely, accurate and current client records within a legal and ethical framework.</p> <p>Client/whānau plan goals achieved. Evaluations show an increase in knowledge, a change in attitude/opinion or a behavior or circumstance change.</p> <p>Evaluations show an increase in skills and knowledge, a change in attitude/opinion, behavior and circumstance as evidenced by subjective and objective data captured.</p> <p>Written referrals to other health and social services are completed with client/whānau consent. Collaboration with other health and social services.</p>
Staff Induction and Professional Development	Complete the KE induction programme	New staff complete the KE induction programme to build knowledge and awareness of KE services, policies and procedures as well as	New staff are proactive in completing the staff induction in collaboration with Team Coordinator within a three month time frame. A record is kept of the

	<p>Identify training needs (in collaboration with the Team Coordinator and Clinical leader) which are relevant to the position and staff needs.</p> <p>Prepare for regular coaching with Clinical Leader.</p> <p>Participates in the annual performance appraisal process.</p> <p>Participates in the Peer Supervision process</p>	<p>network with other services and agencies</p> <p>Staff attends relevant training to support them in delivering the service such as (but not limited to) breastfeeding, SUDI, infection prevention and control, Health Literacy, Smoke Cessation.</p> <p>Coaching is carried out on a regular (two monthly) basis with the Clinical Leader.</p> <p>Performance Appraisal completed annually in partnership between staff and Clinical Leader and signed off by General Manager.</p> <p>Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</p>	<p>induction process and held on the staff members personnel file</p> <p>Training and professional development needs identified through the coaching process and training applications are submitted accordingly. Training and activity report submitted to Team Coordinator. Training cards updated.</p> <p>Written record of coaching filed on personnel file.</p> <p>Signed record of Annual Performance Appraisal kept on personnel file.</p> <p>Evidence of being an active contributor and participator in the Peer Supervision sessions</p>
Health and Safety	To be aware of and abide by the Health and Safety policies and procedures of Kahungunu Executive	Staff will have an awareness of Health and Safety processes including (but not limited to) Infection Prevention and Control practices, Emergency Evacuation procedures, staff safety when visiting clients in the community, reporting of incidents and near misses.	Staff complete the Induction programme (which includes a H&S component) which is held on their personnel file and have read and understand KE policies and procedures pertaining to Health and Safety.
Outcomes Reporting (RBA)	<p>To collect feedback and data from clients/whānau about the service</p> <p>Participates in quality improvement activities to monitor and improve</p>	Appropriate methods to collect data are actioned to capture subjective and objective data to measure client/whānau outcomes. Staff is provided with feedback regarding evaluation of	Evaluations show an increase in skills and knowledge, a change in attitude/opinion, behavior and circumstance as evidenced by subjective and objective data

	standards of nursing.	outcomes.	captured.  Evaluations analyzed and recorded through the Quality Management Systems.
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## **Kahungunu Executive ki Te Wairoa Charitable Trust Person Specifications**

**Position:** Tamariki Ora Registered Nurse

### **Essential:**

- Registered Nurse with a current Annual Practicing Certificate
- A post graduate certificate in Child and Family Health Specialty Nursing; and/or
- A willingness to undertake professional development/training relevant to the position
- A commitment to the Treaty of Waitangi and Tikanga Maori
- Be conversant with the Statutory requirements of the Privacy Act 2020
- Current clean and full drivers licence
- Police vetting check with no history that would require exemption

### **Skills and Knowledge:**

- An autonomous practitioner with sound time management skills who has an ability to work well within a multidisciplinary team with clients/whānau
- Knowledge of child health needs assessment, nursing diagnosis and treatment including identification of clients and whānau at risk of illness or injury
- Knowledge of Kaupapa Maori models for undertaking client/whānau assessment
- Promotion/provision of screening services such as (but not limited to); vision and hearing screening, smoking and alcohol screening, family violence screening
- Knowledge and experience in working with Whānau, Marae, Hapu and Iwi
- Knowledge of other health, education and social services available for the Wairoa community
- Excellent organisational skills, with an ability to cope effectively with changing priorities and environment
- Excellent interpersonal skills, with an ability to liaise confidently and professionally with a wide range of people and culture
- Good time management skills - able to prioritise and set realistic goals and timeframes
- Sound written and verbal communication skills
- Experience in the use of all Microsoft suite applications and Medtech patient management system
- Knowledge with integration and co-ordination of healthcare
- Delivering health education and promotion to individuals or whānau groups in the community setting

### **Personal Attributes:**

- A high level of motivation and initiative.
- A passion to support individuals/whānau to achieve their aspirations in a positive, professional and friendly manner
- The ability to work through conflict resolutions.
- Ability to maintain confidentiality
- Honesty, integrity and reliability

## **Essential Key Result Areas:**

### **Registered Nurse Competencies:**

**Domain 1- Professional Responsibility-** This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgement by being accountable for own actions and decisions, while promoting an environment that maximises clients' safety, independence, quality of life and health.

#### **Competencies**

- 1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements
- 1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice
- 1.3 Demonstrates and understands accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others in the mobile nurse contract
- 1.4 Promotes an environment that enables whānau/client safety independence, quality of life, and health
- 1.5 Practices nursing in a manner that the client determines as being culturally safe

**Domain 2 – Management of Nursing Care –** This domain contains competencies related to whānau/client assessment and managing client care, which is responsive to whānau/ clients' needs and which is supported by nursing knowledge and evidence based research.

#### **Competencies**

- 2.1 Provides planned nursing care to achieve identified outcomes
- 2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.
- 2.3 Ensures documentation is accurate and maintains confidentiality of information.
- 2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.
- 2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.
- 2.6 Evaluates client's progress toward expected outcomes in partnership with clients.
- 2.7 Provides health education appropriate to the needs of the Whānau/client within a nursing framework
- 2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.
- 2.9 Maintains professional development

**Domain 3 – Interpersonal Relationships –** This domain contains competencies related to interpersonal and therapeutic communication with clients. Other nursing staff and Interprofessional communication and documentation

#### **Competencies**

- 3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with Whānau/client
- 3.2 Practices nursing in a negotiated partnership with the client where and when possible
- 3.3 Communicates effectively with Whānau/clients and members of the health care team

**Domain 4 –Inter-Professional Health Care & Quality Improvement –** This domain contains competencies to demonstrate that, as a member of the health care team, the nurse evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.

To demonstrate that, as a member of the health care team, the nurse evaluates the effectiveness of care by interacting effectively with whānau/staff and team members to facilitate and enhance quality client care delivery.



### **Competencies**

- 4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care
- 4.2 Recognises and values the roles and skills of all members of the health and pastoral care team in the delivery of care
- 4.3 Participates in quality improvement activities to monitor and improve standards of nursing