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| **INSERT ORGANISATION’S NAME** |  |
| **POSITION TITLE: Nurse Practitioner: Primary Health Care** | |

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| **Date produced/reviewed:** |  |
| **Position holder’s name:** |  |
| **Position holder’s signature:** |  |

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| **Manager’s name:** |  | | |
| **Manager’s signature:** |  | | |
| **Date:** |  | **Next review date:** |  |

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| **Responsible to** | Manager for operational achievement of objectives and goals for the service. Where the manager is not a nurse professional development and accountability may be with a Director of Nursing, or equivalent, in the organisation. | | |
| **Functional Relationship with:** | *Delete/include as appropriate* |  | |
| **Internal:** | Nursing directorate, clinical / charge nurse manager, nursing staff and students.  Medical, health care assistants, and administration staff. | All allied health professionals - pharmacists, physio, social worker, midwife. |
| **External:** | Individuals/family/whānau.  PHO / Hospitals/ /General Practice /  Aged Residential Care.  Govt agencies – WINZ/CYPFS/schools  Community groups & centres including local Iwi and migrant communities. | PHO/DHB Nursing directorate  Primary Options for Acute Care (POAC)  Nursing Organisations.  Emergency services.  Suppliers. | |
| **PURPOSE OF POSITION** | | | |
| To improve health outcomes through advanced nursing practice with a specific population. Provide leadership and consultancy in primary health care. Develop nursing guidelines and policy, nursing education, nursing quality improvement in specialty. Shows scholarly research inquiry into nursing practice. Lead developments and changes in nursing practice. Appointee approved by the Nursing Council to hold Nurse Practitioner Registration. | | | |

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| **NATURE AND SCOPE OF ACCOUNTABILITIES** |
| Clinical and Professional Leadership |
| * Effective clinical leadership and consultancy. * Takes a leadership role in complex clinical primary health care situations across settings and disciplines and follows through with required change to systems and processes as necessary. * Is recognised as an authority on primary health care practice locally and nationally. * Collaborates and leads effectively within the multidisciplinary team. * Briefs DoN and colleagues on relevant trends and issues. * Demonstrates skilled mentoring/coaching and teaching. * Undertakes clinical supervision. * Handles problems and complaints sensitively.   **Expert advice**   * Acts as a consultant for primary health care and management within the scope of practice. * Recommends appropriate primary health care products. * Acts as a speciality consultants nationally and internationally.   **Interprofessional health care**   * Promotes nursing contribution to health care * Collaborates across the care continuum with relevant multidisciplinary and intersectoral groups to take a co-ordinated and evaluative approach to care delivery.   **Conducts and/or participates in relevant research**   * Relevant nursing and related research which challenges practice at local, national and international level.   **Develops and influences health/ socio-economic policies and nursing practice at a local, national and international level**   * Contributes to policy development to primary health care locally and contributes nationally. * Represents nursing at a strategic level in planning. |
| Clinical Practice / Client Care Coordination |
| * Demonstrates effective clinical management of primary health care clients within scope of practice. * Utilises current research and evidence-based, advanced holistic assessment and diagnostic reasoning to form sound professional judgements in practice and consults as required. * Uses knowledge of pathophysiology and pharmacology, and advanced health assessment skills to perform diagnosis and to plan care. * Orders and interprets appropriate diagnostic and laboratory tests and explains the necessity, preparation, nature and anticipated effects of procedure(s) to clients/whānau/staff and other members of the health care team. * Effectively manages own caseload. * Performs therapeutic or diagnostic procedures based upon clients clinical status and documents clients response to the procedure(s). * Practices as a member of the multidisciplinary team to improve outcomes for clients within the primary health care setting. * Identifies educational needs of the client/whānau/ and nursing staff and participates in teaching opportunities. * Maintains and supports expertise in nursing practice. * Advocates on behalf of clients/whānau/colleagues as appropriate. * Assists the multidisciplinary team with decision-making related to medico-legal and ethical issues.   **Establishes and promotes effective models of care by**   * Care delivery which maintains continuity of plan and provider and refers as required. * Innovative approaches are utilised as necessary to meet client needs. |
| Education and Clinical Teaching |
| * Ensure that all relevant organisational policies, procedures and guidelines can be accessed and complied with and that staff are familiar with these. * 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. |
| Continuous Quality Improvement |
| * Participates in the development of the nursing service plans and ongoing improvement activities. * Participates in relevant education programmes and improvement projects. * Continuously improves care processes to improve client outcomes and documents. * Champions quality improvement methodology with a focus on high standards of care. * Aligns with the organisation’s strategic direction as outlined in the District Annual Plan and Nursing Strategic Plan. * Participates in peer review, case review and debriefing activities. * Provides expert advice to investigations, assessment of practice and reviews outcomes. Collaborates on changes to practice and follows up required. |
| Professional Development and Clinical Competency |
| * Maintain and update own knowledge base regarding speciality area and education delivery. 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. * Participates 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 a registered nurse is achieved and maintained. |
| Cultural Competency |
| * Practice in a way that respects each health consumer’s identity and right to hold personal beliefs, values and goals. * Tikanga Māori will be observed wherever appropriate, such as use of Te Reo Māori, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga.   Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, Mental Health Providers, General Practices and community agencies.  Integrate Māori practice models alongside clinical practice as possible.  Undertake cultural supervision as required.  Tino Rangatiratanga is encouraged in all professional relationships.  Ongoing upskilling and training in Te Ao Māori. |
| Health and Safety |
| **Recognise individual responsibility for workplace health and safety under the Health and Safety Act 1992.**   * The Organisations Health and Safety policies are read, understood, and role modelled throughout the practice. * Workplace hazards are identified and reported including self-management of hazards as appropriate. * All near misses/incidents/accidents are reported to manager within 24 hours. * Participates and is involved in Health and Safety management systems and initiatives throughout the service area. * Contributing to the identification of specifications, trials and purchase of new equipment. * Contributing to the identification of possible research/quality projects and participate in the development,   implementation and feedback.   * Contributing to the development and reviewing of standards of practice, protocols and policies. * Works with the Service Quality Coordinator to facilitate event meetings designed to promote quality improvement and compliance in the primary health care setting.   **May include management roles**   * Ensures a safe working environment and safe working practices * Plans, leads, organises and controls Health & Safety activities directed .at preventing harm in the workplace, in consultation with employees and Health & Safety representatives for area * Ensures that all accidents/incidents in the workplace are reported using the (RiskmonitorPro or other) database, are investigated and that hazards are recognised and adequate controls put in place * Ensures compliance with protocols regarding safety and emergency issues. |
| Utilise Information Technology |
| * Access and use available clinical information systems. * Competently utilise software and applications relevant to the workplace and role. For example Medtech, Concerto. * Interpret and utilise data to support a population health approach. * Familiar with programmes to develop professional presentations. |

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| Problem complexity | |
| 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. | |
| Scope of Action/Delegations | |
| 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 empowered to make decisions or recommendations relating primary health care client management. Discretion is required to be exercised in releasing  confidential information to the appropriate parties.  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. | |
| Budget: | This position does / does not hold a budget. |
| Direct reports: | This position has / has no direct reports. |

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| **PERSON SPECIFICATIONS** | |
| **Education:**  Essential | Desired |
| * Clinically focused Masters degree in Nursing. * Registered as Nurse Practitioner with NZNC. * Current Practicing Certificate. * Prescribing. | * Education/clinical teaching qualifications. * ABC Smoking Cessation Training. |
| **Experience/Knowledge**  Essential | Desired |
| * 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. | * Demonstrated ability to articulate nursing advice to the multidisciplinary team. * Understanding of integration in the local DHB perspective. |
| Specific Skills/Personal and Professional Qualities | |
| * Advanced health assessment and management skills in primary health care client 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 client 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 client/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. | * Research skills. * Conflict management skills. * Demonstrated ability in the development of staff. * Active involvement in   relevant, professional/other organisations. |

Reference to Nurse Practitioner NZ and CMDHB examples of NP Job Descriptions

<http://www.nurse.org.nz/examples-of-np-job-descriptions-business-case-proposals.html>. Sourced 20 Jan 2015.