

**Position Description for Primary Health Care Nurse**

**Scope:** The term “Primary Health Care Nursing” refers to the practice of nurses who provide care in the community in a variety of roles and settings.

PHC nurses are practice nurses, public health nurses, Plunket nurses, district nurses, rural nurses, nurses providing care to specific groups (e.g. people with long-term conditions and people with disabilities), and nurses working in urgent care clinics. PHC nurses work in:

Well Child services, Youth health, Occupational health, family planning/sexual health, mental health and addictions, Corrections, health education/promotion, aged care, non-governmental organisations, for Māori and Iwi providers, and Pacific health providers.

PHC nurses are also managers and leaders of community-based services.

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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,
* Clinical / Charge Nurse Manager,
* Nursing staff and Nursing students.
* Medical practitioners,
* Health Care Assistants and Administration Staff.
 | All allied health professionals, e.g. * Pharmacists,
* physio,
* OT, and
* Social worker.

Other nursing provider’s e.g. * Midwives,
* Plunket,
* District Nurses, etc.
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| **External:** | * Individual/family/whānau,
* PHOs,
* Hospitals,
* General Practice, and
* 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, and
* Suppliers.
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| **PURPOSE OF POSITION** |
| To provide clients, including families/whanau and communities with nursing care that is client/community-centred, based on comprehensive nursing assessment, ensures continuity, is culturally sensitive, and evidence-based to optimise quality of life. The Primary Health Care Nurse (PHCN) will provide holistic care in an autonomous manner within the community through multi and inter-disciplinary approaches to assist clients, their family/whānau and communities to meet their health needs.  |

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| **PRINCIPAL ROLE ACCOUNTABILITIES AND EXPECTATIONS:** |
| **Management of Nursing Care*** To manage nursing care in a manner that is responsive to the client’s needs and is supported by nursing knowledge
* Monitoring health conditions at an individual and population level. This may include asthma, skin allergies, diabetes, cardiovascular conditions, blood disorders, alcohol and drug dependence, mental health and sexual health issues.
 | * Assesses, plans and provides nursing care using an appropriate nursing framework
* Assesses and determines client health status and outcomes of nursing intervention
* Evaluates effectiveness of nursing care plans and seeks assistance and knowledge as necessary
* Performs nursing interventions safely whilst showing effective time management skills
* Administers, monitors and evaluates the effectiveness of prescribed interventions, treatments and medications and takes remedial action and/or refers accordingly
* Advocates on behalf of client/family/community in an appropriate manner
* Maintains clear, concise, timely, accurate and current patient records within a legal and ethical framework.
* Develops innovative approaches to problem solving and utilizes the skills of other interdisciplinary team members to coordinate and resolve problems to meet client needs
* Provides a high standard of clinical skill which may include but not be limited to; community assessment, child health, youth health, immunisations,wound care, long term conditions management, palliative/end of life care, continence management, health promotion and medication management
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| **Communication*** To relate in a professional manner and communicate effectively to support client care
 | * Provides information to the client that ensures the client understands, is supported and able to make informed decisions
* Communicates effectively with patients, family/whanau and communities, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
* Supports clients request if needing an advocate to assist them to make decisions
* Responds to challenging situations and learns from nursing practice through reflection in decision making and problem solving
* Ensures clients right to privacy
* Effectively meets client needs; build productive client relationships and take responsibility for client satisfaction and loyalty
* Communicates with a variety of staff both internally and externally to ensure consistency of information and care for clients
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| **Health Education*** To identify teaching methods appropriate to the client
* To recognize the potential for health teaching in nursing interventions
 | * Assesses, plans, implements and evaluates client focused care to clients with complex needs
* Supports the client and/or others to access continued health care
* Recognizes own limitations and determines appropriate person to deliver health education sessions
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| **Quality Improvement** * To contribute to ongoing quality improvement in nursing practice and service delivery
 | * Identifies evidence that contributes to an evaluation of nursing practice and service delivery with the goal of improving quality
* Participates in review and audit of practice and policies based on research
* Practices nursing in a manner that reflects organisational goals and policies
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| **Delegation and Direction** * To provide direction, monitoring and evaluation of nursing care that is provided by enrolled nurses and support workers
 | * Complies with NCNZ regulations and policies when making decisions regarding delegation of care and providing direction to Enrolled Nurses, nurse assistants, support workers and others and seeks advice appropriately.
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| **Health and Safety*** To recognise the individual responsibility for Health and Safety at Work Act 2015 and Health and Safety in Employment Act 1992
 | * Is familiar with all policies and procedures as they affect the working environment;
* Monitors work areas and practice to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.
* Ensures all equipment supplied for use by the client and family is safe, functional and suitable for purpose
* Educates the client and their family on how to access, maintain and use equipment and supplies required for self-care
* Applies infection prevention and control measures according to local and national guidelines.
* Reports all incidents including near misses, and unidentified hazards as required;
* Actively participates in the employers Health and Safety programmes
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| **Professional Development*** To maintain own professional development
 | * Acts in an ethical manner consistent with the organisation’s values.
* Recognises and works within own competence and professional code of conduct as regulated by the NCNZ.
* Undertakes responsibility for own professional nursing development to ensure it meets the minimum requirements set by the NCNZ.
* Partakes in annual performance reviews and process to identify ongoing professional development requirements
* Identifies opportunities for own professional development by attendance at educational courses and conferences relevant to the role and scope of practice
* Contribute to the nursing development of nursing colleagues by providing feedback and education updates from attending education activities
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| **Te Tiriti O Waitangi. - Equity and Diversity*** To apply the principles of the Treaty of Waitangi to nursing practice
 | * Works in partnership with Māori health clients, whānau/family, hapu and iwi to achieve positive health outcomes and improve health status.
* Ensures nursing care is culturally appropriate and acceptable to Māori health clients and their whānau, and is underpinned by the recognition that Māori are a diverse population.
* Observes Tikanga Māori practices wherever appropriate, such as use of Te Reo Māori, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga.
* Undertakes cultural supervision as required.
* Tino Rangatiratanga is encouraged in all professional relationships.
* Ongoing upskilling and training in Te Ao Māori.
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| **Cultural Safety** | * Practices in a way that respects the client’s identity and right to hold personal beliefs, values and goals.
* Assists clients to gain appropriate support and representation from those who understand the client’s culture, needs and preferences
* Consults with members of cultural and other groups as requested and approved by the client
* Reflects on his/her own practice and values that impact on nursing care in relation to the client’s age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability
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| *This position description is not exhaustive and the incumbent may be requested to perform any reasonable task requested by their Nurse Manager/Manager* |

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| **PERSON SPECIFICATIONS** |
| **Education:**Essential | Desired within scope of a Primary Health Care Nurse Role e.g. Practice Nurse, Public Health, etc. |
| * Registered Nurse with Nursing Council of NZ.
* Holds current Annual Practicing Certificate.
* CPR Certificate.
 | E.g.:* Independent Vaccinators Certificate.
* ABC Smoking Cessation Training.
* Registered Cervical Smear Taker
* Working towards or completed graduate/

 post-graduate qualification in primary Health Care Specialty Nursing .e.g. wound care, child  health, long term conditions, IPC, end of life  care, etc. |
| **Experience/Knowledge** Essential | Desired |
| * Understanding of medico/legal and ethical responsibilities.
* Knowledge of current government strategies, policies, codes, guidelines and legislation relating to nursing and health.
* The ability to work independently and be a member of a team.
* Experience in problem solving, priority setting, and planning.
* Ability to critically examine practice utilising evidenced based nursing.
 | * Functioning at Competent level or above on PDRP.
* Proven understanding of the environmental factors affecting primary health care services.
* Good understanding of the specific health needs of local populations – in particular Māori and Pacific. An understanding of special health needs of DHB’s/PHO’s population respective to Māori and Pacific.
* Proficient in the use of relevant IT/PMS systems.
* Negotiation/mediation management skills.
* Involved in research, teaching and innovation that has changed clinical practice.
* Experience of working across both primary and secondary healthcare services.
* Understanding of integration relevant to the local DHB.
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| **Specific Skills/Personal and Professional Qualities** |
| * Cultural awareness and its application to nursing practice.
* Legal and professional accountability.
* Holds personal nursing indemnity insurance.
* Approachable.
* Planning and organising.
* Integrity and trust.
* Communication Skills.
* Initiative.
* Negotiation and conflict resolution.
* A professional development plan
 | * Active involvement in relevant professional / other organisations.
* Suitable for a nurse wishing to advance towards a nurse practitioner role.
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