

**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:** |  |
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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. |
| **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. |
| **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 |
| **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 |
| **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 |
| **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 |
| **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. |
| **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 |
| **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 |
| **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. |
| **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 |
| *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. |
| **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. |