



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.

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

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

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:	<i>Delete/include as appropriate</i>	
Internal:	<ul style="list-style-type: none"> ~ Nursing, ~ Clinical / Charge Nurse Manager, ~ Nursing staff and Nursing students. ~ Medical practitioners, ~ Health Care Assistants and Administration Staff. 	<p>All allied health professionals, e.g.</p> <ul style="list-style-type: none"> ~ Pharmacists, ~ physio, ~ OT, and ~ Social worker. <p>Other nursing provider's e.g.</p> <ul style="list-style-type: none"> ~ Midwives, ~ Plunket, ~ District Nurses, etc.
External:	<ul style="list-style-type: none"> ~ Individual/family/whānau, ~ PHOs, ~ Hospitals, ~ General Practice, and ~ Aged Residential Care. <p>Govt agencies</p> <ul style="list-style-type: none"> ~ WINZ ~ Oranga Tamariki ~ Schools <p>~ Community groups & centres including local Iwi and migrant communities.</p>	<ul style="list-style-type: none"> ~ PHO/DHB Nursing Directorate ~ Primary Options for Acute Care (POAC), ~ Nursing Organisations, ~ Emergency services, and ~ Suppliers.
PURPOSE OF POSITION		
<p>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.</p> <p>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.</p>		

PRINCIPAL ROLE ACCOUNTABILITIES AND EXPECTATIONS:

<p>Management of Nursing Care</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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
<p>Communication</p> <ul style="list-style-type: none">• To relate in a professional manner and communicate effectively to support client care	<ul style="list-style-type: none">• 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

	<ul style="list-style-type: none"> • 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
<p>Health Education</p> <ul style="list-style-type: none"> • To identify teaching methods appropriate to the client • To recognize the potential for health teaching in nursing interventions 	<ul style="list-style-type: none"> • 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
<p>Quality Improvement</p> <ul style="list-style-type: none"> • To contribute to ongoing quality improvement in nursing practice and service delivery 	<ul style="list-style-type: none"> • 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
<p>Delegation and Direction</p> <ul style="list-style-type: none"> • To provide direction, monitoring and evaluation of nursing care that is provided by enrolled nurses and support workers 	<ul style="list-style-type: none"> • 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.
<p>Health and Safety</p> <ul style="list-style-type: none"> • To recognise the individual responsibility for Health and Safety at Work Act 2015 and Health and Safety in Employment Act 1992 	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
<p>Professional Development</p> <ul style="list-style-type: none"> • To maintain own professional development 	<ul style="list-style-type: none"> • 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
<p>Te Tiriti O Waitangi. - Equity and Diversity</p> <ul style="list-style-type: none"> • To apply the principles of the Treaty of Waitangi to nursing practice 	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Tino Rangatiratanga is encouraged in all professional relationships. • Ongoing upskilling and training in Te Ao Māori.
Cultural Safety	<ul style="list-style-type: none"> • 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
Compliance	<ul style="list-style-type: none"> • The PHC Nurse accepts responsibility for ensuring that their nursing practice and conduct meets the ethical and relevant legislative requirements; acting as a resource, role model or leader as appropriate:
<p><i>This position description is not exhaustive, and the incumbent may be requested to perform any reasonable task requested by their Nurse Manager/Manager</i></p>	

PERSON SPECIFICATIONS	
Education: Essential	Desired within scope of a Primary Health Care Nurse Role e.g., Practice Nurse, Public Health, etc.
<ul style="list-style-type: none"> • Registered Nurse with Nursing Council of NZ. • Holds current Annual Practicing Certificate. • CPR Certificate. 	E.g.: <ul style="list-style-type: none"> • 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. wound care, child health, long term conditions, IPC, end of life care, etc.
Experience/Knowledge Essential	Desired
<ul style="list-style-type: none"> • Understanding of medico/legal and ethical responsibilities. 	<ul style="list-style-type: none"> • Functioning at Competent level or above on PDRP.

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. • Understanding of integration relevant to the local DHB.
Specific Skills/Personal and Professional Qualities	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Active involvement in relevant professional / other organisations. • Suitable for a nurse wishing to advance towards a nurse practitioner role.

Appendix:

Please add the relevant appendices as per your organizational requirements.