

Gore Health Ltd Position Description

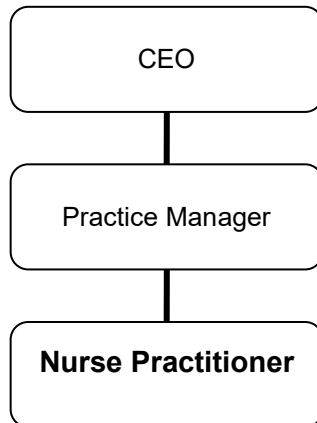
Position Title: Nurse Practitioner

Location: Gore Health Ltd (GHL) – Gore Health Centre and other locations as required

Responsible to: Practice Manager

Employment Conditions:

Organisational Relationship



Position Holder's Name : _____

Position Holder's Signature : _____

Practice Manager's Name : _____

Practice Manager's Signature : _____

Date : _____

Te Tiriti o Waitangi

GHL recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Te Tiriti o Waitangi. As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

Health and Safety

GHL is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of GHL, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your Practice Manager.

To participate in, and comply with, the requirements of the Health & Safety at Work Act 2015 and regulations and associated GHL procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated or minimised.
- Comply with GHL incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.

Quality and Risk

GHL is committed to continuous quality improvement and service excellence. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

General Responsibilities

1. PROFESSIONAL RESPONSIBILITIES

As an employee of Gore Health you are required to:

- Maintain appropriate level of CPR Certification.
- Maintain competency on work-related knowledge, best practices and legislation.
- Make a personal contribution towards effective and efficient working relationships within Gore Health Ltd.
- Implementation of practice is customer-focused and meets professional standards.
- Participate in Annual Performance with the Business Manager, identifying goals and training needs.
- Manage your own time and prioritise your work effectively.

2. LEGISLATION, REGULATIONS AND COMPANY POLICIES

You are required to:

- Be familiar with and adhere to the provisions of:
 - all relevant acts and regulations,
 - all company, hospital and department policies,
 - relevant procedure manuals

3. RISK MANAGEMENT

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks that have high cost or safety implications.
- Complete a GHC/Gore Hospital HAIR report form for any accident, incident or near miss that has taken place at work.
- Respond to complaints according to appropriate policies.

4. OCCUPATIONAL HEALTH AND SAFETY

You are required to:

- Carry out your work in a healthy and safe manner.
- Encourage and assist others to work in the same way.
- Report and rectify any unsafe workplace conditions/practices.
- Complete GHC/Gore Hospital HAIR report form for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operate with, support and promote occupational health and safety actions and initiatives in the workplace.
- Read and understand the health and safety manual, any relevant chemical information, and the emergency plan.
- Keep your knowledge of identified hazards up to date.

5. SECURITY

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Personnel of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete a GHC/Gore Hospital HAIR report form for any incident which has or might have compromised the safety of staff, patients and visitors.

6. CONFIDENTIALITY

- Adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information. Maintain strict confidentiality of knowledge gained in the course of your work concerning patient, colleague and Gore Health Business at all times while working for Gore Health and upon termination of employment.

PURPOSE OF POSITION

To provide advanced nursing expertise and leadership, to enhance care planning, treatment and outcomes for patients in our GP Practice. Assessment, clinical management and coordination of care will ensure appropriate, safe and timely care delivery. As a member of the general practice team the NP is responsible for providing patient-centred, culturally appropriate, and individual holistic care.

The NP will:

- practice both independently and in collaboration with other health care professionals to promote health, prevent disease and to diagnose, assess and manage people's health needs
- provide a wide range of assessment and treatment interventions including differential diagnoses, ordering, conducting and interpreting diagnostic and laboratory tests and administering therapies for the management of potential or actual health needs.
- work in partnership with individuals, families, whanau and communities across a range of settings
- will prescribe medicines within the area of primary practice and NP scope.

The NP may also be required to participate in the After Hours on-call roster.

KEY TASKS & RESPONSIBILITIES

Clinical Practice	
<i>Expected Outcome</i>	<i>Performance Measures</i>
Advanced Clinical Practice	• Demonstrates the competencies for the Nurse Practitioner Scope of Practice, (www.ncnz.org.nz). • Applies advanced nursing practice in the provision of primary health care services to patients and their families/whanau • Demonstrates advanced comprehensive patient health assessment skills and diagnostic decision making • Demonstrates complex decision making skills to support advanced practice. • Orders, conducts and interprets diagnostic and laboratory tests, and administers therapies for the management of potential or actual health needs • Consistently uses appropriate tests and investigations based upon the patient's clinical status to support clinical reasoning and evaluates measurable outcomes. • Provides patients and families/whanau with appropriate clinical information to support informed decision making. • Demonstrates competency with prescribing (under the Medicines Amendment Act 2013) and regular medication review for patients.
Maintaining Health:	• Ongoing health and development assessment and advice. • Appropriate evidence based screening, risk assessment and early detection of illness, disease and disability. • Use of recall and reminder systems and referral, as appropriate, to national screening programmes. • Interventions to assist people to reduce or change risky and harmful lifestyle behaviour. • Family planning services, provision of contraceptive advice and sexual health services. • Ensure Immunisation programmes are available to the practice population. • Working with public health providers in the prevention and control of communicable diseases for individuals and families/whanau and reporting to relevant public health providers. • Ongoing care and support for people with chronic and terminal conditions to reduce deterioration, increase independence and reduce suffering linking, where relevant, with appropriate service providers.
Improving Health:	• Health promotion to the practices' enrolled population, linking to public health programmes at a national, regional and local level and utilizing such programmes to target specific

	populations. Health education, counselling and information provision about how to improve health and prevent disease and interventions or treatments that treat risk factors.
Financial	
<i>Expected Outcome</i>	<i>Performance Measures</i>
Invoicing	All patient services undertaken are charged out in accordance with appropriate protocols.
Compliance	When claiming subsidies from any funding agency, all compliance clauses must be adhered to.
Other	Assist with provision of information for practice reporting requirements, as requested.
IT System Management	
<i>Expected Outcome</i>	<i>Performance Measures</i>
Accuracy of information	All information entered into the Medtech Patient Management system is accurate, appropriate and in accordance with agreed protocols.
Clinical Notes	All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient.
PHO Management	
<i>Expected Outcome</i>	<i>Performance Measures</i>
Patient PHO enrolment	Promoting the benefits of enrolling in the PHO, to patients.
Age/Sex Register	Patient information in the patient register is correct and up to date to ensure funding opportunities are maximised.
PHO Reporting	Reports are completed within agreed timeframes.
Advocacy	
<i>Expected Outcomes</i>	<i>Performance Measures</i>
Patient and public rights, dignity, confidentiality, privacy and cultural needs are respected and maintained.	- Evidence that Privacy Act and Health Information Privacy Code are adhered to. - Evidence that cultural needs, dignity are respected. - Patient/staff/public rights are acknowledged and reflected in administrative practice.
Cultural Safety	
Promote the development of a culturally safe environment for patients, staff and visitors	
<i>Expected Outcomes</i>	<i>Performance Measures</i>
Cultural and spiritual needs are met with sensitivity, including those of the family/whanau and significant others	- Appropriate requests for special needs are met - Demonstrated evidence of awareness and knowledge of the cultural and spiritual needs of patients, staff, visitors and colleagues.
Services are delivered in a supportive manner that respects the dignity, rights, needs, abilities and cultural values of the client their family/whanau	Service levels are uniform and exhibit adaptability to the individuals, rights, needs, culture and personal philosophy

Quality Assurance	
<i>Expected Outcomes</i>	<i>Performance Measures</i>
Participation in continuous improvement program within Gore Health	• Ensure all policies, procedures and standards of practice of GHL, relevant Acts, Regulations, statutory obligations and the principles of the Treaty of Waitangi and recognition of Tangata Whenua are adhered to. • Actively participate in quality assurance activities. • Continuing audit programs and follow-up processes, including problem identification, action plans, strategic direction are developed and adhered to. • Active involvement in the development of policies standards protocols and procedures which reflect contemporary practice and quality service delivery
Professional Development Accepts responsibility for own professional development to maintain and expand current knowledge base and skills	
<i>Expected Outcomes</i>	<i>Performance Measures</i>
Ongoing goals and objectives are set annually with the Business Manager for further development of knowledge and skills	• Completed yearly Performance Appraisal is agreed to and signed by both parties • Evidence of achieving goals and objectives within agreed timeframes.
Professional Standards	• Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice. • Keep yourself up to date on knowledge, best practices and legislation relating to your work. • Make a personal contribution towards effective and efficient working relationships within your team and other Gore Health departments. • Ensure you carry out your work in a way that is patient-focused and meets professional standards. • Demonstrates use of nursing and medical research in clinical practice and commits to self and nursing education and professional development. • In conjunction with the Business Manager, training needs are identified and plan to meet those needs. • Undertake annual CPR, Fire Training and any other service requirement training as per GHL CQI plan and procedures. • Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of knowledge base. • Manages own time and prioritises workload effectively.

Other Duties	
<i>Expected Outcomes</i>	<i>Performance Measures</i>
Other Duties	This position description does not intend to cover every detail that may be required with the role. Therefore, the expectation is that any other reasonable duties, as required by the CEO, will be undertaken in accordance with the conditions of the position.

Person Specification

Experience/Qualifications:

- Registration with the Nursing Council of New Zealand in the Nurse Practitioner Scope of Practice and holds a current practising certificate.
- Minimum of 5 years' experience in a senior Registered Nurse/Practice Nurse/Nurse Practitioner role.
- The completion of a NZ approved Clinical Master's degree

Skills/Personal Attributes

- Extensive and recent primary care nursing experience preferably in a rural setting
- Evidence of working at a level of advanced practice in primary care
- A strong understanding of evidence based practice.
- Have a strong commitment to interdisciplinary team work, influencing patient/family/whanau focused practice and goal attainment.
- Ability to lead a team and achieve goals and targets
- Demonstrating leadership qualities such as vision, openness, flexibility and integrity.
- Evidence of teaching and learning principles.
- Demonstrates a collaborative working style, enabling the creation of strong and effective relationships with peers and other colleagues.
- Ability to work effectively through conflict and maintain personal resilience in difficult situations.
- Evidence of advanced nursing expertise and working across care settings.
- Knowledge and understanding of medico/legal and ethical responsibilities for the NP role.
- Well developed communication and interpersonal skills.
- Ability to work autonomously and collaboratively.
- Demonstrate a commitment to and understanding of the Treaty of Waitangi and openness to wider cultural diversity.
- An understanding of population health
- Have a current driver's licence.

Relationships

Internal Relationships:

CEO, GH
Business Manager
Clinical Manager
Clinical Director
GP/Medical Officers
Operations Manager
Quality Improvement Manager
Administration Manager
Practice Nurses
Allied Health Staff
Administration staff

External Relationships: Well South
SDHB
Other health providers
Patients and their families/whanau

Note: This position description has been prepared to assist in appointment. All GHL position descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.