



POSITION DESCRIPTION

Position	Team Leader, Registered Nurse – Te Waipuna Health	
Team:	Te Waipuna Health	
Reporting to:	Kaihautū Te Waipuna Health (Service Manager)	
Hours of work:	40 hours per week (8.30 to 5.00pm, Monday to Friday) Additional hours – Provide clinical support to evening clinics as and when required.	
Direct Reports	Practice Nurses	
Job Purpose	To lead and work within the practice nursing team, ensuring a high-quality of nursing service is provided across the Whanganui and Waverley Clinics. To help drive and maintain health targets and contribute to the overall leadership of Te Waipuna Health. This role will be accountable for the assessment, planning, delivery, and evaluation of safe and appropriate patient/whānau centered nursing care.	
Accepted by:	Signature:	Date:
Name		

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

Te Waipuna:	Primary Health & Medical
Te Taihāhā:	Disability Support Service
Waiora Hinengaro:	Vocations, Mental Health and Addictions
Toiora Whānau:	Whānau and Community
Puawai Whānau:	Tamariki Services
Waiora Whānau:	Healthy Families
Whakahaumanu Mana Tāne:	Clinical Services Corrections
Te Taituarā:	Business Unit

Vision

Korowaitia te puna waiora, hei oranga motuhake mō te iwi

Mission statement

To empower whānau into their future

Values

<i>Tika</i>	Excellence in how we do things
<i>Whānau</i>	At the centre of everything we do
<i>Pono</i>	Act with honesty and integrity
<i>Mahitahi</i>	Committed to working together for the betterment of our Whānau, Hapū, Iwi and communities

KRA 1: Service Performance

To ensure that the service achieves the day-to-day obligations

- 1.1 Provide leadership and support to other registered nurses within the service, this includes but is not limited to; clinical assessments, data entry, triaging, time management, and portfolio delivery.
- 1.2 Assist the leadership team within Te Waipuna on all clinical nurse matters when required
- 1.3 Provide a monthly report to the Kaihautū/Matāiawa on clinical nursing issues as required.
- 1.4 Facilitate regular nursing forums for Te Waipuna Health Nursing team and the wider Te Waipuna team as applicable.
- 1.5 Facilitate orientation and induction for new nursing staff and nursing students as per the clinic process.

KRA 2: People & Performance

Ensure that the nursing team is supported and developed to provide the best possible service to the whānau

- 2.1 Facilitate training to ensure that any new developments or services are adequately understood and kaimahi are supported in the implementation of new activities and effective participation.
- 2.2 Provide quarterly He Tangata Korero sessions and support the development of professional development plans with all direct reports
- 2.3 Facilitate training and education opportunities that ensure all staff are qualified and skilled for the positions they hold;
- 2.4 Provide strong leadership, direction and support to all nurses ensuring they have clarity of role and purpose
- 2.5 Contribute to local and regional forums developing leadership in the sector
- 2.6 Create an environment oriented to trust, open communication, creative thinking and a cohesive team effort
- 2.7 Ensure kaimahi has regular supervision and access to your support regularly to enhance the overall team management approach.
- 2.8 Complete weekly payroll and leave management of all direct reports.

KRA 3: Triage

Provide clinical oversight to nurses and the wider team that contributes to the overall outcomes of the practice.

- 3.1 Provide advanced clinical assessment, treatment, referrals, advice, follow up and health promotion/education services to clients in consultation with doctors and/or nursing team in accordance with clinical standards of practice.
- 3.2 Where suitably certified, check and follow-up on lab results as required.
- 3.3 Utilise diagnostic reasoning and provide treatment conditions within specialty area of practice
- 3.4 Keep accurate records of nurse assessment, intervention, referrals and follow-up recalls, clinics, education, health promotion and any other projects and programmes.
- 3.5 Ensure a collective approach to service and organisation performance is used and encouraged at all times
- 3.6 Work cooperatively with the team to ensure they have work plans that contribute to the performance targets and outcomes of the service.

- 3.7 Encourage and build an understanding of our Whanau Ora approach within the workforce and their practice.

KRA 4: Administration

Ensure all administrative tasks are completed and maintained to a high standard of quality

- 4.1 Input all incoming patient data are entered correctly
- 4.2 Ensure and manage Immunisation, Cervical Smear, Flu, CVD, Care Plus and Mammogram recalls are sent out on time
- 4.3 All recalls followed up and referred to where applicable
- 4.4 Accurate messages to clinical staff are recorded and passed on
- 4.5 Report on performance and contracts as required by the Matāiawa and funder.
- 4.6 Coordinate a monthly stock take of all goods and ensure that appropriate records are used when replacing or utilising stock
- 4.7 Maintain Te Whatu Ora targets at the required achievement level.
- 4.8 Support Clinic Finance Coordinator to meet and maintain funding targets.

KRA5: Communication

- 5.1 Attend weekly and monthly team hui as needed
- 5.2 Facilitate regular nursing forums that support professional development and
- 5.2 Maintain confidentiality of client's information and ensure safe storage of information at all times
- 5.3 Participate as an equal member of the Practice team to plan and provide health care.
- 5.4 Evaluation effectiveness of clinical interventions, may include collaborative modification of treatment accordingly.
- 5.5 Participate and assist in policy, protocol and procedure writing as and when necessary
- 5.6 Participate and assist in research, evaluation and health needs assessment undertaken by the organisation
- 5.7 Initiate, promote and maintain liaison with Te Oranganui kaimahi, local hapū and iwi, other health professionals and community agencies
- 5.8 Keep accurate records of nurse consultations, follow-ups, recalls, clinics, education, health promotion and any other projects and programs.

KRA 6: Health Safety & Wellbeing

- 6.1 Following, implementing and ensuring compliance of all health & safety policies and processes of Te Oranganui
- 6.2 Ensuring all activities are planned, organised and managed well to prevent harm and promote wellbeing in the workplace;
- 6.3 Provide and/or facilitate regular clinical supervision for all kaimahi including self.
- 6.4 Represent Te Waipuna Health on Te Oranganui's Clinical Governance forum.

KRA 7: Public Relations

- 7.1 Maintains an active and positive relationship across the organisation, Iwi and with all other key stakeholders (as applicable)
- 7.2 Actively promotes all Te Oranganui services with enthusiasm utilising different types of mediums
- 7.3 Represent Te Oranganui in a positive and proactive manner.
- 7.4 Maintain an active role in external nursing forums and other relevant forums as applicable on behalf of Te Oranganui.

KRA 8: Professional Development & Training

- 8.1 Participate in organisational He Tangata Korero sessions.
- 8.2 Undertake all organisational & compulsory training (where applicable)
- 8.3 Participation in professional development in line with job description or Te Oranganui succession planning (where applicable)
- 8.4 Attends relevant professional development activities that support consolidation and ongoing development including regular clinical supervision
- 8.5 Participates in peer review processes, case review and reflective practice
- 8.6 Professional Development requirements identified for the following year/s.

KRA 9: Quality Assurance

- 9.1 Provide and or facilitate regular clinical supervision for direct reports
- 9.2 Participate in quality improvement activities (where appropriate) including collecting and maintaining patient-related activities for analysis, audit and reporting.
- 9.3 Participate and implement quality protocols/guidelines as appropriate
- 9.4 Identify and lead research initiatives within the service specialty (as appropriate)

Te Oranganui General provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc;
- Uphold the principles of Whānau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring
- Ensure you maintain an accurate and up-to-date understanding of Te Oranganui policies and that you uphold these at all times;
- Ensure the health and safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times;
- Proactively promote Te Oranganui in a positive light in all activities
- Participate in internal and external audits.
- Maintain practice within the code of professional conduct, competencies and standards of the relevant professional body
- Planning, preparation and participation in other events as required
- Embody Tikanga Māori in all aspects of your work

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.

PERSON SPECIFICATION

Experience & Qualifications

- A minimum of 5 years post registration experience
- A minimum of 3 years in a similar leadership role
- Have completed a post-graduate diploma or equivalent
- Understanding of the dynamics and complexities involved in managing people, including the development and training of staff
- Experience of reporting and monitoring to tight deadlines
- Cervical Smear certified not essential but preferred
- Immunisation certified not essential but preferred
- CPR Trained
- Practice Nurse and or Community Nursing experience

Skills and Attributes

- Commitment to whānau, hapū and Iwi
- Strong integrity and professionalism
- Ability to multi-task
- Ability to maintain strict confidentiality
- High level of facilitation and communication skills
- Ability to work unsupervised
- High professional attitude and conduct
- Excellent computer skills
- Excellent time management

Physical Attributes – Clinician

- Must be able to function in ever-changing and demanding conditions when required.
- Hearing and speech sufficient to communicate clearly with patients and co-workers, monitor patient status and equipment, recognise impending emergencies relating to patients and equipment.
- Must be physically fit as the work is physically demanding, involving standing, walking, sitting, and stretching, frequently. (Stature extremes may increase the hazard of shared activities).
- A high level of mental concentration is required.
- Visual to read accurately, write/record in a legible manner and operate equipment, safely administer medications, monitor equipment and patient status enabling accurate performance of essential job duties

Other requirements of this position

- Current clean, full NZ driver's license
- Must be able to pass Te Oranganui's background check process
- New Zealand citizenship, permanent resident status, or a NZ work permit.