

**POSITION DESCRIPTION
FAMILY NURSE SPECIALIST**

NAME: _____

RESPONSIBLE TO: **Overall Clinical Performance - Directors**
Day to day - Directors

FUNCTIONAL RELATIONSHIPS WITH:

Internal - Reception and administrative staff
Nurses
Doctors
Pharmacist
Physiotherapist
Other health providers
Kaiawhina/Clinical assistant

External - Patients and their families
Visitors
Other health professionals

MAIN PURPOSE OF THE JOB:

The Nurse Specialist (NS) provides independent and collaborative advanced primary health care nursing care, support, and patient interventions. The NS is an essential part of the general practice team and works within their scope of practice to ensure services are provided in appropriate, acceptable, and affordable ways to patients/whanau, with a focus on access and equity.

This requires a commitment to improving health equity by working within the principles of partnership, Participation and Protection as set out in the Treaty of Waitangi. Key responsibilities of this role include.

- Demonstrating understanding of Indigenous rights and current issues in relation to health and health equity
- Actively working to reduce/eliminate discrimination, stereotyping, and prejudice
- Contributing to building cultural capacity within the practice
- Ensuring protection of whanau structures, cultural integrity, and cultural safety
- Working in partnership with Māori to develop strategies for their health gains and participate with Mana Motuhake (self-determination) in the design, delivery, and monitoring of health.

Patients should feel that they have been dealt with in a friendly, courteous manner and that all that can be done for them, has been done. “Going the extra mile” is our philosophy.

The Nurse Specialist works closely with General Practitioners and other team members to provide efficient, effective, professional health care services.

Key Tasks		Standards/Outcomes Expected
1	Clinical Services	
1.1	Nursing Services	Assess, diagnose, and treat personal health problems

			<p>in patients at an advanced level (using Standing Orders or RN Prescribing), utilising evidence, and best practice) and in collaboration with other practitioners. This may include:</p> <ul style="list-style-type: none"> • Referral to secondary and other specialist services as required including laboratory and radiology (per local process for authorisation). • Follow-up of patient test results and communication with patients where appropriate. • Undertaking treatment and carrying out appropriate treatments, clinical interventions, and procedures. • Health screening. • Attending home/off site visits as required. <p>Autonomously or in collaboration with medical/nurse practitioners will order and interpret diagnostic tests.</p> <p>Autonomously or in collaboration with medical/nurse practitioners will prescribe and/or supply medicines in line with the Medicines Act/Scope of Practice.</p> <p>Provide emergency services that include acute and urgent triage (including resuscitation, stabilisation and assisting with assessment as necessary).</p> <p>Co-operate with other organisations and agencies to ensure safe communities, e.g., Police, Women's Refuge, Oranga Tamariki, local authorities and Maori agencies.</p> <p>Modify practice to consider the impact of the wider determinants of health and changes to health policy and funding. This includes working to ensure services are provided within an equity framework.</p>
	1.2	Maintaining and improving health	<p>Provide a quality nursing service with a focus on equity that includes education of patients to encourage self-management of long-term conditions, and support and maintenance of patients in the community.</p> <p>Patient rehabilitation will be promoted by contributing to the development of solutions, which increase patient independence and quality of life.</p> <p>Timely completion of immunisation and recall/health screening programmes including the prioritisation of Maori, pacific, higher risk, and vulnerable patients, whanau and populations.</p> <p>Participate in Health Promotion/Health Protection activities, projects, and programmes in conjunction with promotion/protection staff (Primary and</p>

			<p>Community Services, Te Whatu Ora)</p> <p>Respond to community initiatives (schools/parent groups etc) in health care by participating in health education programmes promoting healthy lifestyles & focusing on requirements of provider plans incorporating the philosophies of the Ottawa Charter and the Treaty of Waitangi.</p>
1.3	Co-ordinating care		<p><u>Individual Focus</u></p> <p>Co-ordinate an individual's rehabilitation process and participate where appropriate in providing recovery orientated services to restore normal functioning.</p> <p>Develop collaborative working relationships with community health services, Te Whatu Ora and non-Government public health providers, ACC and relevant non-health agencies.</p> <p>Advocate on behalf of patients with external agencies to communicate patient care and support needs.</p> <p>Provide appropriate delegation and supervision of unregulated organisational staff, and visiting students.</p> <p><u>System Focus</u></p> <p>Work with others to develop future looking sustainable models of care for health services in the region with a focus on quality improvement and service development.</p> <p>Promote effective teamwork both within the immediate team and between teams.</p> <p>Participate in multidisciplinary team meetings and in leading case review and debriefing activities.</p> <p>Work in collaboration with General Practitioners, Nurse Practitioners, and other nursing and allied staff to identify barriers to equity focussed service delivery and client satisfaction and take appropriate action.</p> <p>Work in collaboration with the team to bring about changes/improvements to service delivery informed by available evidence and best practice guidelines.</p> <p>Participate in service and clinical development research as appropriate.</p> <p>Demonstrate skilled mentoring, coaching, and teaching for colleagues.</p> <p>Take a leadership role, as appropriate, utilising nursing specific knowledge in complex situations across settings.</p>

2		Financial	
	2.1	Invoicing	Ensure all patient services undertaken are charged out in accordance with appropriate protocols.
	2.2	Compliance	When claiming subsidies from any funding agency, all compliance clauses are adhered to.
	2.3	Other	Assist with provision of information for practice reporting requirements, as requested. Identify and develop possible new services or service developments with a focus on quality and equity improvement, and financial viability of the practice.
3		Practice Supplies & Maintenance	
	3.1	Stocks of materials	Maintain adequate levels of stock for materials and equipment in all treatment and consulting rooms, ensuring no item is past its expiry date. Actively support safe clinical practice through participation in compliance, cleaning and monitoring activities related to equipment i.e. checking emergency equipment
	3.2	Drug supplies	Maintain minimum levels of drug supplies for the practice Actively support safe clinical practice through participation in compliance and monitoring activities i.e. controlled drug checks
	3.3	Controlled drug register	Maintain control over the Controlled Drug Register and actively support safe clinical practice through participation in compliance and monitoring activities i.e. controlled drug checks
4		IT System	
	4.1	Accuracy of information	All information entered into the PMS system is accurate, appropriate and in accordance with agreed protocols.
	4.2	New patients	Set up all screening and recall programmes for new patients.
5		Te Whatu Ora Involvement	
	5.1	Patient enrolment	Supporting other staff by assisting in promoting the benefits of enrolling to patients.
6		Communication	
	6.1	External	Professional liaison with other health professionals is maintained. Relate in a professional manner and communicate effectively to support the patient through the

			healthcare experience.
	6.2	Internal	All staff are informed, as appropriate, about anything that they should be aware of regarding a patient, or regarding the internal workings of the practice. Staff and team meetings are attended as requested.
	6.3	Staff Problems or Issues	All staff problems or issues are referred to the directors in the first instance.
7		Quality	
	7.1	Clinical Notes	All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient.
	7.2	Professional Development	Undertakes responsibility for own professional nursing development. Continuing professional development meets the minimum requirements set by the NZ Nursing Council. Maintains a current Annual Practising Certificate and all required credentialling and competencies relevant to role and Scope of Practice
	7.3	Peer Review	Attendance at regular peer review meetings
	7.4	Outcomes	Participate in quality activities aimed at reviewing and improving and /or enhancing equitable health outcomes Practice intentional inclusion at all levels both within and external to the organisation
8		Compliance	
	8.1	Compliance	All complaints to be referred to the Directors in the first instance.
	8.2	Privacy Act	Total confidentiality and privacy of patients is maintained.
	8.3	Health & Safety	Comply with established health and safety policies about handling of instruments, infection control, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances. Comply with current NZ legislation.
9		Other	
	9.1	Other duties	Hours of work are set out in the Employment Agreement, however there may be times when you are requested to undertake other duties outside of these hours. This may involve attendance at meetings, staff meetings or training sessions as discussed and negotiated.
	9.2	Clinical	May develop special interests and undertake specific

			responsibilities related to this i.e. assume clinical lead role within practice team, management of Immunisation recalls, performance against targets, compliance.
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Delegations

- 1) Financial: Ordering stock and supplies in accordance with the levels of stocks and supplies usually held by the practice.

Date this document was initially agreed upon:

Next review date:

Person Specifications

1. Minimum 5 years clinical experience within the general practice setting
2. Minimum of a Level 800 Post Graduate Certificate - papers must include advance health assessment, and clinical reasoning, long term conditions management or evidence-based practice.
3. The NS should ideally be authorised as an RN Prescriber for PH and Specialty Teams or working towards this.
4. Demonstrated focus on outcome evaluation and quality improvement activities
5. Participation in service and models of care development at strategic, patient population and operational level
6. Awareness and/or involvement in financial planning related to business viability and sustainability, models of care, or practice innovation.