Date: July 2014

Job Title : District Nurse
Department : Older Adults and Home Health Service
Location : District Nursing Service
Reporting To : District Nurse Charge Nurse Manager
Direct Reports : na
Functional Relationships with : Internal
- Other district nurses
- WDHB Inpatient Services
- Maori Health
- Allied Health Team
- Needs Assessment and Service Co-ordination
- Home Care 4 Kids
- Asian Support Services
- Clinical Nurse Educator
- Clinical Nurse Specialists
- Clinical Nurse Advisor
- Duty Manager
- Household support staff

External
- GP Practices
- Other DHBs
- Community Health Providers
- Patients and their families
- Volunteers and related groups

Purpose : To provide nursing care of the highest quality in accordance with the designated standards of practice.
To participate in an interdisciplinary approach to meeting client needs.
### Levels of Practice

#### Level II

The Competent District Nurse/Registered Nurse:

- Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
- Effectively applies knowledge and skills to practice
- Has consolidated nursing knowledge in their practice setting
- Has developed a holistic overview of the client, their circumstances and whanau/family.
- Is confident in familiar situations
- Is able to manage and prioritise assigned client care/workload
- Demonstrates increasing efficiency and effectiveness in practice
- Is able to anticipate and facilitate a positive outcome for the client with predictable health needs
- Is able to identify unpredictable situations, act appropriately and make appropriate referrals
- Undertakes ongoing assessment and evaluation of patients' conditions using evidence-based assessment tools
- Consistently demonstrates the ability to perform safe, accurate, client-centered assessment

#### Level III

The Proficient District Nurse/Registered Nurse:

- Participates in changes in the practice setting that recognise and integrate the principles of Te Tiriti o Waitangi and cultural safety
- Has an holistic overview of the client's, their circumstances, whanau/family and the practice context
- Demonstrates autonomous and collaborative evidence-based practice
- Acts as a role model and a resource person for other nurses and health practitioners
- Actively contributes to clinical learning for colleagues
- Demonstrates leadership in the health care team
- Participates in changes in the practice setting
- Participates in quality improvements in the practice setting
- Demonstrates in-depth understanding of the complex factors that contribute to client health outcomes and to facilitate positive outcomes whenever possible.
- Is able to identify trends, anticipate and act on subtle cues, developing critical thinking skills, while implementing anticipatory interventions.
- Utilises reflective practice for self-development
- Develops the assessment skills of colleagues and
students

- Role models client centered assessment enabling clients and their significant others to be in control of their own health needs.

Level IV

The Expert District Nurse/Registered Nurse:

- Guides others to implement culturally safe practice to clients\(^5\) and apply the principles of Te Tiriti o Waitangi
- Engages in Post Graduate level education (or equivalent)
- Contributes to specialty knowledge
- Acts as a role model and leader
- Demonstrates innovative practice
- Is responsible for clinical learning/development of colleagues
- Initiates and guides quality improvement activities
- Initiates and guides changes in the practice setting
- Is recognised as an expert in her/his area of practice
- Influences, and/or facilitates change at a service, professional or organisational level
- Acts as an advocate in the promotion of nursing in the health care team
- Consistently demonstrates critical thinking, prioritisation and coordinated patient care.
- Role models reflective practice and encourages other staff in their role as clinical supervisors
- Has expertise in responding creatively, using sound judgment based on knowledge and expertise, to meet the needs of individual clients and their significant others to be in control of their own health needs.
- Delivers quality client\(^1\) care in unpredictable challenging situations
- Is involved in resource decision making стратегический
- Acts as leader for nursing work unit/facility

\(^1\) The term ‘Client’ means tūroro, patient, client, whānau, family, community, tangata whaiora
### KEY TASKS

#### Communication
- Relates in a professional manner and communicates effectively to support the client though the health care episode.
- Takes responsibility for establishing rapport and trust with the client.
- Ensures that information given to the client is presented in an appropriate and meaningful manner.
- Responds to challenging situations and learns from nursing practice through reflection in decision making and problem solving.
- Communicates with a variety of internal staff as well as varied agencies and organisations external to WDHB.

#### Professional Judgment
- Examines nursing situations and identifies and strategises effective nursing care.
- Required to develop innovative approaches to problem solving and utilise the skills of other interdisciplinary team members to co-ordinate and resolve problems.

### EXPECTED OUTCOMES

#### Communication
- Will respond appropriately to client’s requests for information or support.
- Information given to the client will empower them to make informed decisions.
- Partnerships will be negotiated with the client whenever possible.
- Nursing will be practiced within the boundaries of a professional relationship with the client.
- In challenging circumstances is able to communicate effectively with clients.
- Demonstrates the communication skills of clarification, reflection, affirmation and eliciting within a therapeutic partnership.
- Participates regularly in supervision.
- Will practice both independently and within a team promoting an interdisciplinary approach to meet client goals.
- Will have excellent communication and negotiation skills so the can ensure appropriate and timely clinical care can be provided in a cohesive manner from a range of services across tertiary, secondary and primary health settings.

#### Professional Judgment
- Professional judgment will enhance nursing practice.
- Nursing judgments will be based on current nursing knowledge research and reflective practice.
- Reflection will be used to analyse and clarify direction for ongoing nursing practice.
- Will raise questions in the appropriate nursing forum.
- Will Initiate and enter into discussion about innovation in client care.
- Will negotiate and co-ordinate with a
**Job Title**  District Nurse

**Te Wai Awhina**

### KEY TASKS

<table>
<thead>
<tr>
<th>Management of Nursing Care</th>
<th>EXPECTED OUTCOMES</th>
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</thead>
<tbody>
<tr>
<td>• Manages nursing care in a manner that is responsive to the client's needs and which is supported by nursing knowledge.</td>
<td>variety of staff at all levels across the organization and community setting and will develop solutions for issues and problems to meet individual client’s needs</td>
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<tr>
<td>• Uses an appropriate nursing framework to assess and determine client health status and the outcomes of nursing intervention.</td>
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<td>• Acknowledges the uniqueness of the individual and his or her interaction with others and the environment.</td>
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<td>• Obtains, documents and communicates relevant client information.</td>
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<td>• Prioritises nursing actions to ensure effective and safe nursing care.</td>
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<tr>
<td>• Knows own limitations and seeks assistance as necessary.</td>
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<tr>
<td>• Manages a variety of complex and unpredictable problems and issues related to a wide range of clinical activities</td>
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<tr>
<th>Management of the Environment</th>
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<tbody>
<tr>
<td>• Promotes an environment within the clients’ home which maximizes client safety, independence, quality of life and health.</td>
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<td>• Recognises the potential for physical,</td>
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<thead>
<tr>
<th>Management of Nursing Care</th>
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<tbody>
<tr>
<td>• Will assess and provide individualised nursing care based on appropriate knowledge, research and reflective practice.</td>
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<tr>
<td>• Will use professional judgment, including assessment skills, to assess the client's health status and to administer prescribed medication and/or to consult with the prescribing practitioner and/or to refer client to other health professionals.</td>
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<tr>
<td>• Performs all nursing interventions safely recognising contextual factors, while demonstrating effective time management skills.</td>
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<tr>
<td>• Will administer and monitor the effect of prescribed interventions, treatments and medications within a framework of current nursing knowledge and science including pharmacology.</td>
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<tr>
<td>• Will evaluate the effectiveness and individual response to prescribed interventions, treatments and medications and will monitor prescribing, taking remedial action and/or refer accordingly.</td>
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<td>• Will coordinate services and client care within a Primary Nursing Model</td>
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<td>• Will undertake assessment, planning, implementation and evaluation of nursing care and practice</td>
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<td>• Will advocate on behalf of client / family in an appropriate manner</td>
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<tr>
<td>• Will manage nursing care to the highest professional standard and provide patient-focused care.</td>
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<tr>
<th>Management of the Environment</th>
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<tbody>
<tr>
<td>• Will enhance the physical and social environment in order to optimise client wellbeing.</td>
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<td>• Will ensure that all equipment supplied for use by the client and family is safe,</td>
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KEY TASKS

psychological and cultural risk to all people who have health care services enter their home and takes steps to promote safety.

- Promotes an environment that reduces the risk of cross infection
- Allows for the possibility of emergency and disaster situations and develops strategies plans for management of these

EXPECTED OUTCOMES

- Will know how to access, maintain and use equipment and supplies.
- Will educate the client and their family on how to access, maintain and use equipment and supplies required for selfcare.
- Will act appropriately to protect self and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.

Legal Responsibility

- Practises nursing in accord with relevant legislation and upholds client rights derived from that legislation.
- Complies with legislation that impact on nursing practice within the specific health care setting.

Ethical Accountability

- Practises nursing in accord with values and moral principles which promote client interest and acknowledge the client's individuality, abilities, culture and choice.
- Applies appropriate ethical principles in nursing practice.
- Recognises the clients’ right to choices and when relevant accords to clients opportunities for self-determination in all aspects of nursing care.

- Will respect the client's right to receive and access information.
- Will practise in accord with relevant legislation and codes.
- Will ensure that the clients right to complain, refuse treatment or any part of care is without the fear of recrimination, penalty or withdrawal of physical or emotional support.
- Will ensure that legislation governing medicines is upheld, administering interventions, treatments and medications within legislation, codes, scope of practice and according to authorised prescription, established policy and guidelines.

- Clients will be given information to enable them to make informed decisions.
- Client's right to access complimentary therapies will be respected.
- Client's right to live and die in dignity will be respected.
- Client's right to ‘take risks’ will be respected where they have been made aware of the potential implications.
- Clients will be supported in requesting an advocate when needed to assist them to make decisions.
- Clients’ right to privacy will be ensured.
- Health care practice which could compromise client safety, privacy or
**KEY TASKS**  | **EXPECTED OUTCOMES**
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**Health Education**
- Assists clients and groups to achieve satisfying and productive patterns of living through health education.
- Recognises the potential for health teaching in nursing interventions
- Prepares the client and/or others for continued health care.
- Evaluates client learning and understanding about health practices.
- Recognises own limitations and determines appropriate person to deliver health education sessions.

**Health Education**
- Health promotion will meet identified client need.
- Teaching methods appropriate to the individual or group abilities will be used.
- Will assess, plan, implement and evaluate client focused care to clients with complex needs.

**Inter-professional Health Care**
- Contributes to interdisciplinary health care using professional knowledge in a collaborative manner.
- Interacts effectively with patients, family and health care team members.
- Work effectively as a member of the team, receives and provides feedback in a constructive manner.
- Contributes to planning and managing a case load makes recommendations for improvement in clinical practice within the service.

**Inter-professional Health Care**
- Promotes a nursing perspective within the inter-professional activities of the health team.
- Promotes the nursing contribution to health care.
- Values the roles and skills of all members of the health team including those of the client.
- Attempts to establish and maintain effective collegial relationships.
- Co-ordinates care to maximise health for the client.
- Collaborates, consults and refers to maximise health gains.
- Documents appropriate nursing information and communicates this to other team members.
- Accurately documents assessments of client's health status, and decisions made about prescribed interventions, treatments, medications and referrals follow up.
## KEY TASKS

- Collaborates and consults with, and provides accurate information to client, client's family and other health professionals about the prescribed interventions or treatments and/or medications.
- As a team member, develops and maintains working relationships with GP practices and networks with community organizations.
- Work with other agencies with a multidisciplinary approach to service delivery.
- Uses principles of quality of service in all interactions.
- Uses a variety of communication skills to establish and maintain a positive interaction with patients, whanau and families.
- Liaises effectively with staff appropriate external parties and groups, and coordinates available resources.

### Quality Improvement

- Demonstrates responsibility and accountable for own practice.
- Contribute to continuous quality improvement to achieve care of the highest standard possible.

### Quality Improvement

- Contributes to ongoing quality improvement in nursing practice and service delivery.
- Identifies organisational goals and the nurse's contribution to their achievement.
- Practises nursing in a manner that reflects organisational goals and policies.
- Identifies professional nursing networks and support systems.
- Practises nursing in a manner that meets relevant codes and standards.
- Identifies evidence which contributes to an evaluation of the quality of nursing practice and service delivery.
- Ensures that nursing tasks are delegated to those who have the necessary skill, information and education to perform the task effectively.
- Takes responsibility for own actions and outcomes of nursing care planned and
### KEY TASKS

- Recognises individual responsibility for workplace health and safety under the Health and Safety in Employment Act 1992
- Offers advice to ensure compliance with the WDHB health and safety policies.
- Workplace hazards are identified and reported, including self management of hazards where appropriate
- Demonstrate understanding in practice of the medico-legal and ethical implications of clinical practice, decision-making and documentation.

### EXPECTED OUTCOMES

- Demonstrates professional responsibility at all times.
- Undertakes teaching and learning activities with health care consumers and colleagues.
- Undertakes responsibility for own professional nursing development and contributes to the development and recognition of professional nursing practice.
- Articulates values, beliefs and assumptions that underpin own nursing practice.
- Recognises own level of competence and identifies direction for ongoing professional development.
- Identifies goals for personal learning within the clinical setting.
- Seeks support from colleagues in learning and developing own practice.
- Participates in supervision regularly.
- Recognises expectations and limitations of own nursing practice.
- Recognises the need for debriefing and when necessary ensures that this is accessed.
- Evaluates own nursing practice.
- Maintains own professional development and updates knowledge related to administration of interventions, treatments, medications and best practice guidelines.
- Presents portfolio as per the WDHB PDRP, without prompting.
- Annually seeks peer review and completes the competence assessment process as delegated.
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<tr>
<th>KEY TASKS</th>
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<tr>
<td>. Demonstrates effective management skills in nursing practice while</td>
<td>• Regularly undertakes appropriate post registration education</td>
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<td>working as an autonomous practitioner in a potentially isolated</td>
<td>• Is undertaking or intending to undertake</td>
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<tr>
<td>community setting.</td>
<td>Post Graduate education (level 3 and above)</td>
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<td></td>
<td>• Demonstrate flexibility and adaptability as workload requirements and priorities</td>
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<td>change.</td>
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<td></td>
<td>• Effectively co-ordinates patient care with colleagues and other members of</td>
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<td>the health care team</td>
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<td>• Recognises and responds appropriately in an emergency situation.</td>
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<td>• Ensures the professional and political integrity of WDHB by carrying out all</td>
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<td>functions in compliance of the Treaty of Waitangi and by demonstrating a serious</td>
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<td>commitment to keeping the treaty alive.</td>
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<td>• Shows sensitivity to cultural complexity in the workforce and patient</td>
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<td>population</td>
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<td>Statutory &amp; Treaty of Waitangi obligations</td>
<td>• Company health and safety policies are read and understood and relevant</td>
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<td>procedures applied to their own work activities</td>
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<td></td>
<td>• Workplace hazards are identified and reported, including self management of</td>
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<td>hazards where appropriate</td>
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<tr>
<td>Recognises individual responsibility for Workplace Health and Safety</td>
<td>• Can identify health and safety representative for area</td>
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<td>under the Health and Safety in Employment Act 1992</td>
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Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

Note: This job description forms part of an individual’s contract of employment with WDHB and must be attached to that contract.
### PERSON SPECIFICATION

**POSITION TITLE:** District Nurse (Level II)

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<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Preferred</th>
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<tbody>
<tr>
<td><strong>Qualification</strong></td>
<td>Registered Nurse with a current Practising Certificate</td>
<td>Undertaking or having undertaken Postgraduate Study.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Experience working in a multidisciplinary team.</td>
<td>Experience in the community setting, palliative care, wound care and gerontology.</td>
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<tr>
<td><strong>Skills</strong></td>
<td>Current Clean New Zealand Drivers Licence</td>
<td>Able to use word and excel at a basic level. Case co-ordination ability</td>
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<td></td>
<td>Well developed time management and prioritization skills.</td>
<td>Sound knowledge of acute and chronic wound care, Palliative Care and Symptom Management</td>
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<td>Well developed communication skills.</td>
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<td>Effective written communication skills.</td>
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<td></td>
<td>• Contemporary nursing knowledge and skill</td>
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<td>• Good communication skills and customer service practices</td>
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<td></td>
<td>• Understanding of and commitment to the principles of the Treaty of Waitangi</td>
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<td></td>
<td>• Positive manner, able to influence without conflict</td>
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WAITEMATA HEALTH

- JOB DESCRIPTION -

Page 12
| Knowledge | • Calm, even, consistent and mature personality  
• Upholds confidentiality with a reputation for high integrity and discretion  
• Demonstrated confident collaborative approach in team practice  
• Sensitive and constructive in responding to the needs of individuals and groups  
• An active listener, has a way of valuing everyone’s opinions  
• Committed to continuous quality improvement  
• Continues education to develop skills and knowledge in the provision of nursing care  
• Is aware of contemporary standards and has reputation of providing good nursing care  
• Promotes the concept of independence and self care  
• Promotes innovative and creative clinical nursing practice that is validated with best practice and research activities  
• Technically competent with core treatment practices  
• Seeks guidance and supervision  
• Understands the importance of good relationships in ensuring continuity of care: hospital and community care  
• Well developed problem solving skills  
• A Team player  
• Able to work autonomously in the community  
• Accountable for actions and decisions  
• Able to deliver client care and co-ordination of services within a Primary Nursing Model  
• Able to critique research findings and use these as a | community nursing |
<table>
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<tr>
<th>Basis for best practice</th>
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<tr>
<td>• Understanding of evidence based practice.</td>
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<tr>
<td>• Understanding of the issues faced by people with health and disability issues.</td>
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<tr>
<td>Understanding of the Treaty of Waitangi as it relates to the provision of health care.</td>
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