Date: July 2018

Job Title: Public Health Nurse

Department: Child & Family

Location: North, required to undertake some travelling during work hours between sites

Reporting To: Child & Family Team Leader of the unit for the safety of professional practice (competent, reliable, contemporary) to the highest standard possible

Head of Division Nursing and Director of Nursing & Midwifery for professional conduct, quality of practice within scope of practice as defined by Nursing Council of New Zealand

Direct Reports: None

Functional Relationships with:

Internal:
- Public Health Nurses
- Social Workers
- Medical Officer
- Clinical Nurse Educator
- Clinical Nurse Specialists
- Vision and Hearing Technicians
- Health Promoting Schools Advisors
- Community Health Workers, Community Health Assistants and Administrative workers
- CYFs Liaison Worker
- Unit Manager

External:
- Schools - Principals, Board of Trustees
- Students and their families
- Primary Health Care Providers
- Community Organisations (e.g. Strengthening Families)
- Relevant agencies (e.g. CYFS)

Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘best 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.
Public Health Nurse

Position Description

Purpose of the Role:

To provide a high quality, effective and safe nursing care in the community to children and their families, and the wider community and that reflects Waitemata DHB values and standards.

- which incorporates health prevention, health promotion and early intervention of illness that addresses inequities in health and health outcomes, and fosters individual and family/whanau resilience and healthy communities
- provide skilled nursing assessments, interventions, follow up and referral of children, young people and their families in a school and community setting using contemporary nursing care standards that ensures that care delivery is safe, appropriate and clinically effective
- Delivers School Based Immunisation Programmes as per the MOH requirements and expected targets.
- Administers ‘antibiotic prophylaxis’ for Rheumatic Fever for school age children in the WDHB population.
- Provides an ear nursing service to high needs communities
- Delivers disease specific treatments under Standing Orders providing primary care to prevent further serious health outcomes and reduce hospital admissions for children and adolescents.
- Adopts a community development approach where primary care and other services are provided in communities surrounding high need schools.
- Ensure that a collaborative approach is adopted for children and families by involving multidisciplinary child health services when working with families, whanau, communities in a culturally safe way
- Responds to MOH priorities as required for local and national Public Health Emergencies and Population Health priorities
**Public Health Nurse**

**Position Description**

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**EXPECTED OUTCOMES**

| Practices nursing to demonstrate professional responsibility | • Practice meets the standards of the profession, ethical and relevant legislated requirements. Nurse accepts responsibility for safety and quality of nursing practice and conduct. Accepts accountability for action, omissions and commissions.  
• Nursing practice is provided in a culturally safe manner and supports the principles of the Treaty of Waitangi/Te Tiriti o Waitangi: protection, participation and self-determination. The client determines care as culturally safe  
• At all times applies the nursing process: skilled assessment, planning, implementation of best practice and evaluation. Directs monitors and evaluates nursing care that is provided by health care assistants. Delegation is appropriate.  
• The environment is managed to achieve client safety, independence, quality of life and health. Individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015 is recognized and appropriate action take  
• Practice reflects competence in clinical skills required to meet identify need (see service technical competencies). |
| --- | --- |
| Management of nursing care to the highest professional standard possible to provide family focused care | • To provide a high quality, effective and safe nursing care in the community to children and their families, and the wider community and that reflects Waitemata DHB values and standards.  
- which incorporates health prevention, health promotion and early intervention of illness that addresses inequities in health and health outcomes, and fosters individual and family/whanau resilience and healthy communities  
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Waitemata District Health Board – Public Health Nurse. Approved by the Director of Nursing 2 July 2018
## Public Health Nurse

### Position Description

**EXPECTED OUTCOMES**

- All practice interventions are managed in a safe and appropriate manner and according to best practice guidelines. e.g. administration of interventions, treatments, medications
- The client has adequate explanation of the effects, consequences and alternatives of proposed treatment options
- Client progress/outcomes are evaluated in partnership with the client
- Health education is appropriate to the needs of the clients within a nursing framework
- Documentation is accurate and maintains confidentiality of information
- Exit from the service is managed skillfully; is documented and a discharge summary is made available to the child/family and their primary health provider
- Nursing action is appropriate to protect the nurse and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations
- Evaluation/reflection/case review on the effectiveness of nursing care is undertaken with peers to achieve improvement

### Management of School Base Services, and Community Engagement

- Works collaboratively to deliver Immunisation programmes to schools / community in a safe, efficient and professional manner
- Provides Rheumatic Fever swabbing programmes in identified priority schools
- Provides ear health services to identified communities
- Responds to Regional or National Public Health alerts, as directed by Auckland Regional Public Health team.
- Provide consultation to schools and the wider community on child protection issues for children and young people.
- Schools and community will be supported in health promotion/education activities as appropriate
- Schools and the wider community feel supported in their health care concerns
- Will establish links and collaborate with Health Promoting Schools Advisors, Social Workers, Non-Government Organisations (NGOs) and other agencies to develop strategies, responding to identified school and community health need.

### Interpersonal relationships

- Relationships with clients are appropriate, caring and therapeutic to achieve agreed health outcomes, using a partnership approach with families.
- Professional and personal boundaries are maintained to ensure safety of client and their families, nurse and the organisation
- Relationships are value-oriented: respectful, open, compassionate, and with integrity
- Communication is effective with clients and members of the health care team in all interactions
- Environment is managed to facilitate calmness so the client and their family can make sense of what is happening for them.

### Interprofessional health care and quality improvement

- Relationships with colleagues and allied health team are professional, positive and collaborative to facilitate and co-ordinate care that achieves health outcome.
- Professional approach recognizes, respects and values the roles and skills of all members of the health care team in the delivery of care
- Clinical safety is a key priority in practice. Completes orientation, undertakes in-service education, uses the policies and procedures to guide practice.
- Policies are adhered to e.g. confidentiality, privacy
- Action taken improves quality of care and practice (best practice, audit, case review, corrective action) improves the standards of nursing practice

### Professional development

- The Health Practitioner Competence Assurance Act obligations are adhered to:
<table>
<thead>
<tr>
<th>EXPECTED OUTCOMES</th>
<th></th>
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<tbody>
<tr>
<td>maintaining competence, updating knowledge, undergoing competence assessment</td>
<td>maintaining competence, updating knowledge, undergoing competence assessment and annually reapplying for a practicing certificate</td>
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<tr>
<td>assessment and annually reapplying for a practicing certificate</td>
<td>• Complies with the WDHB Professional Development &amp; Recognition Programme (PPQG) without prompting. Presents portfolio as per policy requirements. Annually seeks peer review and completes the competence assessment process as required.</td>
</tr>
<tr>
<td>• Undertakes on-going learning i.e. in-service, self-learning, study days, post</td>
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<tr>
<td>graduate learning</td>
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<tr>
<td>Statutory &amp; Treaty of Waitangi obligations</td>
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<tr>
<td>• Ensures the professional and political integrity of WDHB by carrying out all</td>
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</tr>
<tr>
<td>functions in compliance of the Treaty of Waitangi and by demonstrating a serious</td>
<td>• Shows sensitivity to cultural complexity in the workforce and child population</td>
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<tr>
<td>commitment to keeping the treaty alive.</td>
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<tr>
<td>To recognise individual responsibility for workplace Health &amp; Safety under the</td>
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<td>Health and Safety at Work Act 2015</td>
<td>Contribute to a safe and healthy workplace at WDHB by:</td>
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<tr>
<td>All Employees</td>
<td>All Employees</td>
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<tr>
<td>• Following &amp; complying with H&amp;S policies &amp; processes &amp; applying them to their</td>
<td>• Following &amp; complying with H&amp;S policies &amp; processes &amp; applying them to their own work activities, including using/wearing Personal Protective Equipment as required.</td>
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<tr>
<td>own work activities, including using/wearing Personal Protective Equipment as</td>
<td>• Completing mandatory annual Health &amp; Safety updates</td>
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<tr>
<td>required.</td>
<td>• Participating in activities directed at preventing harm &amp; promoting well-being in the workplace</td>
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<td>• Identifying, reporting &amp; self-managing hazards where appropriate</td>
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</tr>
<tr>
<td>• Early and accurate reporting of incidents at work and raising issues of concern</td>
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<td>when identified.</td>
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VERIFICATION:

Employee: ____________________________
Manager: ____________________________ Date: __________

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

### POSITION TITLE: Public Health Nurse

| Qualification | • Registered Nurse (RGON, RCpN, RPN, BHSc)  
|               | • Current APC as Registered Nurse in New Zealand |
| Experience    | Recent relevant clinical practice experience  
|               | Recent experience in paediatrics or community nursing preferred  
|               | Committed to post graduate education to extend knowledge  
|               | *Registered Nurses who are new graduates must be attached to a DHB specific programme offered by the Nursing Development Unit (NDS)* |
| Skills/Knowledge/Behaviour | • Nursing knowledge and skill learned in a formal education programme; technically competent with core treatment practices  
|                           | • Applies contemporary nursing standards and care  
|                           | • Practices nursing to demonstrate professional responsibility  
|                           | • Meets management of nursing care competencies to highest professional standard  
|                           | • Achieves family centered care  
|                           | • Demonstrates good communication skills and customer service practices  
|                           | • Upholds confidentiality with a reputation for high integrity and discretion  
|                           | • Able to work under direction, but also take initiative where clinical judgment suggests therapeutic intervention. Seeks guidance and supervision  
|                           | • Sensitive and constructive in responding to the needs of individuals and groups  
|                           | • Continues education to develop skills and knowledge in the provision of nursing care  
|                           | • Demonstrated ability to share clinical knowledge with others  
|                           | • Understands the importance of good relationships in ensuring continuity of care between clients, families, schools, community agencies and organisations  
|                           | • A commitment to immunization  
|                           | • Consistently demonstrates advanced inter-professional, health care and quality improvement competencies.  
|                           | • Consistently demonstrates advanced interpersonal relationship competencies  
|                           | • Knowledge/understanding of socioeconomics determinants of health and their impact |

### Behaviours

#### Personal Attributes

1. **Personal Attributes**
   - Mature, positive, proactive and enthusiastic attitude  
   - Possesses a good sense of humour  
   - Strong and self-reliant  
   - Awareness of how Health and Safety impacts on an organisation  
   - Seeks advice and guidance from colleagues and other disciplines as required  
   - Self-directed and motivated  
   - Innovative, takes initiative in patient focused approach to practice  
   - Displays drive and energy and persists in overcoming obstacles  
   - Articulate, good presentation skills  
   - Committed to own professional and personal development  
   - Receives and processes constructive feedback related to own performance  

2. **Teamwork**
   - Sensitive and constructive to others  
   - Seeks out opportunities to support others in achieving goals  
   - Strong teamwork reputation, confident collaboration and Inclusive of colleagues
### 3. Self-Management
- Recognises and respects individual differences
- Develops positive working relationships with patients, whanau, staff and managers
- Upholds confidentiality, behaves with integrity and discretion
- Positive professionally mature

### 4. Communication skills
- Demonstrated strong written and verbal communication skills
- Sets high standards and strives to achieve challenging goals
- Copes well under pressure, is resilient to change and understands personal limitations
- Is able to communicate effectively on the phone and via computer and face to face with a variety of people
- Is able to communicate without engendering conflict
- Excellent communicator
- Articulate, good presentation skills

### 5. Learning
- Makes effective decisions within appropriate timeframes and levels of responsibility
- Escalates issues appropriately
- Knows where to go and when to ask for help
- Accepts constructive feedback