Job Description
Registered Nurse – Public Health Nurse (PHN)

Report To:
Operations Manager – Public Health Nursing Services
Community Child & Youth Health Services

Organisational Chart:

COO
General Manager
Whakatane Hospital & Rural Community Services
Regional Manager
Community Child and Youth Health Service
Clinical Nurse Coordinator
Public Health Nursing Services
Public Health Nurse
Public Health Nursing Services

Liaise with:

Internal:
Nurse Educator
Regional Manager
Nurse Leader
Medical Officer of Health
Maori Health Services
Clients and families
Speciality Nurses
Allied Health

External:
General Practitioners
Non-Governmental Organisations
Preschools / Schools
Iwi Health Care Organisations
Relevant Health Networks
Child and Adolescent Mental Health Services
Paediatric Services
Primary Health Organisations
Child Youth & Family Service
Group Special Education

The Bay of Plenty District Health Board:
The District Health Board’s fundamental purpose it to work within the resources allocated to it to improve, promote and protect the health of the whole population within its district, and to promote the independence of people with disabilities.

Vision: Healthy, thriving communities
Mission: Enabling communities to achieve good health and independence and ensure access to high quality services.
Values: C Compassion
        A Attitude
        R Responsiveness
        E Excellence
Main Purpose
The Public Health Nurse is employed to work with children (0-12yrs) and their families to identify and address health issues by facilitating access to health and social services. They work with all children (0-12yrs), prioritising those from identified at risk groups and those for whom barriers create an inequality or gap in access to health services. This service is carried out through a combination of home visits and school and community liaison.

- Provide safe, effective client care using professional knowledge and skills in accordance with Bay of Plenty District Health Board:
  - Policies and protocols
  - Registered Nurse Scope of Practice
  - Nursing Practice Standards
  - Professional Development and Recognition Programme (PDRP)
- To provide wellness services for school children and young people, working with their families and school communities and collaboratively with agencies and health service providers.
- To provide specialist knowledge through case management and health promotion initiatives for the school age group.
- To facilitate the accessing of services in partnership with families for those children/young people who:
  - Need service and don’t know how to access it
  - Have services but are not receiving appropriate care
  - Are receiving service but need guidance to review and or access further care
  - Are identified by an outside agency as having unaddressed concerns.
- To work in partnership with schools to help identify and address health care issues.
- Practise in accordance with the partnership inherent in the Treaty of Waitangi.

Principal Accountabilities

1. Management of Nursing Care
- Undertakes a comprehensive and accurate nursing assessment of clients using suitable assessment tools underpinned by evidenced based knowledge
- Contributes to care planning, involving clients, and demonstrates an understanding of clients’ rights to make informed decisions
- Ensures the client is provided with appropriate information to make informed decisions relating to treatment, and care reflects clients preferences
- Provides nursing care according to plan and undertakes clinical practice procedures and skills in a competent and safe way
- Able to discuss ethical issues related to area of practice with clients/families and the health care team
- Ensures documentation is current, accurate, timely and maintains confidentiality within a legal and ethical framework
- Demonstrates computer skills necessary to organise data for essential care delivery
- Evaluates client’s progress toward expected outcomes, including treatments and health education, in collaboration with the client and the health care team
- Evaluates the effectiveness of nursing care seeking assistance and knowledge as necessary
- Educates client to maintain and promote health according to client needs
- Advocates for client and families
- Takes appropriate nursing actions in emergency situations and other situations that compromise client safety
- Takes appropriate nursing actions in relation to communicable disease management and TB work.
• Manages and participates in national immunisation programmes.
• Takes responsibility for maintaining own professional development updating knowledge to reflect best practice, and sharing knowledge with others
• Contributes to the support, direction and teaching of colleagues to enhance professional development
• Maintains a professional portfolio
• At the request of the Medical Officer of Health, assists in the implementation of a pandemic strategy.

2. Professional Responsibility
• Practises safely based on professional, ethical and legal standards in accord with relevant legislation, codes, and policies and upholds client rights derived from that legislation
• Demonstrates commitment to the Treaty of Waitangi, the application of the Treaty to practice, and the improvement of Maori health status
• Practises nursing in a manner that the client determines as culturally safe
• Promotes an environment that enables client safety, independence, quality of life, and health
• Demonstrates accountability for directing, monitoring and evaluating nursing care that is delegated to unregulated health workers.
• Participates in regular Performance Reviews and contributes to peer review
• Maintains infection control principles
• Evaluates environmental safety, completes hazard identification and risk assessments
• Proactive and responsible in maintaining health and safety for clients, staff and public
• Attends regular clinical supervision

3. Interpersonal Relationships
• Initiates, maintains and concludes therapeutic interpersonal interactions with clients
• Communicates effectively, positively and courteously with clients and the health care team
• Liaises / networks / visits school staff. Supporting them with health issues or concerns, and accepting referrals which may necessitate home visits of students and their families.
• Advocates for the safety of children and families in relation to child protection and family violence.
• Resolves problems and conflicts effectively using organisational structures and processes
• Practises nursing in partnership with the client acknowledging family/whanau perspectives and supports

4. Inter-professional Health Care and Quality Improvement
• Collaborates and co-ordinates care with other health professionals to ensure a quality service
• Maintains and documents information necessary for continuity of care and recovery
• Develops a discharge plan and follow up care in consultation with the client, family and other health team members
• Makes appropriate referrals to other health team members
• Recognises and values the roles and skills of all members of the health care team in the delivery of care
• Demonstrates knowledge of community and hospital services, and relevant resources.
• Attends relevant community meetings and forums
• Maintains existing community networks, initiates and develops new networks within the community setting.
• Offers links, resources and support to health programmes and policies.
• Participates and refers to the Strengthening Families process
- Participates in continual quality improvement activities to monitor and improve standards of nursing
- Participates in review and audit of practice and policies based on research
- Advocates both locally and nationally for improved child health outcomes.

This position description is not exhaustive and the incumbent may be requested to perform any reasonable task within the scope of the position as requested by the Manager.

This position description will be reviewed from time to time in consultation with the incumbent.

**HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003**
1. You are required to maintain your current competency based practicing certificate
2. You must notify your Manager of any changes to scope or conditions on practice (determined by Regulatory Authority)
3. You must complete the requirements of any competency programme
4. You must notify your employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence
5. You are required to know the provisions of the HPCAA as the governing legislation

**HEALTH AND SAFETY**
You are expected to meet the health and safety requirements set out in BOPDHB policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

**TREATY OF WAITANGI/CULTURAL COMPETENCIES**
BOPDHB is committed to the principles of the Treaty of Waitangi

*The Bay of Plenty District Health Board is a smokefree environment.*
The Person

**Essential**
- Registered Nurse with current practising certificate
- Clean drivers licence
- Effective time management skills
- Effective communication skills
- 2 years clinical experience (post registration)

**Desirable**
- Computer literate
- Vaccinator Certified

**Relevant Experience**
- Paediatric experience
- Experience working with children and families

**Personal Attributes**
- Show mutual respect - positively contributing to the good of the department
- Able to communicate effectively with all staff, clients, or families
- Self-motivated
- Ability to delegate
- Good health, physically strong and tidy presentation
- Keen to learn and develop new skills
- Have a commitment to quality and the provision of quality care
- Show cultural sensitivity and work in partnership with client/family/whanau
- Dedicated team player
- Show a caring but professional manner in all aspects of work
- Flexible and adaptable
- Able to prioritise work requirements
- Problem solving and solutions focused
- Passion for working with children, young people and their families