Position Description

Position Title: Communicable Disease Nurse

Service Group: Toi Te Ora Public Health

Team: Environmental Team

Reports to: Medical Officer of Health/Environmental Health Manager

Direct Reports: Nil

Authority Level: 7

The Bay of Plenty District Health Board
The District Health Board’s fundamental purpose is 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

Our Values: Compassion, All-one-team, Responsive, Excellence

Toi Te Ora Public Health
‘Toi Te Ora’ suggests the idea of enduring wellbeing. ‘Toi’ is the name of a celebrated ancestor in the Eastern Bay of Plenty and ‘Ora’ is to be alive, well and healthy.

Toi Te Ora Public Health (Toi Te Ora) is funded by the Ministry of Health and is the public health unit for the Bay of Plenty and Lakes District Health Boards.

The purpose of Toi Te Ora is to:
“Improve and protect the health of the population in the Lakes and Bay of Plenty districts with a focus on reducing inequalities”
Toi Te Ora has a key role to plan and deliver services that promote, protect and improve population health, prevent ill health and minimise the risk of disease and injury through population based interventions. The service has an emphasis on improving the health of Maori, children (including maternal health), and young people.

Organisational Structure
Toi Te Ora sits within Planning and Funding, BOPDHB. Toi Te Ora’s organisational structure is based on the three domains of public health activity and expertise: health protection, health improvement and health services development.

Health Protection Team
Health protection includes communicable disease control in the community and the management of environmental hazards. The team’s main aims are reducing the incidence and impact of communicable disease and improving and protecting environmental health.

Main Purpose
- To provide specialist nursing input into the core functions of health protection, including prevention, investigation, and control of communicable disease, and provide support as required on non-infectious environmental hazards and emergency planning.
- To participate in a timely and robust operational response to infectious and environmental problems and incidents that may impact on public health in the Bay of Plenty and Lakes districts.
- To participate in education and training, audit, guideline and policy development in relation to health protection issues.
- To support the Medical Officer of Health in the coordination of the public health management of Tuberculosis.
- To lead or participate in projects that aim to improve health outcomes for our communities, with a particular focus on reducing inequalities.
Nature and Scope of Responsibilities
The incumbent will:
▪ Have no direct line management responsibility, but will provide sound Communicable Disease Nurse expertise to support the delivery of the Toi Te Ora – Public Health Service communicable disease programme. Operate throughout the Toi Te Ora region.
▪ Be part of the Toi Te Ora Health Protection Team.
▪ Work with other staff within the Toi Te Ora.

Health Practitioners Competence Assurance Act 2003
1. You are required to maintain your current competency based practicing certificate
2. You must notify 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 employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. 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 Person

Essential
▪ New Zealand Registered Nurse
▪ Significant relevant experience in infection control, communicable disease control, or community based practice
▪ Well-developed skills in networking and managing organisational relationships, particularly with health service providers, laboratories and government agencies
▪ Interest and knowledge of the determinants of health, and public health issues in New Zealand, particularly with reference to health protection.
▪ Excellent written and oral communication skills including use of information technology
▪ Demonstrated ability in project management, setting priorities and meeting deadlines
▪ Strong work ethic and demonstrated professionalism, including attention to detail, a commitment to accuracy and maintaining confidentiality of information
▪ Initiative and commitment, able to work in a team environment and autonomously
▪ Valid driver’s licence

Desirable
▪ Post graduate papers in Infectious Diseases, Public Health.

Relevant Experience
▪ Recent experience in public health/public health nursing or other relevant nursing position

Personal Attributes
▪ Excellent written and oral communication skills
▪ Able to act as a mentor for Health Improvement team staff
▪ Able to work effectively both independently and in teams
- Knowledge of the political, social and tangata whenua determinants of health and the impact they have on whanau, hapu and communities
- Able to work effectively through networks in the community
- Able to apply principles of the Treaty of Waitangi, the Ottawa Charter, Te Pae Mahutonga and/or other relevant models in a health improvement/population health setting
- Have a holistic definition of health
- Creative and innovative
- Maintains own credibility and that of the organisation

<table>
<thead>
<tr>
<th>Key Responsibilities</th>
<th>Outcomes</th>
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<tr>
<td>Functioning as a member of the multidisciplinary Health Protection Team, contributing to the achievement of Toi Te Ora – Public Health Service - Service Plan goals.</td>
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<td>Assisting the Health Protection Officer in service planning, work planning and reporting.</td>
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<td>Contributing to the development and maintenance of health protection protocols and standard documentation.</td>
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<td>Coordinating the public health follow up of cases of Tuberculosis.</td>
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<tr>
<td>Providing specialist advice, education and guidance on infection control in the community.</td>
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<td>Providing nursing oversight of the day to day allocation of follow up of cases of notifiable disease.</td>
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<tr>
<td>Participate in the follow up of cases of notifiable and communicable diseases.</td>
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<tr>
<td>Participating in the outbreak and incident control.</td>
<td>▪</td>
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<td>Contributing to the preparation of regular surveillance and monitoring reports.</td>
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<td>Working with other staff in the service to place, implement and evaluate strategies that aim to promote health.</td>
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<td>Leading specific projects within the team and across Toi Te Ora – Public Health Service.</td>
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<td>Providing professional support for other nursing staff in Toi Te Ora – Public Health Service.</td>
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**Professionalism**
- Works in a way that demonstrates commitment to the Treaty of Waitangi, such as: partnership and shared decision making with Maori; participation and consultation with Maori; and, protection of Maori needs, values and beliefs
- Identifies opportunities for improvement across the service
- Identifies issues, trends and potential problems for the service
- Looks beyond common solutions, challenges the status quo and encourages others to do the same
- Maintains an awareness of overall organisational goals and looks for opportunities to contribute organisation wide
- Demonstrates commitment to the service and assists with delivering the service communications strategy
- Adheres to organisational policies, procedures and direction
- Considers communications and professional risk to the service and seeks advice from manager when uncertain
- Demonstrates and encourages behaviour that recognises and is consistent with equal employment opportunities principles and practices

**Effective Communication**

- Reporting
- Negotiation
- Effective oral and written communication

- Effectively expresses ideas in individual and group situations
- Presents ideas in a clear, concise, organised and assured manner
- Establishes and maintains effective relationships
- Responds to requests in a timely manner
- Demonstrates excellent writing skills
- Demonstrates willingness for win-win situations
- Explores alternatives and positions to reach outcomes suitable for all parties

**Effective Team Member**

- Shares non-confidential information, ideas and suggestions for the benefit of the service
- Acknowledges others’ skills, opinions and contributions
- Assists others to solve problems
- Recognises team styles, strengths and weaknesses and addresses these
- Endorses and implements senior management decisions
- Behaviour demonstrates cultural appropriateness
- Contributes to team projects

**Key Relationships**

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<th>External</th>
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### Person Specification

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<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td><strong>Knowledge of the New Zealand health sector and public health service delivery</strong></td>
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<td>New Zealand Registered Nurse</td>
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<td><strong>Experience</strong></td>
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<th>Values</th>
<th>Demonstrates behaviours consistent with the BOPDHB values.</th>
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**Problem Complexity**
You will need to solve problems of a routine and structured nature. At the same time you will show high levels of initiative and an ability to work with others to look at new and innovative ways of delivering services. Judgement and discretion are evident at all times.

You will need to be largely self-directed and will need to prioritise work as required. You will need to keep computer and information management skills up to date to be effective in this role. Excellent organisation and efficiency is required for the incumbent will need to undertake a number of tasks quickly and accurately, often within tight time frames.

You will seek support/assistance as and when required to work closely with other stakeholders and team members and contribute to a positive team atmosphere by offering assistance where there appears to be a need as well as understanding more defined tasks.

You agree to demonstrate flexibility and a willingness to perform a variety of tasks to promote and support BOPDHB initiatives.

You are required to meet the Health and Safety in Employment Act 1992 requirements as set out in the BOPDHB health and safety policies and protocols. This includes completing successfully any health and safety training provided by the BOPDHB.

You are required to maintain a standard of health which will allow for the performance of all duties and functions of the position.

**Vulnerable Children’s Act 2014**
Due to this position having contact with children and BOPDHB’s commitment to child protection, you will be subject to ‘safety checks’ under the Vulnerable Children’s Act at the time of hire and thereafter as per the relevant legislation.