



Me aro koe ki te ha o Hineahuone
"Pay heed to the dignity of women"

**Te Puawaitanga
ki Ōtautahi Trust**

Mō tātou a mō ngā uri a muri ake nei
"For us and for those who will come after us"

Position Description

Role Title:	Registered Nurse - Vaccinator and Community
Service:	Rapuora – Te Rōpū Nēhi o te Hapori (Community Nursing Team)
Reporting to:	Rapuora Team Leader

Organisation Vision

Safe, healthy, stable, and connected whānau securing positive futures for all generations.

Whakatauki

Me aro koe ki te hā o Hineahuone *Pay heed to the dignity of women*
Mō tatou, ā, mō ka uri ā muri ake nei *For us and our children who come after us*

Organisation Mission

We enhance the health and wellbeing of Māori/women and their whānau to achieve their aspirations.

Organisation Values

RAPUORA - in search of excellence in health

MANAAKITANGA - support, nurture and take care of

WHĀNAU NGATANGA - belonging, respectful relationships and whakapapa.

WAIRUATANGA - spirituality, mental wellbeing, cultural identity, and balance

KOTAHITANGA - unity, common purpose, and cohesiveness

RANGATIRATANGA - leadership, cultural identity, responsibility, and accountability

PUAWAITANGA - nurturing, empowerment and development of oneself and one's whānau.

AROHA- love, compassion, and empathy

Purpose of the role

1. To deliver and support national immunisation programmes such as covid-19, seasonal influenza, MMR, pregnancy, and childhood immunisations. This may include supporting whānau with medication management, nutrition and lifestyle advice, health promotion, self-management, and support navigating the health system.
2. To provide nursing services as part of Rapuora community nursing team who work with Māori with a primary focus on those who have, or are at risk of respiratory disease, diabetes, and heart disease.
3. The RN will operate in a manner that recognises and reflects Māori values and beliefs and aligns to Te Puawaitanga ki Ōtautahi values and core principles.
4. To provide nursing services that support individuals and/or their whānau who are isolating due to covid-19 or needing support afterwards working with other Rapuora team members to provide this service.
5. To contribute to the set up and delivery of any new health initiatives that may include working towards kaupapa Māori models of primary health care services.

Context

Across Aotearoa the health outcomes for the Māori population are significantly poorer than for non-Māori. There are multiple reasons for this including: cost of health services, transport barriers, cultural differences,

and access barriers. The Rapuora community nursing service exists to support whānau to access health services and information as a contribution to reducing these health inequalities. Rapuora provide whānau centred health promotion, health education, assessment, early detection, and health care planning. The service strives to ensure whānau develop knowledge and understanding of their disease state and receive the full range of primary and secondary care support necessary to manage and improve their health. The covid-19 vaccination campaign wants to ensure free vaccine is available to everyone in Aotearoa, this role contributes to this goal. Equity and Te Tiriti o Waitangi are the overarching principles for the covid-19 vaccination and NZ Immunisation programme. To achieve equity and actively protect Te Tiriti rights of Māori, requires specific responses, resources, and activities to be developed and implemented.

Key Accountabilities/Tasks

1. Delivery and support of immunisation programme such as covid-19, seasonal influenza, hāpu mama, their whānau and childhood immunisations.

The Rapuora team supports the delivery of national immunisation programmes to whānau Māori. A key aspect of this role is to support the delivery of these programmes in a manner that is appropriate, respectful, and timely to whānau within a kaupapa Māori environment. This will include:

- 1.1 Working with other agencies to deliver covid-19 vaccinations at designated clinics, in the community or home visits.
- 1.2 Assisting with the delivery of the seasonal influenza vaccine to kaumatua and their whānau at relevant primary care, community events or at home.
- 1.3 Assisting with the set up and delivery of hāpu mama, their whānau and childhood immunisations.
- 1.4 Work alongside other vaccination kaimahi - project management, administration, kaiwhakapuawai and registered health professionals to plan, organise and deliver vaccination.
 - Delivery of vaccine will be responsive: at designated clinics, pop-up clinics, and (where appropriate) in the home.
 - Ensure 'wrap around' care provided to client whānau accessing the clinics. Connect to other services if required.
 - Undertake the mandatory and clinical training and training up-dates required for vaccine delivery.
 - Vaccine administration including cold chain requisites.
 - CIR, NIR or NIS documentation and recording as developed and required by CHDB and MOH.
 - Safe disposal of clinical waste.
 - PPE use as per recommendations and national guidelines.
 - Follow organisational and national policies in relation to vaccination programmes.
 - Be culturally responsive in all aspects of health care developed services.

2. Health education and intervention

Support the development of a program of education, intervention, and support for client whānau of the Rapuora service that is delivered within a kaupapa Māori framework.

- 2.1 Work with the Rapuora service to plan, organise and prioritise group education topics.
- 2.2 Consult with client whānau of Rapuora for input and insight into their priorities for group intervention.
- 2.3 Liaise with community health groups and services, including Rongoā practitioners to support the program.

- 2.4 Support the provision of evidence based, up to date education and information.
- 2.5 Work closely with the Rapuora team to ensure safety and well-being of client whānau accessing the group program.
- 2.6 Support evaluation of the effectiveness of the health education programme of work, develop and adapt, as necessary.
- 2.7 Seek feedback from client whānau.
- 2.8 Work with the Rapuora team and other Te Puawaitanga ki Ōtautahi kaimahi to identify areas of staff development for education sessions on specialty health topics.

3. **Community Nursing Service - Rapuora**

To support the Rapuora service to provide a community home visiting nursing service that is appropriate, respectful, and timely to whānau within a kaupapa Māori environment.

- 3.1 With client whānau undertake the following
 - Health needs assessment
 - Health management plan
 - Completion of tasks as per the plan
 - Review of progress/health outcomes
 - Advocating navigating the health system
- 3.2 Facilitate early identification of health issues, by
 - Building a successful relationship
 - Increasing whānau understanding of their condition through:
 - listening, education and resources
 - the health services available for them
 - Improving access to care by navigating the health system
 - Supporting whānau to be able to self-manage their wellbeing
- 3.3 Ensure all reporting is accurate and managed to specified timelines. This includes:
 - Client files – both electronic and hard copy
 - Data activity sheets
 - Monthly and quarterly reporting requirements
 - Client exits and enrolments.
 - Working closely with the Administration team

Te Puawaitanga ki Ōtautahi operates within a constantly changing environment, regarding technological advances, integration of kaupapa Māori research into practice, availability of data to develop service delivery. As such, this role must contribute to identifying and piloting new service developments and business opportunities.

4. **Covid Care in Community (CIC)**

- 4.1 Provide clinical and cultural support to whānau who are isolating or experiencing effects of covid-19 to help them navigate their own health needs
- 4.2 Provide clinical support to other Rapuora team members already working with whānau.

5. **Relationships and Networks**

- 5.1 Build and maintain relationships with both internal and external stakeholders including:
 - Team and service members
 - Te Puawaitanga ki Ōtautahi Trust kaimahi
 - Health system personnel
 - Community networks

- 5.2 Build relationships with clients and whānau in a manner that is explicitly guided by a kaupapa Māori approach.

6. **Organisation, Team, and Service Player**

- 6.1 Contribute professionally to the organisation in a positive manner that supports team functionality.
- 6.2 Participate in organisation activities as required including:
 - Monthly Full House hui
 - Team and Service hui
 - Supervision
 - Strategic and Operational Planning
 - Cultural Development
- 6.3 Develop an understanding of the external environment within which the service operates.
- 6.4 At all times, work in accordance with Te Puawaitanga ki Ōtautahi policies and procedures.

7. **Professional Development**

- 7.1 Participate in professional learning and development as identified in position reviews, including your own cultural knowledge.
- 7.2 Participate in regular planned supervision.
- 7.3 Participate in individual position planning and review meetings.
- 7.4 Ensure nursing skills are maintained and updated through professional development and research.

8. **Health and Safety**

- 8.1 Ensure compliance with legislative requirements including:
 - RN Practising Certificate including education hours, code of conduct.
 - Drivers Licence – full and unrestricted
- 8.2 Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015).
- 8.3 Promote and participate in health and safety, maintain a safe workplace, and ensure that any safety equipment is always used correctly.
- 8.4 Implements organisational policies and procedures, legislation, and guidelines across both organisations.
- 8.5 Ensure reports are filed for all incidents and near misses that involve yourself and/or your team.

9. **Information Technology**

Computer skills are essential and integral to the role. Ongoing development in the use of IT is expected for the role.

- Utilise Te Puawaitanga ki Ōtautahi Microsoft Office software eg Word, Outlook, Excel, PowerPoint.
- Skill with computers/laptops, smart phones, APPs and other IT equipment is essential.
- Maintenance of case notes, plans etc and the use of patient management systems Profile and HealthOne.

The key tasks/accountabilities of the role may change from time to time so that Te Puawaitanga ki Ōtautahi is able to adapt to changes in the business environment.

Required skills, experience, and qualifications.

- NZ Registered Nurse with current unrestricted Annual Practising Certificate.
- A minimum of two years RN experience, preferably medical or primary healthcare experience.
- A lived experience of Tikanga Māori, cultural values and beliefs that are important to Māori and their whānau.

- Experience in establishing effective working relationships with whānau and other key stakeholders.
- Drivers Licence – full and unrestricted

Desired qualifications and experience

- Authorised vaccinator (infant to adult) or provisional vaccinator working towards authorised
- Current first aid certificate including CPR Immediate
- Post graduate study and experience in relevant areas e.g., vaccination, diabetes, asthma, heart failure, co-existing mental health & addiction problems or a strong desire to upskill to these specialty areas.

Key competencies

- Able to work to the kaupapa of the organisation's values.
- Whānau centric - ability and desire to focus attention on meeting the needs of client whānau.
- Integrity - has a high work ethic combined with honesty and ability to achieve results.
- Self-directed and motivated to be working at the top of your scope.
- Relational - commitment and ability to build purposeful communication with a range of people.
- Professionalism - represents the organisation favourably and delivers on promises.
- Culturally-wise - ability to work successfully with Māori and other ethnic groups, understanding of Te Tiriti o Waitangi.
- Planning and Organisation – ability to work efficiently delivering work on time and to a high standard.
- Valuing Diversity – Ability to work successfully with people of all views and preferences, recognising and respecting differences.
- Time Management - ability to effectively prioritise and execute tasks.
- Flexibility - can adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people.
- Empathy and understanding of trauma – informed care and how to tautoko whanau.

Employee signature:

Date:

(Name of position holder)