



## POSITION DESCRIPTION REGISTERED NURSE MEDICAL AND INJURY CENTRE

### POSITION PURPOSE

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The Medical and Injury Centre is a Very Low Cost Access general practice, providing primary health care to a current enrolled population of 1200 patients, of which 67% are 'High Needs' (Māori, Pasifika or Deprivation 9 or 10). In addition the Medical and Injury Centre provides after hours primary health care to enrolled patients from the Nelson, Richmond, Wakefield and Mapua districts, and to visitors to the Nelson region on a casual basis. MIC is Cornerstone and New Zealand Urgent Care Standard 2015 accredited.

The Registered Nurse provides primary nursing care and supports patient interventions and treatment within MIC. As part of the general practice and urgent care team he/she will work within his/her scope of practice and be responsible for providing patient-centred, holistic and culturally appropriate care for patients. The Practice Nurse works closely with the doctors and other team members to provide efficient, effective, professional nursing services. Patients should feel that their health needs have been met in a friendly, courteous manner and that all that can be done for them, has been done. "Going the extra mile" is our philosophy.

### POSITION OBJECTIVES

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1. Provide patient-centred, holistic, supportive and culturally appropriate professional nursing services within the MIC multi-disciplinary team.
2. Provide nursing services within scope of practice demonstrating high degree of skill and competency, and work towards achieving and maintaining an advanced skill set that will benefit patients receiving care at MIC.
3. Ensure people are dealt with in a professional, friendly and helpful manner, using tact, discretion, confidentiality and diplomacy, through effective communication and competent nursing care.
4. Ensure all nursing care related documentation and administrative tasks are recorded accurately and completed in a timely manner.
5. Lead by example, exhibiting a professional standard of behaviour and dress at all times.

### RELATIONSHIPS

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- **Reports to:** Clinical Nurse Leader
- **Internal Relationships:** Practice Manager,  
Reception and Administration staff  
Doctors  
Nurses  
Other health professionals
- **External Relationships:** Patients and supporting whanau  
Visitors  
PHO  
Pharmacies  
Other Health Professionals  
Other relevant stakeholders  
Professional supervisor

### LOCATION

This position has variable hours as agreed in the Employment Agreement and is based at the Medical and Injury Centre (MIC), Nelson.

## HEALTH AND SAFETY

MIC is committed to achieving the highest level of health and safety for its staff. In line with MIC's Health and Safety Policy, all employees are expected to identify, report, take responsibility for and resolve issues that may cause harm to themselves or others in the organisation. All employees are expected to work safely at all times, and to actively participate in health and safety programmes in their area. It is expected that the employee will report all accidents, incidents or potential hazards to their direct line supervisor.

## THE TREATY OF WAITANGI

MIC is committed to its obligations under the Treaty of Waitangi. All employees are required to understand and implement the Treaty of Waitangi within their work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

## CODE OF CONDUCT

All staff are expected to comply with the MIC Code of Conduct and professional conduct requirements as a registered health professional.

## KEY ACCOUNTABILITIES

Tasks		Standards/Outcomes Expected
1	<b>Clinical Services</b>	
	1.1 Nursing Services	<ul style="list-style-type: none"> <li>• Provide Primary Care Nursing Services as follows:               <ol style="list-style-type: none"> <li>a) Work independently within scope of practice and consistent with MIC protocols and standing orders</li> <li>b) Assess urgency and severity of presenting problems through nursing assessment / triage and take appropriate actions to resuscitate, stabilise and refer patients to the GP if indicated. Triage assessment can be via telephone or 1:1 consultation with patient.</li> <li>c) Initiate and provide on-going nursing support for patients and whanau</li> <li>d) Follow-up of patient test results and communication with patients where appropriate.</li> <li>e) Carry out appropriate clinical interventions and procedures based on scope of practice, including but not limited to nurse-led interventions and care, advice, referral to appropriate agencies and provision of patient / whanau education and information.</li> <li>f) Maintain quality control of sterilisation and clean technique</li> <li>g) Set-up and assist with minor surgery</li> <li>h) Assist doctor with any medical, obstetric, STD or other procedures as indicated.</li> <li>i) Provide health screening e.g. VRA</li> <li>j) Identify chances for opportunistic health promotion and interventions (e.g. immunisations, health screening, smoking cessation)</li> <li>k) Act as a chaperone as required.</li> </ol> </li> </ul>
	1.2 Maintain and Improve Health	<ul style="list-style-type: none"> <li>• Provide timely clinical and culturally appropriate health services through:               <ol style="list-style-type: none"> <li>a) On-going well-health education and advice, including counselling to improve health and prevent disease.</li> </ol> </li> </ul>

			<ul style="list-style-type: none"> <li>b) Education to assist people to reduce or change risk taking behaviours and harmful lifestyles e.g. smoking cessation, AOD and obesity.</li> <li>c) Family planning services, provision of contraceptive advice and sexual health services.</li> <li>d) Delivery of immunisation programmes.</li> <li>e) Working with public health providers in the prevention and control of communicable diseases through identification and reporting and support for individuals and families/whanau..</li> <li>f) Health promotion that is aligned to public health programmes at a national, regional, local and practice level.</li> </ul>
	1.3	Co-ordinate Care	<ul style="list-style-type: none"> <li>• Coordinate care, in particular : <ul style="list-style-type: none"> <li>a) Co-ordinate care with the Doctor on Duty to maximise positive outcomes.</li> <li>b) Ensure appropriate handover and exchange information with other MIC staff e.g. at end of shift</li> <li>c) Arrange appropriate follow up assessment, treatment and/or referral</li> <li>d) Work with the MIC team to ensure appropriate and timely liaison with patients' regular GP and other health providers.</li> <li>e) Recognise and contribute to the special nature of After Hours and weekend services and the need to link in with MCT/ DSAC/ Women's Refuge etc.</li> <li>f) Develop collaborative working relationships with community health services, PHO, DHB and non-Government public health providers, ACC and relevant non-health agencies.</li> <li>g) Advocate on behalf of patients with external agencies to find solutions to client's medical/ emotional and social problems.</li> </ul> </li> <li>• Recognise self-limitations and professional boundaries and responsibility to make referrals to facilitate coordinated care.</li> </ul>
	1.4	Core Clinical Skill Set	<ul style="list-style-type: none"> <li>• Undertake physical assessment and nursing interventions, which include but are not limited to: <ul style="list-style-type: none"> <li>• Temp /BP /Height/ weight/ BMI</li> <li>• Diabetes assessment and lifestyle education</li> <li>• Urinalysis/Pregnancy testing</li> <li>• Respiratory assessment and education</li> <li>• ECG</li> <li>• Aural assessment, Ear syringing and Tympanometry</li> <li>• Visual acuity/ colour vision assessment</li> <li>• Wound care assessment, intervention and care planning</li> <li>• Administering medication</li> <li>• Immunisations (scheduled and prescribed)</li> <li>• Assisting with minor surgery</li> <li>• Collection and management of Specimens for lab tests</li> <li>• Complete ACC forms</li> <li>• Telephone and waiting room triage</li> <li>• Well child assessments including care and protection</li> <li>• Use of Medtech to document all nursing assessment and</li> </ul> </li> </ul>

		Advanced Clinical Skill Set (Nursing staff will work towards gaining the advanced clinical skill set in consultation with the Clinical Nurse Leader and Practice Manager)	<p>interventions</p> <ul style="list-style-type: none"> <li>• And any other procedures under the supervision of the doctor that is within their scope of practice</li> <li>• ACLS Level 6</li> <li>• Triage Assessment</li> <li>• STI testing</li> <li>• Plastering</li> <li>• Entonox therapy</li> <li>• Suturing</li> <li>• Phlebotomy and Intravenous therapy including cannulation</li> <li>• Emergency visits and assessments</li> </ul> <p>And any other procedures under the supervision of the doctor that is within their scope of practice</p>
<b>2</b>		<b>Financial</b>	
	2.1	Invoicing	<ul style="list-style-type: none"> <li>• Ensure all patient services undertaken are invoiced in accordance with appropriate protocols.</li> </ul>
	2.2	Compliance	<ul style="list-style-type: none"> <li>• Ensure claims made to funding agencies comply with all requirements.</li> </ul>
	2.3	Other	<ul style="list-style-type: none"> <li>• Assist with provision of information for practice reporting requirements, as requested.</li> </ul>
<b>3</b>		<b>Practice Supplies &amp; Maintenance</b>	
	3.1	Consumables/Equipment	<ul style="list-style-type: none"> <li>• Maintain adequate levels of consumables and equipment in all treatment and consulting rooms, ensuring items are within their expiry date.</li> <li>• Ensure emergency equipment is fully operational at all times.</li> </ul>
	3.2	Drug supplies	<ul style="list-style-type: none"> <li>• Maintain drug supplies for the practice, and the doctors' bags as determined by imprest system.</li> <li>• Ensure medicines are stored safely and as specified in the Medicines Act</li> </ul>
	3.3	Controlled Drug Register	<ul style="list-style-type: none"> <li>• Maintain the Controlled Drug Register as per the Medicines Act</li> </ul>
	3.4	Clinical Maintenance	<ul style="list-style-type: none"> <li>• Maintain Cold Chain accreditation</li> <li>• Maintain infection control including sharps disposal, cleaning, disinfection and sterilisation</li> <li>• Ensure all equipment is validated, calibrated or credentialed for use</li> </ul>
<b>4</b>		<b>IT System /Reception</b>	
	4.1	Accuracy of information	<ul style="list-style-type: none"> <li>• Ensure all information entered into the PMS system is accurate, appropriate and in accordance with agreed protocols.</li> </ul>
	4.2	Reception	<ul style="list-style-type: none"> <li>• Assist Receptionist with assessment of urgency of calls/ appointments/ referrals</li> <li>• Provide reception support in the absence of the Receptionist</li> </ul>
	4.3	Computer	<ul style="list-style-type: none"> <li>• Ensure proficiency in data entry and correction/ word processing/ back-up and printout / statistic gathering for computer analysis</li> </ul>

<b>5</b>		<b>Patient Enrolment</b>	
	5.1	Patient enrolment	<ul style="list-style-type: none"> <li>Promote / facilitate the enrolment of patients who are eligible for enrolment</li> <li>Support patients and other staff by promoting the benefits of enrolling into the PHO</li> </ul>
<b>6</b>		<b>Communication</b>	
	6.1	External	<ul style="list-style-type: none"> <li>Develop and maintain professional liaison with other health professionals.</li> <li>Support patients through the healthcare experience by relating in a professional manner and communicating effectively.</li> </ul>
	6.2	Internal	<ul style="list-style-type: none"> <li>Ensure appropriate staff are informed regarding patient care issues / concerns</li> <li>Ensure the Clinical Nurse Lead is informed of issues / concerns or suggestions for improvement regarding the smooth operation of the practice</li> <li>Attend staff and team meetings as requested.</li> </ul>
	6.3	Staff Problems or Issues	<ul style="list-style-type: none"> <li>Ensure all staff problems or issues are referred to the Clinical Nurse Lead in the first instance.</li> </ul>
<b>7</b>		<b>Quality</b>	
	7.1	Clinical Notes	<ul style="list-style-type: none"> <li>All patient consultations must be accurately recorded in the clinical patient notes within 24 hours of seeing the patient.</li> </ul>
	7.2	Professional Development	<ul style="list-style-type: none"> <li>Undertake responsibility for own professional nursing development.</li> <li>Ensure Continuing Professional Development meets the minimum requirements set by the NZ Nursing Council.</li> <li>Ensure Professional Development is overseen by Clinical Nurse Leader</li> <li>Ensure all applications for Continuing Professional Development are signed off by the Clinical Nurse Leader and directed through the Practice Manager</li> <li>Ensure all professional development is recorded on the MIC staff training records</li> </ul>
	7.3	Peer Review and Supervision	<ul style="list-style-type: none"> <li>Attend Peer Review meetings regularly in accordance with the guidelines of the NZ Nursing Council.</li> <li>Ensure professional supervision is undertaken regularly</li> </ul>
	7.4	Cornerstone Accreditation	<ul style="list-style-type: none"> <li>Maintain Cornerstone protocols and standards with respect to nursing and participate in practice activities to support on-going accreditation</li> </ul>
	7.5	New Zealand Urgent Care 2015 Accreditation	<ul style="list-style-type: none"> <li>Participate in practice activities that assist MIC to achieve and maintain NZUCS within 12 months</li> <li>Ensure NZUCS standards are applied to all processes both clinical and operational within the practice</li> </ul>
	7.6	PHO System Level Measures Programme	<ul style="list-style-type: none"> <li>Assist the practice team to meet the targets of the SLM, identifying quality improvements to enable targets to be met.</li> </ul>
<b>8</b>		<b>Compliance</b>	
	8.1	Code of Health and Disability Services Consumers' Rights	<ul style="list-style-type: none"> <li>Ensure all complaints or issues are referred to the Complaints Officer in the first instance.</li> </ul>
	8.2	Health Information Privacy	<ul style="list-style-type: none"> <li>Ensure confidentiality and privacy of patients is</li> </ul>

		Code (HIPC)	maintained in accordance with HIPC, or if not available are handled as per the Complaints Policy.
	8.3	Health & Safety at Work Act 2015	<ul style="list-style-type: none"> <li>Comply with MIC health and safety policies with regard to handling of instruments, infection control, storage of drugs and disposal of sharps and other potentially dangerous equipment and substances.</li> <li>Participate in staff immunisation programme for seasonal influenza and any other immunisation programmes that are offered in practice as part of the H&amp;S programme for vaccine-preventable diseases</li> </ul>
<b>9</b>		<b>Other</b>	
	9.1	Other duties	Perform any other duties and tasks, as requested by the Clinical Nurse Lead or Practice Manager, to maintain the smooth and effective service of the practice.

### QUALIFICATIONS AND EXPERIENCE

- Registered General and Obstetrical or Comprehensive Nurse or Registered General Nurse under the Nurse Act of 1977
- Current Practising Certificate
- Current CPR certification
- Professional indemnity insurance cover
- Authorised Independent Vaccinator approved by Medical Officer of Health is essential
- Accredited Cervical Smeartaker status is desirable
- Family Planning Certificate is desirable
- Experience in Accident and Medical emergency primary care is desirable
- Awareness, Knowledge and implementation of:
  - The Nurses Act 1977
  - Accident Compensation and Insurance Act 1977
  - Code of Ethics NZNO
  - Contraception, Sterilisation and Abortion Act 1977
  - Standards of Practice for Practice Nurses 2000

### COMPETENCY PROFILE

- Proven ability to deliver high quality nursing services
- Excellent interpersonal skills and proven ability to create effective working relationships
- Ability to lead a project and achieve goals
- Demonstrates evidence of commitment to service development and delivery of innovative strategies for primary healthcare, accident and emergency care and patient outcomes
- Demonstrates commitment to career development with evidence of continual professional development, including evidence of developing professional competence and responsibility and maintenance of professional standards
- Demonstrates effective time management with proven ability to efficiently plan and organise workload to meet service needs.
- Demonstrates evidence of effective interpersonal skills including negotiation skills, conflict management, team effectiveness, and problem solving and change management.
- Demonstrates knowledge of quality improvement initiatives including clinical audit review



- Demonstrates knowledge of clinical governance principles
- Demonstrates knowledge of information and communication technology, including Microsoft Office and MedTech.

<b>Signed by MIC Employee:</b>	<b>Signed for an on behalf of the employer:</b>
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____