

## Te Whakatūranga ō Mahi | Position Description

### Kaikōkiri - Champion of Wellness

<b>Title</b>	Kaikōkiri – Nurse Team Lead		
<b>Team</b>	Practice Team		
<b>Direct Reports</b>	Nurses HCA's	<b>Total FTE</b>	1.0

### Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1996 at a hui at Papawai Marae, Greytown. Ngāti Moe hapu, led by Dr Janice Wenn and Kim Workman, structured a proposal for a 'by Māori for Māori' community-based health service for the Wairarapa. Initially Whaiora Whanui was developed under the umbrella of the Ngāti Kahungunu Māori Executive, Taiwhenua (NKMET). With the mandate from Wairarapa hapū, Whaiora Whanui became an autonomous entity and was established as a Charitable Trust on 13 December 2000.

Whaiora provides a range of community health and social services to the Wairarapa community, our boundaries are Pukaha Mt Bruce to Remutaka Summit – we also work with whānau in Eketahuna.

Our services also include a Very Low Cost Access Medical Centre for Masterton residents.

VISION  
Wairarapa He Waiora / Wairarapa A Place of Wellness

MISSION  
He rarapa I nga ahuatanga e u ai te ha o te ora / To pursue and participate in ways of bringing about wellness

### Tēnei tūranga | About the role

The Nurse Team Lead will deliver community-based clinics and use a holistic, multi-disciplinary Whānau Centric model of care. This role will provide comprehensive, culturally sensitive, and appropriate nursing services that meet individual needs while meeting practice service specifications.

The Nurse Team Lead will focus on developing nurses and their ability to reach a Whaiora Scope of Practice and ensure all nurses are qualified and competent to deliver Cervical Screening, Immunisations, Long Term Conditions, and Guided Care Clinics.

The Nurse Team Lead will promote safe, competent nursing care for clients to maximise health potential. This role will work collaboratively to create, implement, monitor, and evaluate health plans for Whaiora's clients.

The Nurse Team Lead will help create an inspiring, motivating team environment with an open communication culture and be willing to look at and iterate operative models.

### Essential Functions

The Nurse Team Lead will provide nursing duties that align with relevant codes of ethics, procedures, local guidance, and referral criteria for protecting children and vulnerable adults, complying with the Act and Whaiora's policies.

This role will work to enhance patients' understanding of their wellness and strive to comply with national and practice standards. The Nurse Team Lead will raise issues affecting client care and maintain standards to facilitate the best outcomes for clients and whānau.

The Nurse Team Lead will monitor and review systems and processes with a quality focus suggesting changes and improvements as needed. They will also maintain clear communication pathways across the organisation and multiple modalities.

The Nurse Team Lead will maintain a positive and caring environment for clients and whānau, appropriate to individual needs. Utilise effective communication with individuals and whānau demonstrating cultural awareness and sensitivity that facilitates the best outcome for individuals and whānau.

Key Result Area	Expected Outcomes / Performance Indicators
Learning and Development	<ul style="list-style-type: none"> <li>• The Nurse Team Lead will ensure they and the team continue to meet the professional developments of their roles.</li> <li>• This role will also support new colleagues through their orientation and induction.</li> </ul>
Financial and Resources	<ul style="list-style-type: none"> <li>• Manages all treatment and care-related resources in an effective and cost-efficient manner.</li> <li>• Maintains an oversight of stock at optimum levels; the need for stock repurchase and provides suggestions regarding effective products.</li> <li>• Is involved with ordering and checking as appropriate.</li> <li>• This role also uses and checks equipment and facilities correctly, reporting any need for maintenance or replacement.</li> </ul>
Patient Safety	<ul style="list-style-type: none"> <li>• The Nurse Team Lead will ensure all equipment used in patient care is used safely and disposed of, cleaned, or sterilized as appropriate.</li> <li>• This role will use standard precautions when dealing with bodily substances and follow Whaiora policies to report untoward events, incidents, and errors. Because of these inherent risks, the Nurse Team Lead must take responsibility for maintaining their health and well-being.</li> <li>• It will be necessary to communicate effectively with the kaimahi, including raising issues affecting client care, maintaining standards, requesting consultations, and sharing knowledge with team members.</li> <li>• The Nurse Team Lead will demonstrate cultural awareness and sensitivity.</li> </ul>

Key Result Area	Expected Outcomes / Performance Indicators (All Whaiora Kaimahi)
An Accountable System	<ul style="list-style-type: none"> <li>• Champion connections with whānau, hapū and iwi Māori to promote whānau voice and improve whānau service experiences and outcomes</li> <li>• Promote development of a culturally safe workforce supporting others to better understand their own cultural perspectives to advance the work of the organisation across a range of social contexts</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate life-long learning in cultural safety, holding themselves accountable for providing culturally safe leadership, service design and delivery</li> <li>• Ensure the unique needs of priority populations including tāngata whaikaha are understood and kept at the forefront of service delivery</li> </ul>
Collective Impact	<ul style="list-style-type: none"> <li>• Support the pursuit of Māori health gain and achieving equitable health outcomes for Māori including tāngata whaikaha through the application of hauora models</li> <li>• Support the dismantling of policies, procedures and practices that cause inequity</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Take responsibility for meeting Whaiora obligations under the Health and Safety at Work Act 2015 by:</li> <li>• Observing Whaiora H and S procedures</li> <li>• Participating in health and safety initiatives and training</li> <li>• Providing suggestions for improvement of health and safety</li> <li>• Reporting all accidents/incidents, near misses and symptoms of discomfort</li> <li>• Identifying and reporting workplace hazards</li> </ul>
Indigenous Health System	<ul style="list-style-type: none"> <li>• Influence the application of mātauranga Māori, te reo and tikanga Māori in in compelling and constructive ways of aligned with organisational vision</li> <li>• Promote wairuatanga as determinant of your own wellbeing and that of your team</li> <li>• Knowledge and application of kaupapa Māori methodologies and frameworks as it pertains to the role</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• Identify any people related, reputational and/or organisational risks and take action to minimise their impact</li> <li>• Effectively manage and escalate risks with proposed appropriate mitigation where necessary</li> </ul>
Sustainable and Equitable Resourcing	<ul style="list-style-type: none"> <li>• Support the secure use of digital tools that foster organisational effectiveness</li> <li>• Maintain positive working relationships with colleagues within public and private sectors, related industry and community interest groups and the wider local, regional, national communities as required for the role</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way</li> <li>• Provide leadership to colleagues, supporting them to understand the organisation's Te Tiriti stance, and its application to their work in the workplace</li> </ul>

## Whānaungatanga | Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Nurses/HCA</li> <li>• Clinical Pharmacist</li> <li>• All Whaiora staff</li> <li>• Whaiora outreach Service</li> </ul>	<ul style="list-style-type: none"> <li>• Whānau / Hapū / Iwi / Marae</li> <li>• Medical Centres</li> <li>• Public health</li> <li>• Te Whatu Ora</li> <li>• Ambulance Services</li> <li>• Suppliers</li> </ul>

## Ngā Āhuatanga | About you

You will have	<p>Essential</p> <ul style="list-style-type: none"> <li>• Registered Nurse qualification with a current Annual Practicing Certificate.</li> <li>• Evidence of current professional development (portfolio of evidence).</li> <li>• Current vaccinator’s independent certificate validated and maintained every 2 years.</li> <li>• Current CPR and / or Advanced Life Support Certification.</li> <li>• Experience in Primary healthcare and / or emergency care experience.</li> <li>• An understanding of the principles of Te Tititi o Waitangi and the ability to put them into practice when caring for clients</li> <li>• Competence using Microsoft Word and Excel</li> <li>• IT and computer literacy.</li> <li>• Patient Management System experience.</li> <li>• Smoke free</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Management experience.</li> <li>• An understanding of quality improvement.</li> <li>• Competent user of MedTech 32/MedTech Evolution</li> <li>• Knowledge of Māori health models.</li> </ul>
You will be able to	<p>Skills</p> <ul style="list-style-type: none"> <li>• Proven ability to work in a fast paced always changing environment</li> <li>• Excellent verbal, written and interpersonal communication skills</li> <li>• High level of integrity and professionalism</li> <li>• Ability to maintain confidentiality and discretion</li> <li>• Strong organisational ability to optimise and prioritise</li> <li>• Excellent oral and written communication skills with the ability to plan, implement and follow projects through to completion</li> <li>• Good analytical skills and attention to detail</li> <li>• Computer literate</li> <li>• Excellent self-management skills, including working effectively without direct supervision, managing and organising fluctuating workloads.</li> <li>• Time management skills necessary to prioritise effectively and maintain client safety</li> <li>• A team player and considers the views of others</li> </ul>
Other Duties	As this is not an exhaustive list of duties, the Nurse Team Lead may be required to follow other lawful and reasonable requests and instructions.