

## Te Whakatūranga ō Mahi | Position Description

### Kaikōkiri - Champion of Wellness

|                       |                                |                |         |
|-----------------------|--------------------------------|----------------|---------|
| <b>Title</b>          | Kaikōkiri – Nurse Practitioner |                |         |
| <b>Reports to</b>     | Kaiwhakahaere Primary Health   |                |         |
| <b>Team</b>           | Practice Team                  |                |         |
| <b>Direct Reports</b> | NIL                            | <b>1.0 FTE</b> | 1.0 FTE |

### Ko wai mātou | Our organisation

The kaupapa for Whaiora was first considered in 1995 at a hui at Papawai Marae, Greymouth. Ngāti Moe hapu, led by Dr Janice Wenn and Tā 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

Whānau Wairarapa / he pepe ora  
Whānau Wairarapa – healthy futures

#### MISSION

He rarapa I nga ahuatanga e u ai te ha o te ora / Fostering innovation to achieve wellness.

### Tēnei tūranga | About the role

The Nurse Practitioner works as an autonomous advanced clinician within a general medical practice setting, providing high-quality, comprehensive primary health care. The role focuses on continuity of care, long-term condition management, preventative health, early intervention, and improving equity for enrolled whānau.

### Te Horopaki Tiaki Tuatahi | Primary Care Context

This is a community-based primary care role rather than a hospital or inpatient position. The Nurse Practitioner provides longitudinal care across the lifespan and contributes to population health outcomes within a capitation-funded environment.

### Ngā Haepapa Matua | Key Responsibilities

| Clinical Practice  |
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| <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Advanced assessment, diagnosis, treatment, and prescribing within NP scope</li> <li>• Management of acute presentations and long-term conditions</li> <li>• Preventative care, screening, immunisations, and health promotion</li> <li>• Medicines optimisation and safe prescribing practice</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Accurate documentation and care planning</li> </ul>  |
| Primary Care Systems  |
| <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Operate within a capitation-funded general practice model</li> <li>• Utilise PMS systems, recalls, and clinical coding effectively</li> <li>• Support access targets and continuity of care</li> </ul>  |
| Collaboration and Navigation  |
| <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Work collaboratively with GPs, nurses, HCA's kaiāwhina, HIPs, Physiotherapist, and administration teams</li> <li>• Initiate and manage referrals to secondary and community services</li> <li>• Support whānau navigation across the health system</li> </ul> |
| Quality, Safety, and Compliance   |
| <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Meet Nursing Council, legislative, and organisational standards</li> <li>• Participate in clinical governance, audit, and quality improvement</li> <li>• Maintain safe environments, infection control, and emergency readiness</li> </ul>                    |
| Equity and Kaupapa Māori Practice   |
| <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Uphold Te Tiriti o Waitangi in practice</li> <li>• Apply Māori models of health such as Te Whare Tapa Whā</li> <li>• Advocate for equitable access and outcomes for Māori and priority populations</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> <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> </ul>  |

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|                                      | <ul style="list-style-type: none"> <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 compelling and constructive ways 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>   |

## Ngā Hua Mahi Matua | Key Performance Deliverables

This will be achieved by:

- Safe, effective, and timely advanced clinical care
- Achievement of agreed access, activity, and population health targets
- Effective long-term condition and preventative care delivery
- Appropriate investigations, prescribing, and referrals
- 100% compliance with documentation, audit, and reporting requirements
- Active contribution to service development, mentoring, and quality improvement
- Demonstrated equity-focused and culturally safe practice

## Whānaungatanga | Relationships

- Patients/whanau
- General Practitioners, Practice Nurses
- Reception and administration staff
- Ambulance personnel
- Community and secondary providers District Nurses
- Other health professionals
- Management

## Te Whanaketānga Ngaio | Professional Development and Accountability

This will be achieved by:

- Maintain current Annual Practising Certificate and NP endorsement
- Participate in supervision, peer review, and appraisal processes
- Maintain professional portfolio and ongoing education
- Hold current CPR certification and professional indemnity insurance

## Ngā Āhuatanga | About you

|   |   |
|---|---|
| You will have                               | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse with current APC</li> <li>• Endorsed Nurse Practitioner (NCNZ) with prescriber status</li> <li>• Significant experience in primary care or community health</li> <li>• Strong clinical judgement, communication, and relationship skills</li> <li>• Commitment to kaupapa Māori health and equity</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in Māori health and/or general practice</li> <li>• Familiarity with PMS systems (e.g. Medtech)</li> <li>• Experience contributing to service or quality improvement initiatives</li> </ul> |
| Professional Development and Accountability | <ul style="list-style-type: none"> <li>• Maintain current Annual Practising Certificate and NP endorsement</li> <li>• Participate in supervision, peer review, and appraisal processes</li> <li>• Maintain professional portfolio and ongoing education</li> <li>• Hold current CPR certification and professional indemnity insurance</li> </ul>   |
| You will be able to                         | <ul style="list-style-type: none"> <li>• Work under pressure to meet timeline requirements</li> <li>• Think critically and rationally</li> <li>• High standard of communication internally and with stakeholders</li> </ul>   |



|              |   |
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|              | <ul style="list-style-type: none"><li>• Good analytical skills and attention to detail</li><li>• High level of integrity and professionalism</li><li>• Ability to maintain confidentiality and discretion</li></ul> |
| Other Duties | As this is not an exhaustive list of duties, and you may be required to follow other lawful and reasonable requests and instructions.   |

**PLEASE SIGN TO ACKNOWLEDGE YOUR ACCEPTANCE OF THIS JOB DESCRIPTION.**

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_