# ROLE DESCRIPTION

**Position:** Occupational Health Nurse  
**Service:** Health and Safety Service  
**Directorate:** Corporate Services  
**Responsible to:** Health and Safety Manager

**Our mission**  
Together, improve the health and independence of the people of the district

**Our vision**  
Better health and independence for people, families, and communities

**Our values**  
- Focusing on people and patients  
- Innovation  
- Living the Treaty  
- Professionalism  
- Action and excellence

**Organisation perspective**

Capital & Coast District Health Board receives funding to improve, promote and protect the health of the people within Wellington, Porirua and Kapiti region. We have an annual budget of more than $1 billion which we use to deliver health services directly and as well as contacting external providers, such as general practices, rest homes, and pharmacists, to provide care.

Our district health board is the sixth largest in New Zealand with just over 300,000 people living in the district. We are also the leading provider of a number of specialist services, including neurosurgery, oncology, neonatal intensive care, and specialised mental health services, for the upper South and lower North Islands.

We operate the Wellington Regional Hospital, Kenepuru Hospital in Porirua, Kapiti Health Centre in Paraparaumu, and a large mental health campus based at Porirua. We also provide a range of community-based services including district nursing, rehabilitation services, social work, alcohol and drug services, and home support services. Over 4,300 full-time equivalent staff work at Capital & Coast District Health Board.
Our District Health Board (DHB) is one of 20 DHBs established under the New Zealand Health and Disability Act 2000. DHBs are required to plan and deliver services regionally, as well as in their own individual areas. DHB objectives include:

- improving, promoting and protecting the health of people and communities
- promoting the integration of health services, especially primary and secondary care services
- seeking the optimum arrangement for the most effective and efficient delivery of health services in order to meet local, regional, and national needs
- promoting effective care or support of those in need of personal health services or disability support
- promoting the inclusion and participation in society and the independence of people with disabilities
- reducing – with a view toward elimination of – health and outcome disparities for Māori and between other populations groups

**Service perspective**

The Health and Safety Service (H&SS) provides health, safety and injury management systems, services and advice to CCDHB. Hereafter referred to as the DHB.

H&SS has a progressive and continuous improvement philosophy which facilitates ownership and action of health and safety systems through line managers and team leaders.

The DHB is an accredited employer in the ACC Accredited Employer Programme delivering services based on best practice principles aligned with the highest level on this programme (tertiary). A priority for H&SS is to work collaboratively across the Wellington sub region and with key parties to achieve continual improvements across all elements of the programme

**Role perspective**

The main duties of this role will be as follows:

- To provide support, assistance and advice to staff and managers on occupation health issues
- Undertaking Pre-Employment Health Screening
- Providing advice on staff infectious disease management
- Responding to Blood and Body Fluid Exposures
- Undertaking vaccinations
- Assisting with wellness programmes
- To assist in the review and development of policies, procedures and guidelines
- Reviewing occupation health related incidents
- To promote occupational health practices that meet legislative requirements and standards.
- To develop and implement occupational health improvement initiatives
- Assist the Manager H&SS in Occupational Health matters relevant to the DHB e.g. reporting, training, monitoring and systems development

**Purpose of the role**

To provide support, assistance and advice to staff and managers on occupation health issues
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<thead>
<tr>
<th>Key Accountabilities</th>
<th>Deliverables / Outcomes</th>
<th>Key Performance Indicators / Measures</th>
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<tr>
<td>Clinical Expertise</td>
<td>• Demonstrates advanced clinical practice.</td>
<td>• Clinical improvements are initiated within the service.</td>
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<td>• Provides advice in complex clinical issues within the unit and across disciplines.</td>
<td>• The identification and reporting of practice issues from the clinical environment and the participation in creation of solutions are demonstrated.</td>
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<td>• Initiates regular opportunities to collaborate with area staff to review technical modes/equipment for care and outcomes.</td>
<td>• The encouragement of standardisation by developing protocols and guidelines, aligned with evidence-based research, which are developed with and utilised by clinician is demonstrated.</td>
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<td>• Takes responsibility for providing ongoing expert advice, support and collaboration to ensure practise standards meets patient needs.</td>
<td>• Evidence of operational support for service staff</td>
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<td>• Collaborates with appropriate personnel on service delivery issues.</td>
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<td>Support and advice</td>
<td>• Provides managers and employees with health and safety training resources and advice.</td>
<td>• Manager H&amp;SS is kept informed of current or anticipated issues and trends related to Occupational Health or support required</td>
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<td>• Supports Managers to implement proactive Occupational Health systems.</td>
<td>• A variety of data is utilised to advise on indicators and trends</td>
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<td>• Provides support for ACC Accredited Employer Programme audit requirements</td>
<td>• Advice is based on best practice.</td>
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<td>Administration / Knowledge Transfer</td>
<td>• Ensures that documentation and data logging is up to date</td>
<td>• Reports are generated that enable timely follow up to occur</td>
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<td>• Manages files in accordance with legislative requirements/regulations, approved codes of practice and policies</td>
<td>• Monthly reports are provided in a timely professional manner</td>
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<td>• Works in an orderly and tidy manner, being mindful of the need for others to access files and reports when absent</td>
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<td>Teamwork</td>
<td>• Works co-operatively – willingly and constructively sharing knowledge and expertise with colleagues</td>
<td>• Evidence of actions taken to assist colleagues</td>
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<td>• Participates in the development of the DHBs Strategic Health and Safety Plan</td>
<td>• Feedback from colleagues</td>
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<td>• Contributes to building specialist knowledge within the team</td>
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<td>Projects</td>
<td>• Assists and/or leads Occupational health related projects in line with the organisations strategic goals.</td>
<td>• H&amp;S projects are designed, implemented and managed within agreed timeframes</td>
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| Risk Minimisation  | • Contributes to the service’s risk management activities by:  
  o Identifying risks  
  o Notifying the manager of these  
  o Participating in the service’s risk minimisation activities  
  o Complying with CCDHB policies, procedures, protocols and guidelines  
  o Participating in audits  
  • Leads or participates in the development and implementation of internal procedures / standards to ensure continuous improvement | • Risk management activities within H&SS are supported.  
• Organisation wide hazard management systems are supported. |
| Health safety and environment | • Complies with responsibilities under the Health & Safety at Work Act 2015  
• Completes required health & safety checks for the training venues and reports and escalates identified issues  
• Provides health & safety information and induction for external customers using our training venues as required  
• Safely moves heavy equipment, chairs, tables and other equipment as required for event set up and pack down | • Has read and understood the Health & Safety policy and procedures  
• Evidence of completing Health & Safety Checklist and supporting venue users in abiding by health & safety procedures |
Key relationships

Reports to:
- Health and Safety Manager

Key relationships within service:
- Occupational Health Physician
- Occupational Health Nurses
- Health & Safety Advisors
- Moving and Handling Advisor
- Occupational Health Case Manager
- Administrator/Receptionist

Has these direct reports:
- Nil

Key relationships outside the service:
- Managers
- Workers
- Contractors
- Capability Development
- Quality Improvement and Patient Safety
- Other DHB’s

Competencies

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<th>Behaviours</th>
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<td>Integrity and trust</td>
<td>• Is widely trusted&lt;br&gt;• Is seen as a direct, truthful individual&lt;br&gt;• Can present the unvarnished truth in an appropriate and helpful manner&lt;br&gt;• Keeps confidences&lt;br&gt;• Admits mistakes&lt;br&gt;• Doesn’t misrepresent her/himself for personal gain</td>
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<td>Problem solving</td>
<td>• Uses rigorous logic and methods to solve difficult problems with effective solutions&lt;br&gt;• Probes all fruitful sources for answers&lt;br&gt;• Can see hidden problems&lt;br&gt;• Is excellent at honest analysis&lt;br&gt;• Looks beyond the obvious and doesn’t stop at first answers</td>
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<td>Decision quality</td>
<td>• Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment&lt;br&gt;• Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time&lt;br&gt;• Sought out by others for advice &amp; solutions</td>
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<td>Managing vision and purpose</td>
<td>• Communicates a compelling and inspired vision or sense of core purpose&lt;br&gt;• Talks beyond today&lt;br&gt;• Talks about possibilities</td>
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|                         | • Is optimistic  
|                         | • Makes the vision sharable by everyone  
|                         | • Can inspire and motivate entire units or organisations  |
| Drive for results       | • Can be counted on to exceed goals successfully  
|                         | • Is constantly and consistently one of the top performers  
|                         | • Very bottom-line oriented  
|                         | • Steadfastly pushes self and others for results  |
| Quality and innovation  | • Provides quality service to those who rely on one's work.  
|                         | • Looks for ways to improve work processes - suggests new ideas and approaches.  
|                         | • Explores and trials ideas and suggestions for improvement made by others.  
|                         | • Shows commitment to continuous learning and performance development.  |
| Partnership with Māori  | • Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision  
|                         | • Applies the notion of partnership and participation with Māori within the workplace and the wider community  
|                         | • Promotes and participates in targeting Māori health initiatives by which Māori health gains can be achieved  
|                         | • Implements strategies that are responsive to the needs of Māori  |

Other aspects of capability not covered by the above competencies

a) Knowledge and Experience:
   • Experience as an Occupational Health Nurse, preferably in a healthcare setting  
   • Experience in data analysis and reporting  

b) Essential Professional Qualifications / Accreditations / Registrations:
   • Registration with the Nursing Council of New Zealand as an RN  
   • Current practising certificate  
   • Authorised vaccinators certificate (or be in the position to obtain certification)  
   • Relevant post-graduate qualification or working towards this  

c) Someone well-suited to the role will place a high value on the following:
   • Excellent verbal and written communication skills which include reporting writing  
   • Ability to produce professional, clear and concise reports  
   • Able to analyse, interpret and present statistical graphs and charts  
   • Ability to relate to workers at all levels  
   • Excellent motivational and interpersonal skills  
   • Calm, tactful and equitable  

d) Other relevant requirements
   • Full New Zealand driver’s licence  
   • A flexible approach to working hours  
   • Ability to improve safety culture  

Capital & Coast District Health Board (CCDHB) is committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and
encouragement in the areas of employment, training, career development and promotion for all its employees.

CCDHB is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.