

Position Description

Position	Nurse Coordinator Professional Development
Team / Service	Workforce & Practice Development Unit
Directorate	Director Of Nursing & Midwifery
District	Capital, Coast & Hutt Valley
Responsible to	Nurse Director, Policy & Practice
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is based at Wellington Regional Hospital and is expected to work across the Capital, Coast and MHAIDs areas. There is requirement to travel across the District for meetings and education purposes.

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere	Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
Mana motuhake	Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
Mana tāngata	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
Mana Māori	Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora 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.

We are 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.

Unit Perspective

The **Workforce and Practice Development Unit (W&PDU)** supports the Chief Nursing Officer, Nurse Directors, and Director of Midwifery across the District. The Nursing and Midwifery Priority Goals direct the W&PDU's work streams and are aligned with Te Whatu Ora strategic direction within the CC&HV district, the Central Region, and nationally.

The W&PDU provides leadership and support for undergraduate, pre-registration, postgraduate and on-going learning for staff across the District and Region. Professional development is an important workforce focus across primary, secondary and tertiary services; as is developing, managing and improving processes and systems to optimise workforce contribution and resilience to ensure quality patient outcomes.

The W&PDU team are committed to the principles of Te Tiriti O Waitangi and pro-equity goals. They demonstrate values consistent with those of District. The W&PDU supports Nursing and Midwifery teams to provide person and whānau centred care using current evidence to assist people to achieve their optimum health. The W&PDU promotes and fosters a culture of education and professional development which will enhance staff skills and capability to provide high quality and safe services.

Role Purpose

The Nurse Coordinator (NC) Professional Development is responsible for leading, facilitating and monitoring the Professional Development and Recognition Programme (PDRP) for Registered and Enrolled nurses. The NC Professional Development undertakes activities, provides education and resources and facilitates the processes to ensure workforce engagement in professional development and career pathways.

This role works across the sector to lead, promote and support the PDRP within Health and Specialist Services, across CCHV MHAIDs, and in Primary Health, Aged and Residential Care (ARC) organisations with whom we have partnership agreement.

This is a senior designated nursing role focussed on all aspects of professional development for the nursing workforce. This includes assessment of the educational needs of groups within the nursing workforce and provision of expert educational delivery to increase uptake of the PDRP and ensure a high standard of the programme.

The NC Professional Development works in collaboration with CCHV nursing leadership, the W&PDU and MHAIDs to support the PDRP for the Enrolled Nurse supported Entry into Practice Programme (ENSIPP); the graduate Registered Nurse Supported First Year of Practice; the Nurse Entry to Specialty Practice (NESP) programme; PDRP for advanced scope of practice; and PDRP for Registered Nurse Prescribers.

The NC Professional Development works closely with the Nurse Director Policy & Practice, contributing to Nursing and Midwifery priorities and projects that promote professional and practice standards. The NC collaborates with the Hutt Valley NC Professional Development, to align programmes, education and monitoring of the PDRP. They participate in regional and national groups to contribute to review, changes and alignment of the PDRP as guided by national nursing leadership.

The Nurse Coordinator PDRP will:

- Have a high standard of professionalism and practice
- Identify the educational needs of the workforce as relating to the PDRP
- Provide education across Capital Coast, MHAIDS, Primary Health and ARC to advance professional development, practice assessment, portfolio assessment and engagement with the PDRP
- Support and advise nursing leaders and educators on all matters pertaining to the PDRP
- Maintain documents, systems and processes which support the PDRP
- Review and lead improvements to optimise the workforce engagement with the PDRP and ensure streamlined efficient processes
- Evaluate and report on PDRP progress against the nursing workforce plan
- Provide reports to the CCHV Nursing Advisory Group and Nursing Council of New Zealand (NCNZ) and ensure the programme fulfils all NCNZ PDRP requirements

The NC Professional Development will respond to the Districts changing needs, performing other tasks as required. The NC Professional Development is expected to contribute to implementing District and nursing goals and values, while promoting Te Whatu Ora – Health New Zealand Capital, Coast and Hutt Valley as a centre of excellence for nursing practice.

Key Accountabilities

All Registered Nurses (RN) nurses employed by Capital, Coast & Hutt Valley District will have registration with the New Zealand Nursing Council (NCNZ), will fulfil all registered nursing competencies and maintain a current RN annual practising certificate. Application onto the Professional Development and Recognition Programme (PDRP) at senior pathway is required for this role.

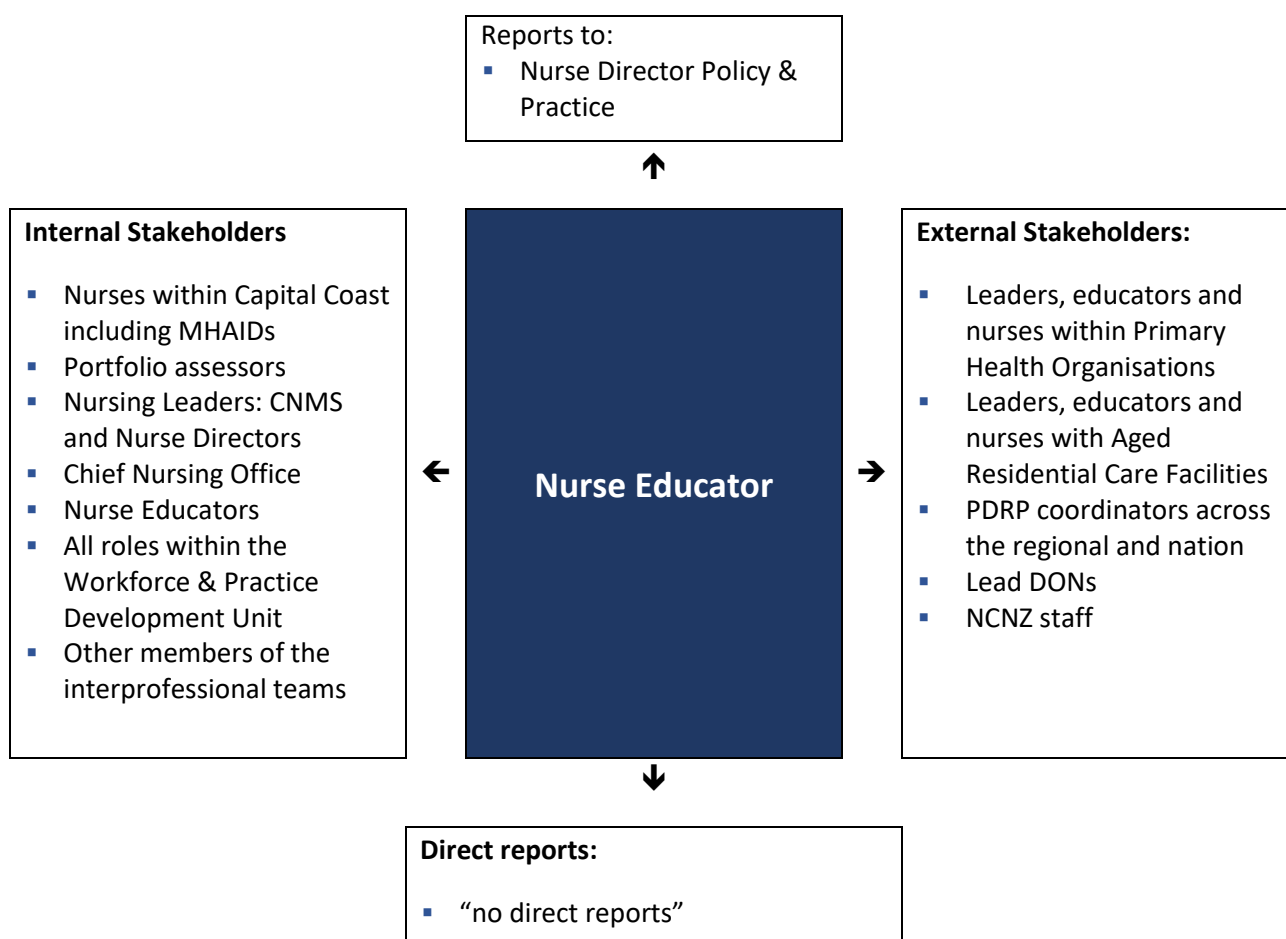
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Leadership	<ul style="list-style-type: none"> ▪ Role models and applies the principles of Te Tiriti O Waitangi in nursing practice ▪ Applies Te Whatu Ora policies and processes and contributes to a safety culture for patients, whānau and staff ▪ Champions equity and diversity in the workplace ▪ Promotes and supports organisational and professional priorities ▪ Leads the professional development and recognition programme (PDRP) ▪ Builds a positive profile of the PDRP through active engagement with staff ▪ Ensures processes are in place for implementing and monitoring organisational compliance with NCNZ PDRP requirements

	<ul style="list-style-type: none"> ▪ Works with nursing leaders and educators to provide advice and promote uptake of PDRP by nurses within their clinical areas ▪ Leads and introduces innovations and new processes to optimise PDRP ▪ Responds with constructive strategies to meet new challenges and actively supports change ▪ Undertakes work on strategic priorities and objectives as agreed with Nurse Director Policy & Practice ▪ Contributes to relevant organisational, advisory, regional and national groups to promote, report on and align PDRP ▪ Maintains visibility of PDRP and keeps leaders and educators up to date with changes ▪ Contributes to relevant organisational policy, protocols and guidelines ▪ Ensures compliance with health and Safety policy and procedures
2. Education and Teaching	<ul style="list-style-type: none"> ▪ Builds strong relationship with nursing leaders and educators within CCCHV and partner organisations ▪ Works with individual and groups across the District to provide leadership, advice and education on the PDRP, practice assessment and portfolio assessment ▪ Actively promotes and assists nurses to develop and progress on PDRP and supports individual professional development plans ▪ Identifies workforce education needs relating to PDRP ▪ Uses adult teaching strategies to develop and deliver education plans ▪ Plans, delivers and evaluates education opportunities and resources to promote high standards and strong engagement with PDRP within the organisation and with partner organisations ▪ Shares expertise and provides guidance in different context e.g. presentations, study days, workshops, forums, meetings ▪ Participates in district, regional and national professional nursing or specialty groups ▪ Keeps up to date with literature, particularly focussed on professional development, reflection on practice and competence assessment ▪ Proactive in furthering own professional development
3. Interprofessional collaboration and quality improvement	<ul style="list-style-type: none"> ▪ Establishes and maintains effective inter-professional relationships internally and externally ▪ Ensures PDRP documents, information and web-pages are up to date and reviews these with key stakeholders ▪ Facilitates audits and reviews to identify areas for improvement and develops plans to address these ▪ Leads and contributes to innovations to improve the quality, efficiency and uptake of the PDRP ▪ Leads the development and implementation of policies, procedures and resources relating to PDRP ▪ Leads and participates in moderation of PDRP to ensure consistent standards and alignment of programmes ▪ Leads NCNZ PDRP accreditation and maintains PDRP database to meet requirements ▪ Undertakes, analyses and provides regular reports as required by NCNZ and Advisory Group

4. Workforce	<ul style="list-style-type: none"> Supports the nursing leadership team in workforce development strategies Facilitates support of Māori and Pacific workforce in line with strategic nursing priorities Actively fosters relationships and seeks opportunities to engage the wider Primary and ARC sector with PDRP Assists with leading international nurses and midwives celebrations in collaboration with NAML Contributes to W&PDU projects as agreed with Nurse Director Policy & Practice
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Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Commitment to Kawa Whakaruruhau	<ul style="list-style-type: none"> ▪ Demonstrates understanding and application of the principles of Te Tiriti O Waitangi Treaty of Waitangi in nursing practice ▪ Works towards achieving equitable health outcomes for Māori ▪ Supports tangata whenua/mana whenua led change to deliver mana motuhake in the design, delivery and monitoring of health care ▪ Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity ▪ Supports the expression of hauora Māori models of care and mātauranga Māori
Equity	<ul style="list-style-type: none"> ▪ Commits to helping all of our people to achieve equitable health outcomes ▪ Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery ▪ Supports the dismantling of policies, procedures and practices that cause inequity ▪ Supports Māori-led responses ▪ Supports Pacific-led responses ▪ Supports Disability-focused responses
Team work	<ul style="list-style-type: none"> ▪ Builds constructive and effective relationships ▪ Has a friendly and supportive manner ▪ Collaborates with fellow team members and work groups to achieve service objectives ▪ Shares knowledge and expertise with colleagues ▪ Seeks out opportunities to support others in achieving goals ▪ Recognises and respects individual differences ▪ Actively contributes to and accepts consensus decisions ▪ Shows understanding of how their own role directly or indirectly supports the health and independence of the community
Self-Management	<ul style="list-style-type: none"> ▪ Sets high personal standards and strives to achieve goals ▪ Is proactive and displays initiative ▪ Is resilient and able to adapt to change and can adjust work style and approach to fit with requirements ▪ Understands and acknowledges personal and professional limitations ▪ Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected ▪ Perseveres with tasks and achieves objectives despite obstacles ▪ Is reliable ▪ Consistently performs tasks correctly - following set procedures and protocols.
Communication/Interpersonal Skills	<ul style="list-style-type: none"> ▪ Demonstrates compassion ▪ Empathises with others and considers their needs and feelings ▪ Actively listens, drawing out information and checking understanding ▪ Communicates information effectively and accurately, both orally and in writing ▪ Builds rapport and relates well to all kinds of people

Competency	Behaviours
	<ul style="list-style-type: none"> Adjusts communication style to the recipients and considers their frame of reference Uses diplomacy and tact and can diffuse high tension situations
Organising and Process management	<ul style="list-style-type: none"> Can marshal resources (people, funding, material, support) to get things done Can orchestrate multiple activities at once to accomplish a goal Uses resources effectively and efficiently Arranges information and files in a useful manner Knows what to measure and how to measure it
Planning	<ul style="list-style-type: none"> Accurately scopes out length and difficulty of tasks and projects Sets objectives and goals Breaks down work into the process steps Develops schedules and task/people assignments Anticipates and adjusts for problems and roadblocks Measures performance against goals Evaluates results

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills and Experience:

- Demonstrates an understanding of significance and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in a senior nursing role
- A commitment to achieving equitable outcomes for Māori
- Minimum three years post graduate nursing experience
- Strong verbal and written communication skills
- Experience with Microsoft office
- A personal commitment to on-going learning and development including attainment/maintenance of senior PDRP

B. Essential Professional Qualifications / Accreditations / Registrations:

- Registration with Nursing Council of New Zealand (NCNZ) as an Registered Nurse
- A current Annual Practicing Certificate (APC) and scope appropriate to place of work
- Relevant Post-graduate qualification; working towards a Post Graduate Diploma
- Current full drivers licence

c. Someone well-suited to the role will place a high value on the following

- Commitment to Te Tiriti o Waitangi
- Living the District values
- Respect and collaboration in practice
- Professional development of the nursing workforce
- Recognition of excellence in nursing practice
- Innovation and critical thinking
- Commitment to sustainable practice

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed