

## Position Description

<b>Position</b>	<b>Kaiwhakaako Tapuhi   Nurse Educator</b>
<b>Team / Service</b>	Workforce & Practice Development Unit
<b>Directorate</b>	Office of the Chief Nurse
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Nurse Director Policy & Practice
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is based at Wellington Regional Hospital and is expected to work across the Capital, Coast and MHAIDs areas. From time to time as part of Variance Response this role may be required to work in other areas.

## 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:

<b>Mana whakahaere</b>	Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
<b>Mana motuhake</b>	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.
<b>Mana tāngata</b>	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
<b>Mana Māori</b>	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.

## Te Mauri o Rongo

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Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

### Wairuatanga

Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

### Rangatiratanga

As organisations we support our people to lead. We know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

### Whanaungatanga

We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together.

### Te Korowai Āhuru

A cloak which seeks to provide safety and comfort to the workforce.

## District Responsibility

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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.

Health New Zealand | 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.

## Team Perspective

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The Workforce and Practice Development Unit (W&PDU) supports the District Chief Nurse and Nurse Directors across the District. The Nursing Priority Goals direct the W&PDU's work streams and are aligned with Health New Zealand | Te Whatu Ora strategic direction within the C, C&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 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.

## Purpose of the Role

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The Nurse Educator (NE) is responsible for facilitating training and education that develops the nursing workforce competence and capability. This is a senior designated nursing role which is critical for ensuring and maintaining essential nursing knowledge and standards of safe quality patient care.

The primary purpose of the NE (W&PDU) role is to co-ordinate all aspects of the pre-registration Clinical Learning Environment (CLE) and to oversee the on-going education and development of the Health Care Assistant (HCA) workforce. This NE role is focussed on the Capital, Coast and MHAIDs clinical settings, but works in collaboration with the W&PDU across the District.

Supporting change implementation is an important aspect of the educator role as the clinical and health care delivery context changes rapidly. The NE provides education to support the Nursing and Midwifery priorities and the C, C&HV strategic direction. The NE will work closely with the Nurse Director Policy & Practice, along with the W&PDU team to support workforce development. This is achieved through developing, implementing and evaluating student orientation, preceptorship training, nursing and HCA education programmes and resources. A key focus of the role is liaison with nurse educators and leaders in the clinical settings as well as with the Tertiary Education Providers (TEPs).

The NE provides professional nursing leadership, education and role modelling, enabling staff to provide preceptorship and support for the current and future nursing and HCA workforce.

The Nurse Educator will:

- Be an expert in education delivery, informed by assessing the educational needs and outcomes of the pre-registration, nursing and HCA workforce
- Work together with W&PDU colleagues and lead preceptorship education across the organisation
- Collaborate with staff from Tertiary Education Providers to facilitate effective CLE for pre-registration nursing students and health care assistants
- Manage the clinical placement allocation database
- In collaboration develop, review and evaluate progress against W&PDU goals and Nursing & Midwifery strategic priorities
- Collaborate with other Nurse Educators and Nurse Leaders to develop shared education packages/resources for nursing students and HCAs
- Work with Nurse Leaders to promote and support the HCA merit step process across the organisation,
- Contribute to development of policies and procedures as relates to their role

The NE will respond to the Districts changing needs, performing other tasks as required. The NE is expected to contribute to implementing District and nursing goals and values, while promoting Health New Zealand| Te Whatu Ora 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.

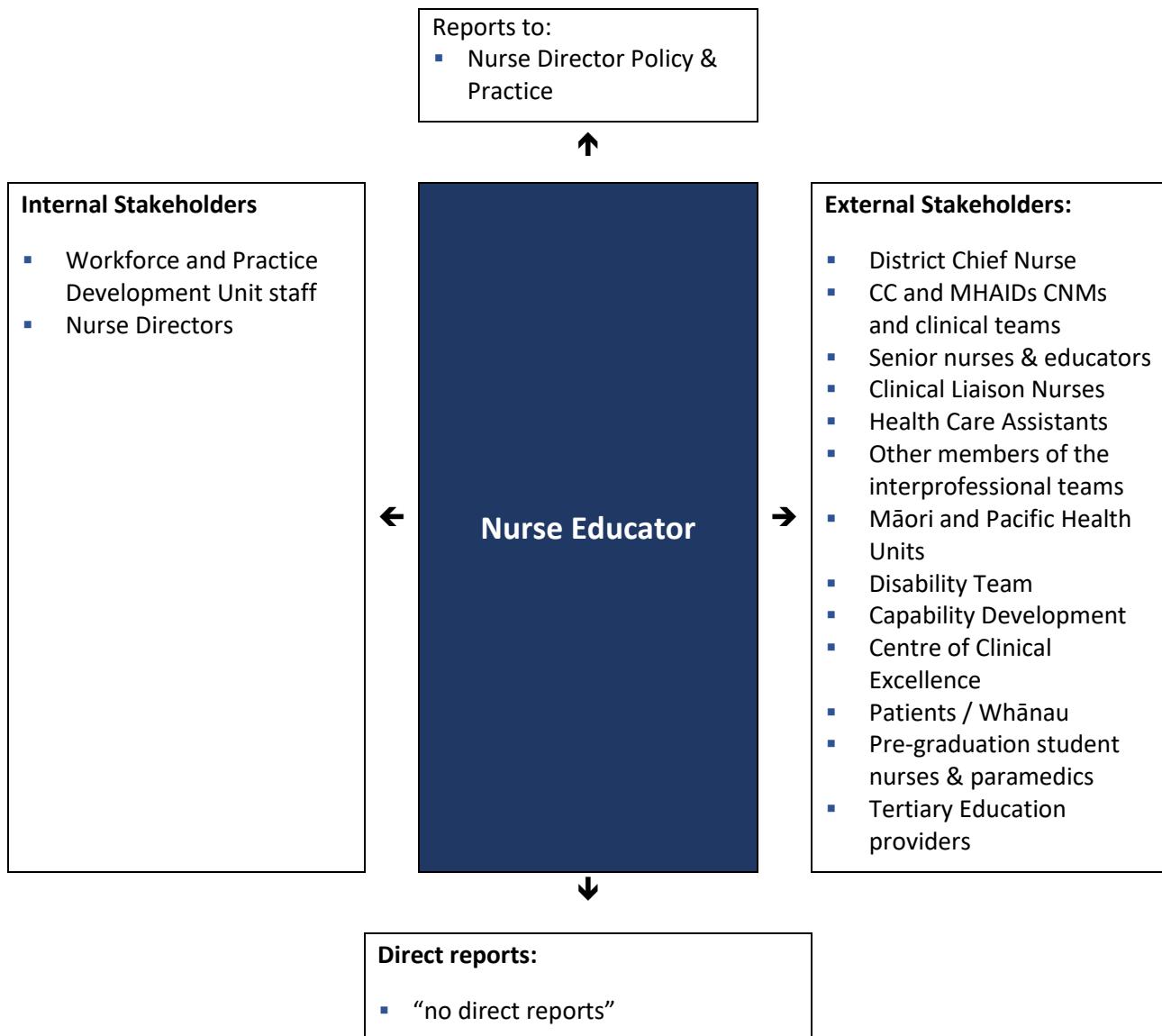
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Leadership	<ul style="list-style-type: none"><li>▪ Role models and leads application of the principles of Te Tiriti O Waitangi in nursing practice and education</li><li>▪ Applies Te Whatu Ora policies and processes and contributes to a safety culture for patients, whānau and staff</li><li>▪ Demonstrates organisational values and promotes Te Whatu Ora priorities</li><li>▪ Champions equity and diversity in the workplace and in work streams</li><li>▪ Develops and maintains effective working relationships with colleagues in services across the district and with external Health and Tertiary Education Providers</li><li>▪ Leads key work streams as agreed with Nurse Director Policy &amp; Practice</li><li>▪ Undertakes and contributes to project work as relevant to role and Nursing &amp; Midwifery goals and priorities</li><li>▪ Leads education and practice innovation and develops CLE models</li><li>▪ Maintains awareness of relevant standards/policies and changes in professional, educational requirements</li><li>▪ Responds with constructive strategies to meet new challenges and actively supports change</li></ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Contributes to shared governance of nursing through engagement in relevant meetings, committees, and working groups</li> <li>▪ Recognises financial constraints and ensures careful use of resources</li> <li>▪ Actively supports and educates to ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply</li> <li>▪ Ensure external partners and providers are aware of and have processes to comply with their health and safety and security responsibilities</li> </ul>
2. Education, Teaching and Workforce Development	<ul style="list-style-type: none"> <li>▪ Uses adult teaching strategies to develop, deliver and evaluate education to nurses, students and HCAs in response to organisational needs</li> <li>▪ Works directly with staff across services as an expert teaching resource, coach and role model</li> <li>▪ Supports the nursing leadership team and W&amp;PDU in workforce development strategies</li> <li>▪ Facilitates support of Māori and Pacific workforce in line with strategic nursing priorities</li> <li>▪ Ensures education promotes and fosters culturally safe practice with focus on equitable outcomes</li> <li>▪ Co-ordinates and facilitates student clinical learning experiences in partnership with tutors and academic staff from TEPs and nurses, educators and leaders within clinical settings</li> <li>▪ Oversees clinical placement database including invoicing and reporting for placement use</li> <li>▪ Plans, leads and evaluates nursing education relating to preceptorship and orientation of students, nurses and HCAs</li> <li>▪ Develops and reviews educational information resources to ensure currency, including CLE Handbook, eLearning and maintenance of relevant internet pages</li> <li>▪ Actively promotes HCA professional development and supports Nurse Leaders to foster HCAs development and progression on the Merit Step programme</li> <li>▪ Monitors provision of learning requirements and maintains records of staff training and HCA Merit Step Programme</li> <li>▪ Education / work plan is developed for the year ahead and is responsive to emergent issues</li> <li>▪ Monitors and reports on progress of work streams as relating to Nursing and Midwifery goals and annual work plan; provides monthly report and annual CLE report to Nurse Director Policy &amp; Practice and provides reports to Advisory Group</li> <li>▪ Proactive in furthering own professional development</li> <li>▪ Shares knowledge and research in different contexts e.g. presentations, seminars, study days, conferences</li> <li>▪ Participates in district, regional and national professional nursing or specialty groups</li> </ul>
3. Interprofessional collaboration and quality improvement	<ul style="list-style-type: none"> <li>▪ Establishes and maintains effective inter-professional relationships</li> <li>▪ Facilitates audits and practice reviews to identify education gaps and develops plans to address these</li> <li>▪ Identifies and contributes to quality improvement initiatives</li> </ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Provides leadership in the development and implementation of policies, procedures and resources as relevant to role</li> <li>▪ Active participation on relevant steering groups eg; DEU governance group, Sub-Regional CLE Group</li> </ul>
4. Professional Development	<ul style="list-style-type: none"> <li>▪ Proactive in identifying own professional development needs and negotiating appropriate resources</li> <li>▪ Maintains current senior PDRP</li> </ul>
5. Health & Safety	<ul style="list-style-type: none"> <li>▪ Ensures all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</li> <li>▪ Actively supports and ensures compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply</li> <li>▪ Maintains a proactive culture of Health &amp; Safety supported by systems</li> <li>▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities</li> </ul>

## 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
<b>Commitment to Kawa Whakaruruahu</b>	<ul style="list-style-type: none"><li>▪ Demonstrates understanding and application of the principles of Te Tiriti O Waitangi   Treaty of Waitangi in nursing practice</li><li>▪ Works towards achieving equitable health outcomes for Māori</li><li>▪ Supports tangata whenua/mana whenua led change to deliver mana motuhake in the design, delivery and monitoring of health care</li></ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>▪ Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity</li> <li>▪ Supports the expression of hauora Māori models of care and mātauranga Māori</li> </ul>
<b>Equity</b>	<ul style="list-style-type: none"> <li>▪ Commits to helping all of our people to achieve equitable health outcomes</li> <li>▪ 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</li> <li>▪ Supports the dismantling of policies, procedures and practices that cause inequity</li> <li>▪ Supports Māori-led responses</li> <li>▪ Supports Pacific-led responses</li> <li>▪ Supports Disability-focused responses</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>▪ Builds constructive and effective relationships</li> <li>▪ Has a friendly and supportive manner</li> <li>▪ Collaborates with fellow team members and work groups to achieve service objectives</li> <li>▪ Shares knowledge and expertise with colleagues</li> <li>▪ Seeks out opportunities to support others in achieving goals</li> <li>▪ Recognises and respects individual differences</li> <li>▪ Actively contributes to and accepts consensus decisions</li> <li>▪ Shows understanding of how their own role directly or indirectly supports the health and independence of the community</li> </ul>
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>▪ Sets high personal standards and strives to achieve goals</li> <li>▪ Is proactive and displays initiative</li> <li>▪ Is resilient and able to adapt to change and can adjust work style and approach to fit with requirements</li> <li>▪ Understands and acknowledges personal and professional limitations</li> <li>▪ Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected</li> <li>▪ Perseveres with tasks and achieves objectives despite obstacles</li> <li>▪ Is reliable</li> <li>▪ Consistently performs tasks correctly - following set procedures and protocols.</li> </ul>
<b>Communication/Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates compassion</li> <li>▪ Empathises with others and considers their needs and feelings</li> <li>▪ Actively listens, drawing out information and checking understanding</li> <li>▪ Communicates information effectively and accurately, both orally and in writing</li> <li>▪ Builds rapport and relates well to all kinds of people</li> <li>▪ Adjusts communication style to the recipients and considers their frame of reference</li> <li>▪ Uses diplomacy and tact and can diffuse high tension situations</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>▪ Ability to flex within the scope of Registered Nurse practice to meet the changing needs of people and their whānau and the population</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Responds positively and collegially, to requests for help from other team members</li> </ul>
<b>Organising</b>	<ul style="list-style-type: none"> <li>Can marshal resources (people, funding, material, support) to get things done</li> <li>Can orchestrate multiple activities at once to accomplish a goal</li> <li>Uses resources effectively and efficiently</li> <li>Arranges information and files in a useful manner</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Accurately scopes out length and difficulty of tasks and projects</li> <li>Sets objectives and goals</li> <li>Breaks down work into the process steps</li> <li>Develops schedules and task/people assignments</li> <li>Anticipates and adjusts for problems and roadblocks</li> <li>Measures performance against goals</li> <li>Evaluates results</li> </ul>

## Experience and Capability

### Essential Professional Qualifications / Accreditations / Registrations skills and experience:

- Registration with Nursing Council of New Zealand (NCNZ)
- A current Annual Practicing Certificate (APC) and scope appropriate to place of work
- 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
- Expert clinical skills and relevant technical expertise, certification or credentials
- Strong verbal and written communication skills
- Relevant Post-graduate qualification - working towards Masters of Nursing
- Relevant qualification in adult education or working towards this within agreed timeframe
- A personal commitment to on-going learning and development including attainment/maintenance of senior PDRP
- Add as relevant to service e.g. full drivers licence

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

- Commitment to Te Tiriti o Waitangi
- Respect and collaboration in practice
- Delivering an exemplary standard of care
- Practice informed by research evidence
- Innovation and critical thinking
- Commitment to sustainable practice

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