

**POSITION DESCRIPTION**  
**Practice Nurse Lead - Clinical Lead**

**NAME:**

**RESPONSIBLE TO:** Practice Manager

**FUNCTIONAL RELATIONSHIPS WITH:**

- |                 |  |
|-----------------|--|
| <b>Internal</b> | CEO<br>Business Manager<br>Practice Manager<br>Doctors<br>Nurses<br>Physician Associates<br>Reception and administrative staff<br>Other Health providers |
| <b>External</b> | Patients<br>Visitors<br>Board of Directors<br>Other health professionals   |

**MAIN PURPOSE OF THE JOB:**

The Nurse Lead is a pivotal person in the medical centre environment, as they are responsible for co-ordinating nursing services in the practice.

The Nurse Lead provides leadership and is responsible for the management and support of nursing team and Health Care Assistant. They will develop the nursing services and ensure that the nursing team deliver high quality care to the patients who visit the practice.

The Nurse Lead will lead by example, showing a high level of professionalism, sensitivity, respect and confidentiality when dealing with colleagues and patients.

They will understand and be aware of necessary compliance and legal requirements in regard to Privacy Act, HIPC, HPCA and PHO contracts.

Gore Health Centre is committed to the principles of Te Tiriti O Waitangi (the Treaty of Waitangi) and the overarching objectives of the New Zealand health and disability strategies.

<b>Key Tasks</b>		<b>Standards/Outcomes Expected</b>
<b>1</b>	<b>Human Resources</b>	
	1.1 Coordination of Nursing Staff <i>[includes recruitment if applicable]</i>	Allocation of nursing staff provides adequate cover Notification of nursing staff well in advance if there is a change to the roster Allocation of annual leave in a manner which is fair to the nursing staff and the practice <i>[Involvement in staff recruitment]</i>

			<p>Positions filled quickly by the most suitable candidate.</p> <p>Pre-employment checks completed.</p> <p>Temporary gaps in staffing are managed accordingly.</p> <p>Workflow and service provision is managed</p> <p>Assess training needs for all nursing staff on a regular basis.</p> <p>All nursing staff are trained to the required level of competency.</p>
	1.2	Position descriptions and person specifications	All nursing staff have position descriptions and person specifications appropriate to their role.
	1.3	Employment Agreements and negotiations	All nursing staff have Employment Agreements that are up to date with current legislation. Knowledge and understanding of current employment legislation and best practice.
	1.4	Payroll co-ordination	Awareness of current wage rates.
	1.5	Motivation, management and discipline of nursing staff	<p>First point of contact for any nursing staff problems or assistance required.</p> <p>Maintain a friendly, positive staff workplace environment.</p> <p>Nursing staff performance is monitored and managed in accordance with practice policy.</p> <p>Annual performance appraisals are conducted</p> <p>High standard of medical care is encouraged and maintained.</p>
	1.6	Staff and leave rosters – all areas	All nursing staff know when they are on duty and are advised well in advance of any changes to their rosters.
	1.7	Training and Development	<p>Regular training needs analysis for nursing staff</p> <p>Nursing staff are encouraged to participate in CME</p> <p>Investigate development of nursing services</p> <p>Ensure adequate resources</p>
	1.8	Health and Safety	<p>Health and Safety Officer for the practice.</p> <p>Ensure the staff works in a safe environment and employ good health and safety practice.</p>
<b>2</b>		<b>Treaty of Waitangi/Te Tiriti o Waitangi</b>	
	2.1	Demonstrates an ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to clinical practice	<p>a) Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Māori in Aotearoa/New Zealand</p> <p>b) Demonstrates knowledge of differing health and socio-economic status of Māori and non-Māori.</p>

			c) Apply the Treaty of Waitangi/Te Tiriti o Waitangi to your practice
<b>3</b>		<b>Health Equity</b>	
	3.1	Deliver services to patients in a way that acknowledges different cultural values	<ul style="list-style-type: none"> <li>a) Work to ensure that services are delivered in a culturally, safe, appropriate and competent manner, ensuring that the integrity of each individual's culture is acknowledged and respected and that the particular needs of the community are catered for.</li> <li>b) Culture may include age, gender, sexual orientation, ethnicity, culture, disability or beliefs.</li> <li>c) Assist patients to gain appropriate support and representation from those who understand the patient's culture, needs and preference</li> <li>d) Work with management team to develop/review health equity policy</li> </ul>
	3.2	<b>Social determinants</b>	
		Be aware of social determinants that impact on health outcomes	<ul style="list-style-type: none"> <li>a) Understand the inequities that lead to poor health outcomes</li> <li>b) Investigate and use programmes, policies that are available to address inequities</li> <li>c) Consider alternative ways to provide services to reach vulnerable patient populations</li> </ul>
<b>4</b>		<b>Business Management</b>	
	4.1	Financial Management	<p>Delegated authority for expenditure as agreed by principals</p> <p>Co-ordination /delegation for maintaining adequate medical supplies.</p> <p>Review charges for nursing services in conjunction with Practice Manager or Principals</p> <p>Ensure appropriate invoicing for services by nursing team</p> <p>Investigate PHO initiatives and the way to implement these services</p>
	4.2	Supply management	<p>Ensure medical supplies are purchased within budget and in reasonable quantities</p> <p>Usage is monitored</p> <p>Expiry dates are identified and there is a process to maintain integrity of products.</p>
	4.3	Equipment	<p>A system is implemented to ensure that equipment is calibrated annually</p> <p>Faulty equipment is repaired or replaced</p>

<b>5</b>		<b>Clinical</b>	
	5.1	Quality	Overall responsibility for recall and screening system Clinical audit Monitoring and achieving clinical KPI's
	5.2	Policies	Development of clinical protocols, in conjunction with medical staff to ensure that best practice is maintained Regular review and updating of policies and standing orders
	5.3	PHO Initiatives	Ensure that new PHO initiatives are implemented Staff are trained in the initiative
<b>6</b>		<b>Communication</b>	
	6.1	External	Practice brand and profile is marketed according to agreed guidelines. Maintain good working relationships with all business partners and suppliers.
	6.2	Internal	All staff are kept informed by way of regular communication as to the things that affect them within the practice. Meetings are organised and minutes are kept of nurse team meetings.
<b>7</b>		<b>Compliance</b>	
	7.1	Health Professionals Competency Assurance Act	All nurses are registered with the Nursing Council and hold current practising certificates, and practise within the scope of practice set by the responsible body.
	7.2	Health & Disability Commission	Ensure all nursing related complaints are dealt with in a professional and empathetic manner, within agreed time frames. Confer with Practice Manager.
	7.3	Privacy Act & Health Information Privacy Code (HIPC)	Training of all nursing staff in Privacy and HIPC issues and ensuring these standards are maintained.
	7.4	Health & Safety	Hazard identification and mitigation of risk Comply with current NZ legislation.
<b>8</b>		<b>Other</b>	
	8.1	Other duties	The Nurse Lead may be asked from time to time, to perform other tasks in order to maintain the smooth and effective service of the practice.

**Delegations**

1. Financial:

2. Other

3. Staff:

Day to day management of:  
Practice Nurses

Additional or replacement staff:  
Confer Practice Manager/CEO/Business Manager

Formal discipline of staff:  
Confer Practice Manager/CEO/Business Manager

Date this document was initially agreed upon: .....

Next review date: .....