

Tarawera Medical Centre

Job Title: Nēhi Tikanga Hauora (Practice Nurse)
Hours: N/A
Department: Tarawera Medical Centre
Reports to: Practice Lead

Organisational expectations:

Tarawera Medical Centre expects all kaimahi to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Kaimahi will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Tarawera Medical Centre.

We are committed to addressing health inequities by providing our whānau with accessible health services. We manaaki, look after or care for, our patients and the community that we serve each day, and this underpins all that we do.

Flexibility in hours may be required to ensure deadlines are met.

Clinical Duties:

- Conduct patient consultations, health assessments, and physical examinations.
- Administer medications, immunizations, and treatments as prescribed by GPs.
- Perform wound care, dressings, and minor procedures.
- Manage chronic disease care plans and follow-up.
- Conduct spirometry and other diagnostic tests as needed.
- Provide triage and emergency care when required.

Patient Education and Support:

- Educate patients on disease prevention, health maintenance, and treatment plans.
- Provide support and advice to patients with chronic conditions.
- Conduct health promotion activities and workshops.

Coordination and Collaboration:

- Work closely with GPs and other healthcare professionals to coordinate patient care.
- Participate in multidisciplinary team meetings.
- Refer patients to specialists or other healthcare providers as needed.

Documentation and Administration:

- Maintain accurate and up-to-date patient records.
- Ensure compliance with legal, ethical, and professional standards.
- Participate in the management of recalls and follow-ups.
- Assist with administrative tasks related to patient care.

Competencies, abilities and attributes:

- Registered Nurse with current APC (Annual Practising Certificate) in New Zealand.
- Postgraduate qualifications in primary health care or a related field are desirable.
- Experience in a general practice or primary care setting.
- Proficiency in using electronic health records and practice management systems.
- Excellent communication and interpersonal skills.
- Strong clinical skills and the ability to make sound clinical judgments.
- Compassionate, patient-focused approach to care.
- Ability to work effectively both independently and as part of a team.

- Flexibility to cover additional shifts on Thursdays if required.
- Commitment to continuous professional development and improvement.
- Keep up to date with current nursing practices and healthcare developments.
- Participate in continuing education and professional development activities.
- Practice cultural competency and cultural safety; and
- Knowledge and or Willingness to learn Te Reo Māori me ōna tikanga.