

 <b>HAWKE'S BAY</b> District Health Board Whakawāteatia	<b>POSITION TITLE</b>	<b>Health Care Assistant - Casual</b>		
	<b>DIRECTORATE</b>	Whanau and Communities Group	<b>DEPARTMENT</b>	Community Nursing
	<b>REPORTING TO (operationally)</b>	Clinical Nurse Manager - Community Nursing	<b>REPORTING TO (professionally)</b>	Clinical Nurse Manager - Community Nursing
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers support for nursing staff providing nursing care for patients referred to the Community Nursing Service in the Hawke's Bay District Health Board (HBDHB).			
<b>PURPOSE OF THE POSITION</b>	<p>Provide clinical, clerical, purchasing and technical support to nursing and other professional staff working within the multidisciplinary team.</p> <p>To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Community Nursing Service (as delegated).</p> <p>To recognise and support the delivery of the Hawkes Bay Health sector vision and demonstrate the values.</p>			
<b>KEY DELIVERABLES</b>	<p>By assisting professional staff in the provision of patient care and related activities as delegated by and under the supervision of the Registered Nurse.</p> <p>By treating patients with respect and dignity and with confidentiality.</p> <p>By completing core tasks, as approved in the HBDHB task list, which are responsive to patient needs and in line with the philosophy of the right care, right place and right time.</p> <p>Ensuring patient comfort.</p> <p>Mandatory compliance, health and safety, infection control and manual handling.</p> <p>Demonstrating responsibility for:</p> <ul style="list-style-type: none"> <li>- Photocopying/ emailing/faxing</li> <li>- Filing and assisting with health record management</li> <li>- Managing stationery supplies</li> <li>- Privacy of patients records</li> <li>- Management of consumables (ordering, storage, redistribution, packing and delivery)</li> </ul> <p>Providing safe clinical assistance to the patients and/or reporting any risks to preventing this.</p> <p>Supports the RN's &amp; multi-disciplinary team personnel to deliver care.</p> <p>Storage, delivery, tracking and maintenance of equipment for the service and organisation (e.g. Home oxygen / NPTW equipment and supplies)</p> <p>Participates in unit policy planning, e.g. protocols, clinical guidelines and other quality improvement activities.</p> <p>Works within the policies and protocols for HBDHB.</p>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	<p>HBDHB is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk.</li> <li>• Not to do anything that puts others H&amp;S at risk.</li> <li>• To follow all health and safety policies and procedures.</li> <li>• To follow all reasonable health and safety instructions.</li> </ul> <p>(You have the right to cease work if you believe that you, or others are at risk of serious harm).</p>			

<p><b>KEY WORKING RELATIONSHIPS</b></p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Patients/Consumer/Tangata Whaiora</li> <li>• Group Management team</li> <li>• Wider Organisational Nursing team (i.e., Nurse Educators, Clinical Nurse Specialists, Nurse Practitioners, Registered and Enrolled Nurses).</li> <li>• Chief Nursing Officer.</li> <li>• Allied Health Staff.</li> <li>• Medical Staff.</li> <li>• Community Nursing Teams</li> <li>• Other team members (i.e., Care Associates, Nursing students).</li> <li>• Administration staff.</li> <li>• Procurement staff.</li> <li>• Home oxygen delivery staff.</li> <li>• Biomedical Services.</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• Families/whanau and caregivers.</li> <li>• Health providers outside of HBDHB.</li> <li>• BOC Gas</li> <li>• ARC</li> </ul>
<p><b>DELEGATION AND DECISION</b></p>	<p>Registered Nurses are responsible for direction and delegation to Health Care Assistants as outlined in the Nursing Council of New Zealand guidelines:</p> <ul style="list-style-type: none"> <li>• Guideline: Delegation of care by a registered nurse to a health care assistant (May 2011).</li> </ul>	
<p><b>HOURS OF WORK</b></p>	<p>Casual, as and when required (Monday – Sunday 0800 – 1630)</p>	
<p><b>EMPLOYMENT AGREEMENT &amp; SALARY</b></p>	<p>In accordance with the DHB's / NZNO Nursing &amp; Midwifery Multi Employer Collective Agreement (MECA) according to qualifications and experience pro rata for hours worked</p>	
<p><b>DATE</b></p>	<p>December2021</p>	

## ESSENTIAL CRITERIA

### Qualifications

- National Certificate in Health, Disability, and Aged Support (Level 2, 3 or 4) (or equivalent).

### Business / Technical Skills

- Demonstrated ability to work within a team.
- Demonstrated time management skills.
- Demonstrated organisational skills
- Understanding of the needs of other cultures, including lifestyle, spiritual beliefs and choices of others.
- Ability to accept and respond to direction.
- Sensitive to the needs of patients, staff and the public.
- Proven customer service skills.
- Proven ability to adapt within a changing environment.
- Ability to maintain confidentiality.
- Computer and telephone skills.
- Current unendorsed drivers' licence.
- Ability to drive a light commercial vehicle

### Key Attributes

- Effective communication skills.
- Positive attitude.
- Team focus
- Demonstrate the organisational values

### Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori.
- Is visible, welcoming and accessible to Māori consumers and their whānau.
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community.
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience.
- Actively facilitates the participation of whānau in the care and support of their whānau member.

### Physical requirements for role:

- Able to drive comfortably for 1 hour at a time.
- Agility
  - Able to kneel
  - Able to get 1 knee up on bed
  - Able to squat
  - Able to raise arms above head
  - Able to reach arms out in front
- Fitness
  - Able to walk up 2 flights of stairs without stopping.
- Strength
  - Able to complete at least 3 half press-ups (if not able to complete press ups, able to lift a 7kg bin of consumables from the floor to waist height and carry this for 50 metres).

### Vaccination requirements

As per DHB policy as well as annual influenza vaccination and COVID-19 vaccination

## DESIRABLE CRITERIA

### Experience

- An enthusiastic nature.
- Basic problem solving skills.



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.