

 <b>HAWKE'S BAY</b> District Health Board Whakawāteatia	<b>POSITION TITLE</b>	<b>Nurse Educator - Immunisation Workforce</b>		
	<b>DIRECTORATE</b>	COVID-19 Directorate	<b>DEPARTMENT</b>	COVID-19 Directorate
	<b>REPORTING TO (operationally)</b>	Operations Manager	<b>REPORTING TO (professionally)</b>	Maori Nursing Lead
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>To develop a workforce of Clinical Supervisors and Unregulated Vaccinators within the legislation from the Ministry of Health (MoH) for the COVID-19 Programme.</p> <p>To employ, supervise and mentor registered staff to clinically support and direct unregulated workforce – Vaccinating Health Worker (VHW).</p>			
<b>PURPOSE OF THE POSITION</b>	<p>The Covid Vaccinating Health Worker (VHW) is a new role established to support New Zealand's/Aotearoa's COVID-19 Vaccination Programme.</p> <p>The Clinical Vaccination Supervisor (CVS) role provides professional, clinical direction and guidance for up to six (6) Vaccinating Health workers, Working Under Supervision (VHW). The CVS offers a formal process of professional and clinical support to VHW to ensure their competence practice. This includes ensuring that VHW can safely and effectively administer the Covid-19 vaccination ensuring that Health Consumers have more access to and receive the best possible care. The CVS also provide culturally appropriate leadership and support that upholds the principles of Te Tiriti o Waitangi and the Values of HBDHB.</p>			
<b>KEY DELIVERABLES</b>	<p><b>Clinical Oversight</b></p> <ul style="list-style-type: none"> <li>• Provide professional and clinical guidance to the team of VHW.</li> <li>• Ensure the VHW practice only within their defined scope of practice.</li> <li>• Give supervision and guidance in the handling and administration of Covid-19 vaccination and post administration observation.</li> <li>• Provide culturally appropriate leadership that upholds the principles of the Te Tiriti of Waitangi.</li> <li>• Support and guide VHW through any interactive activities as they translate theory into clinical practice.</li> <li>• Identify any further training or extra support VHW may have.</li> <li>• Escalate concerns of practice or professional behaviour to the appropriate clinical or operational areas.</li> <li>• Provide support for onsite training and competence assessment of the newly trained VHW.</li> <li>• Be available for reasonable access, i.e. must always be on the premises</li> <li>• Keep clear and accurate records as required</li> </ul> <p><b>Programme Service Improvement</b></p> <ul style="list-style-type: none"> <li>• Be an active team member, contributing to system and process improvement within the Covid Vaccination Programme Team and the Programme.</li> <li>• Establish and/or maintain working partnerships with both internal programme team members and external providers, to promote collaboration and strengthen relationships.</li> </ul> <p><b>Professional standards</b></p> <ul style="list-style-type: none"> <li>• Professional standards are met</li> <li>• Other Programme leaders and staff have confidence in the employee's standard of delivery</li> <li>• HB DHB's privacy / Confidentiality Code is respected and practised</li> <li>• An understanding of, and commitment to, biculturalism</li> </ul>			
<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>			
<b>KEY WORKING RELATIONSHIPS</b>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Māori Nurse Lead</li> <li>• Clinical Vaccination Supervisor</li> <li>• Other VHW</li> <li>• Māori Health Services/Pacifica</li> <li>• Recruitment and HR offices</li> <li>• Other teams working in partnership with Covid-19 vaccination</li> <li>• Education &amp; Development Team</li> <li>• Information Services</li> <li>• Roster/Payroll team</li> </ul>		<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>• Patients and whānau</li> <li>• Programme Hauroa providers</li> <li>• Other stakeholders working in partnership with Covid-19 vaccination</li> <li>• MoH and IMAC Department leads</li> <li>• Employers of VHW Workforce</li> <li>• IMAC Regional Advisor</li> </ul>	

<b>DELEGATION AND DECISION MAKING</b>	<ul style="list-style-type: none"><li>• Is good at establishing clear directions</li><li>• Sets Stretching objectives</li><li>• Distributes the workload appropriately, laying out work in well planned and organised manner</li><li>• Maintains two-way dialogue with others on work results</li><li>• Brings out best in people</li><li>• Is a clear communicator</li></ul>
<b>HOURS OF WORK</b>	64 hours per fortnight, Fixed Term until December 2022
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	Designated Senior Nurse and Midwifery Salary scale of the NZNO/DHB MECA. Grade 3, step 1 to 3
<b>DATE</b>	June 2022
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	N/A

## ESSENTIAL CRITERIA

### Experience

- At least five years' experience in nursing practice
- Must hold Authorised Vaccination Status with a minimum of two years' experience
- Building and maintaining relationships through effective communications
- Proven coaching skills
- A Commitment to quality and excellence.
- Relevant postgraduate qualification with evidence of ongoing towards master's degree.

### Business / Technical Skills

- Holds a current annual practicing certificate as Registered Nurse
- Holds a current assessed nursing portfolio as assessed via an approved Professional Development Recognition Programme
- Proven sound knowledge of Microsoft Office – Word, Excel, Outlook
- Demonstrates an understanding of continuous quality improvement
- Attention to detail

### Key Attributes

- Effective communication skills.
- Positive attitude with problem solving focus.
- A high degree of maturity, stability and self-confidence.
- Clinical role model.
- Supports, encourages and empowers.
- Proven ability to work within a multidisciplinary team.
- Demonstrated time management skills.
- Methodical, planned approach to work and establishes clear directions

### 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 8kg bin of consumables from the floor to waist height and carry this for 50 metres

### Vaccination status for role:

- Vaccinations as per the current employee immunisation policy including annual influenza vaccination and full COVID vaccinations as per mandate from Ministry of Health



## 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.

### RARANGATE 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.