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|  HAWKE'S BAY District Health Board Whakawāteatia | POSITION TITLE | CLINICAL NURSE SPECIALIST – OCCUPATIONAL HEALTH | | |
| | DIRECTORATE | People and Culture | DEPARTMENT | HR Operations |
| | REPORTING TO (operationally) | HR Operations Manager | REPORTING TO (professionally) | Chief Nursing And Midwifery Officer |
| DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS | This role covers the whole of Provider Services in the Hawke’s Bay District Health Board (HBDHB) Direct Reports: Nil Indirect Reports: Nil | | | |
| PURPOSE OF THE POSITION | To deliver a professional occupational health service to the management and staff of HBDHB which includes delivering in the following areas: <ul style="list-style-type: none"> • Pre – employment and Fitness for work, including health monitoring as required • Absenteeism management including event follow up, and rehabilitation if staff back to work after injury, illness or surgery. • Accredited employers programme, injury management component, to tertiary level • Vaccination programme including the annual influenza initiative • Nurse led injury, and illness management, including providing differential diagnosis, treatment plans, and referrals to other services when appropriate • Wellbeing programme management | | | |
| KEY DELIVERABLES | <p>Pre–employment and Fitness for work</p> <ul style="list-style-type: none"> • Pre-employment assessments are carried out for new and existing staff within agreed timeframes to ensure the safe placement of staff into work areas • Health monitoring requirements are identified according to workplace risk and baseline screening, monitoring and exit testing completed as required to ensure the workplace does not have a detrimental impact on employee health • Where results highlight an individual issue, tactics are developed to maintain the staff health and wellbeing. • Where results highlight a wider issue, occupational assessment and oversight is provided to address the broader issue. <p>Absenteeism management</p> <ul style="list-style-type: none"> • Provide assistance with the rehabilitation of staff back to work through sound rehabilitation plans and programmes • Advice is provided for those with acute injuries or illness, including differential diagnosis and referral as appropriate • Injury management is provided in accordance with accredited employer programme standards working closely with third party provider to meet the standards to achieve tertiary status • Discussion and support is provided to the managers to successfully rehabilitate staff back to work <p>Vaccination programme including the annual influenza initiative</p> <ul style="list-style-type: none"> • Annual vaccination programme is run within budget and meets MoH requirements and reporting timeframes • Staff receive vaccinations as required for a healthy workforce and records are maintained and accurate <p>Nurse clinics related to return to work and rehabilitation</p> <ul style="list-style-type: none"> • Clinics are run with times widely known and skills maintained to ensure <p>Wellbeing programme management</p> <ul style="list-style-type: none"> • Annual wellbeing programme is developed and run to meet the needs of staff and maintains staff wellbeing – this can include health promotion, retirement seminars, fatigue management initiatives • Programme is linked to national and local initiatives to ensure relevance • Programme covers all areas of the DHB so that all staff are included if they wish | | | |

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| HEALTH & SAFETY RESPONSIBILITIES | <p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions <p><i>(You also have the right to cease work if you believe that you, or others, are at risk of serious harm).</i></p> | |
| KEY WORKING RELATIONSHIPS | INTERNAL <ul style="list-style-type: none"> • All staff • Service Managers • HR advisers • Medical Specialists • Specialist Occupational Physician | EXTERNAL <ul style="list-style-type: none"> • WellNZ • ACC • GP's • Other providers – physios, osteopaths, audiologists |
| DELEGATION AND DECISION | <ul style="list-style-type: none"> • Makes decisions within scope of practice of a Clinical Nurse Specialist • Identifies trends and elevates these to relevant parties as required • Works within legislative frameworks | |
| HOURS OF WORK | 48 hours per fortnight (0.6 FTE) | |
| EMPLOYMENT AGREEMENT & SALARY | In accordance with the DHB's / NZNO Nursing & Midwifery Multi Employer Collective Agreement (MECA) Designated Senior Nurse Scale according to qualifications and experience (pro rata for hours worked). | |
| DATE | May 2021 | |
| EXPENDITURE & BUDGET ACCOUNTABILITY | <ul style="list-style-type: none"> • General oversight of expenditure within operational OH budget line • Is a full member of the HR Operations Team and contributes to annual planning and service delivery | |
| SCOPE & COMPLEXITY | <ul style="list-style-type: none"> • Works across HBDHB • Works with WellNZ guidelines in relation to work place interventions • Seeks advice from Occupational Health specialists in relation to monitoring and testing • Ensures own skills and knowledge is maintained to deliver relevant and up to date service | |

ESSENTIAL CRITERIA

Qualifications

- Postgraduate qualification or Vocational Registration in Occupational Health – or working towards this
- Registered nursing
- Qualified Vaccinator

Experience

- Extensive experience in nursing and occupational health (ideally 10 - 15 years)
- Experience in Clinical roles with proven track record
- Ability to quickly analyse situations and provide direction

Business / Technical Skills

- Exhibits empathy and compassion.
- Works cooperatively and works readily with managers.
- Prioritisation and time management skills

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Optimism.
- Strong sense of purpose or mission.
- Ability to generate trust.
- Relationship building with a wide variety of stakeholders

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Dedicated to setting & meeting high professional standards
- Continuous process improvement
- Future orientated
- Consistently delivers results beyond expectations
- Flexibility and able to deal confidently and positively with change and uncertainty

Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

Physical requirements for role:

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 do at least 3 half press ups (i.e. on knees)

Vaccination status for role:

- Vaccinations as per the current employee immunisation policy including annual influenza and COVID vaccination.

DESIRABLE CRITERIA

Experience

- Deep knowledge occupational health in a health setting
- Knowledge of the political, legislative or other external influences affecting the health sector

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Knowledge of development processes



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.