

Position Description

Employment Agreement:	DHBs/NZNO Nursing and Midwifery MECA
Position Title:	Occupational Health Nurse
Service & Directorate:	Occupational Health and Safety Service
Location:	Dunedin
Reports to:	Health and Safety Service Manager
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	April 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

To provide oversight, vision and support for Southern District Health Board (SDHB) management and employees in all aspects of workplace occupational health management.

In collaboration with Southern DHB management and staff, provide clinical support to improve employee health care and health outcomes. Incorporated within each of these functions the Occupational Health Nurse is a role model, employee and management advocate, change agent, leader and practitioner.

The role is orientated towards the promotion of health and work disability through a workplace health promotion strategy that provides support for workers with health conditions that, whilst may not be caused directly by work, may affect the worker's ability to maintain attendance or performance at work.

Registered nurses are accountable for ensuring that all the health services they provide are consistent with their education and assessed competence, meet legislative requirements and are supported by appropriate standards.

<http://nursingcouncil.org.nz/Nurses/Scopes-of-practice/Registered-nurse>

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role Specific Competencies

Priority Setting	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks, creates focus.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Interpersonal Savvy	Relates well to all kinds of people - up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none">Chief Nursing and Midwifery Officer	<ul style="list-style-type: none">Families and Whanau of staff
<ul style="list-style-type: none">Directors of Nursing	<ul style="list-style-type: none">Nursing Council/Midwifery Council
<ul style="list-style-type: none">Associate Directors of Nursing	<ul style="list-style-type: none">Unions
<ul style="list-style-type: none">Directorate Leadership Team	<ul style="list-style-type: none">Other District Health Boards

<ul style="list-style-type: none"> • Clinical Nurse Coordinators 	<ul style="list-style-type: none"> • HWNZ
<ul style="list-style-type: none"> • Southern DHB wide staff 	<ul style="list-style-type: none"> • NZNO and other relevant professional colleges of nursing and midwifery
<ul style="list-style-type: none"> • Duty Manager (s) 	<ul style="list-style-type: none"> • ACC
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Educational Institutions
	<ul style="list-style-type: none"> • PHO
	<ul style="list-style-type: none"> • GPs and other treatment providers
	<ul style="list-style-type: none"> • NGOs and Aged Care Sector

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Be registered with the Nursing Council of New Zealand as a Registered Nurse • Hold a current Nursing Council of New Zealand annual practising certificate • Current Vaccinator's certificate 	<ul style="list-style-type: none"> • Post Graduate Diploma or Degree in related field (e.g. occupational health practice, environmental health & safety, occupational rehabilitation, psychology, ergonomics) • Achieved level 2 NZOHNA qualification within the Knowledge and Skills Framework 2016 (proficient OHN) • A qualification in Adult Teaching or demonstrate equivalence. • Maintains scientific, regulatory and business knowledge appropriate to the nursing profession and Occupational Health.
Experience	<ul style="list-style-type: none"> • Have as a minimum a competent Professional Development and Recognition Programme (PDRP) profile/portfolio or equivalent. • Minimum of five (5) years post graduate clinical experience. • Minimum of five (5) years' experience in occupational health and safety practice. • Have as a minimum developed and implemented health promotion and disease prevention strategies and programmes related to workplace risks. • Have as a minimum developed and implemented adult learning concepts (teaching methods and strategies) with consideration of levels of prevention, readiness to change, cultural orientation and learning abilities. • Experience in the development and delivery of workplace ergonomic programmes. • Previous experience in the management of injuries and prevention to ensure the organisation meets/has met the ACC Partnership Programme 	<ul style="list-style-type: none"> • Experience in occupational health and safety practice. • Cultural awareness and understanding of the implications of the Treaty of Waitangi. • Commitment to and understanding of Evidence Based Practice. • Experience in development, delivery and management of workplace ergonomic strategies. • Previous experience in the management of injuries and prevention to ensure the organisation meets/has met the Tertiary requirements of the ACC Partnership Programme
Knowledge and Skills	<ul style="list-style-type: none"> • Have advanced communication techniques such as conflict 	<ul style="list-style-type: none"> ▪ Has advanced knowledge in developing, managing and evaluating population risk

	<p>resolution, diffusion and mediation skills.</p> <ul style="list-style-type: none"> • As a minimum achieved level 2 NZOHNA Knowledge and Skills Framework 2016 • Be a critical consumer of research and embrace evidenced based practice when carrying out any task/function • Demonstrate professional accountability within scope of practice • Have the required skills to develop, manage and communicate all SDHB occupational health policies, procedures and standards, ensuring compliance with relevant legislation. • Have a commitment to ongoing development of nursing skills and in-service education • Experienced in Hazardous Substances management • Experience in risk of task assessments/hazard management (PRA: Position Risk Analysis) • Delivery of a successful health promotion wellbeing programme. 	<p>reduction and health surveillance requirements.</p> <ul style="list-style-type: none"> ▪ Has knowledge to identify the scope and distribution of occupational and environmental disease, illness, and exposure and injury occurrences and develop a surveillance programme that meets all regulatory requirements. ▪ Has previously provided employee health screening and surveillance services. • Ability to provide specialist advice to external agencies and healthcare facilities in the community as appropriate. • Experience in Drug and Alcohol assessments and rehabilitation •
Personal Qualities	<ul style="list-style-type: none"> • Adhere to the DHB's policies and procedures • Have the ability to work as part of a team • Have ability to 'work together' in a collaborative manner • Have ability to 'work smarter' by being innovative and proactive • Accept responsibility for actions • Be prepared to undertake other duties as reasonably requested by Nursing Director 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
To demonstrate professional responsibility, complying with DHB vision, purpose, values, policies and procedures.	
<p>Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</p> <ul style="list-style-type: none"> • Develop, manage and communicate all SDHB occupational health policies, procedures and standards, ensuring compliance with relevant legislation. • The developed and implementation of adult learning concepts (teaching methods and strategies) with consideration of levels of prevention, readiness to change, cultural orientation and learning abilities. 	<ul style="list-style-type: none"> • Meets and maintains organisational mandatory requirements for nurses • Attains and maintains area specific mandatory requirements and key accountabilities • Engages in appraisal systems with manager • Professional Portfolio current– PDRP preferred Portfolio • APC • Adhere to policies and procedures • Respect for others • Partakes in regular team meetings engaging in discussion • Presents self in a tidy and professional manner • Promotes health utilising teachable moments

<ul style="list-style-type: none"> • Development and delivery of a robust health monitoring programme to ensure all occupational health risk have been identified mitigated and managed to an acceptable level. • Acting as a clinical mentor to identified nursing and allied health colleagues as required. • Provide accurate and timely reports covering worker Occupational Health events, rehabilitation and current or new health risk to the SDHB. • Manage SDHB worker vaccination programme within budget to achieve effective outcomes and risk minimisation. • Manage the provision of health promotion activities for workers, ensuring providers meet all regulatory and ethical standards. • Manage the serology and prophylaxis processes for worker and contractor exposure to the significant hazards associated with blood borne viruses. • Use of nursing process to plan and provide occupational health nursing care to workers • Assesses provisional diagnoses, and treats workers consistent with appropriate standards of care and laws. • Provide clinical and nursing care to injured and/or ill employees in the workplace, within scope of practice. • Maintain and manage the occupational health records, stock and medicines in line with SDHB policy. • Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice. • Promotes an environment that enables worker safety, independence, quality of life and health. • Practices nursing in a manner that the worker determines as being culturally safe. • Reads and adheres to DHB vision, values, policies and procedures. • Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing. 	
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Scope of Practice	
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<ul style="list-style-type: none"> • Articulates scope of practice • Shows expert practice working collaboratively across settings and within interdisciplinary environments • Shows effective leadership and consultancy • Develops and influences health/socio-economic policies and nursing practice at a local and national level • Shows scholarly research inquiry into nursing practice. • Mandatory reflection Nursing Practice • Demonstrate the ability to use reflective practice within practice setting and act as a role model and advocate for other nurses within the organisation and wider community. 	<ul style="list-style-type: none"> • Demonstrate a sound understanding of scope of practice as a registered nurse and as a leader in the field of occupational health nursing practice. • Demonstrate cooperation and collaboration with professionals, workers and family members. • Develop and demonstrate strong linkages within SDHB and with peers in other DHBs nationally. • Work with nurse leaders within SDHB and professional associates in other DHBs and healthcare facilities, to promote and develop occupational health and safety practice. • Demonstrate research has been relevant to occupational health nursing practice, showing breadth
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	of reading and expertise in the ability to recognise and apply important aspects of the research.
To demonstrate effective interpersonal relationship skills	
<ul style="list-style-type: none"> Establishes, maintains and concludes professional working relationships with other staff members Practises nursing in a negotiated partnership with the worker and family/whanau where and when possible. Maintains privacy and confidentiality in accordance with HIP Code, DHB policies and procedures etc. Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team 	<ul style="list-style-type: none"> Communicates in an appropriate and professional manner, verbal and written Privacy Act, Informed Consent and Code of Rights adhered to Abides by NCNZ Code of Conduct and Professional Boundaries guidelines
Case Management	
<ul style="list-style-type: none"> Provide clinical support, advice and direction for all work-related and non-work related injuries and illnesses. Collaboratively assist ACC and WorkAon with the management of all serious or sensitive worker physical or psychological illnesses, in liaison with the lead Treatment Provider, the manager, the worker and their union representatives. In each case where redeployment may be required, liaise directly with the HR Manager. Use and evaluate available healthcare resources to achieve any optimal healthcare outcome for the injured or ill worker. Support the SDHB participation in the organisation's ACC Partnership Programme by ensuring the Injury management portfolio is fit for purpose to maintain tertiary status. Synthesises knowledge of redeveloping business and injury trends and models to maintain integrity of case management systems. 	<ul style="list-style-type: none"> Works within the scope of injury management Engages in injury management meetings to ensure the injured worker has a robust return to work programme. Ensure such cases are managed with compassion, and with support of Human Resources personnel and the organisation's Worker Assistance Programme (Vitae).
Quality and Risk	
<ul style="list-style-type: none"> Adherence to Southern DHB Performance Excellence and Quality Improvement Strategy. Works collaboratively with Quality and Risk and Infection Control to maintain organisational standards. Reviews and implements systems to ensure that processes to establish monitor and review the service specific standards of practice and indicators of clinical practice for nursing are established and maintained. Demonstrates an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through. Demonstrates a sound understanding of the Southern District Health Board quality management framework, contributing to and leading quality initiatives. 	<ul style="list-style-type: none"> Demonstrates competence in emergency procedures, e.g. fire, and CPR Completes Fire, CPR training and updates regularly as required by DHB's policies and procedures. Identifies, takes appropriate action and promptly reports clinical, Occupational Safety & Health and security incidents Evidence of assisting in the maintenance of equipment and where necessary, promptly reports unsafe or malfunctioning equipment Maintains standards for safety, hygiene and medico-legal requirements

Self-Management	
<ul style="list-style-type: none"> • Develops logical and complete plans to resolve issues. • Manages own time adopting a disciplined approach to establishing and following priorities of work. • Exhibits self-confidence. • Engages in appraisal/performance reviews 	<ul style="list-style-type: none"> • Relationships are developed and maintained with own peer group for robust peer review and support
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Welfare	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Welfare policies, procedures and systems.</p>	<ul style="list-style-type: none"> • Understand and consistently meet your obligations under Southern DHB’s Health, Safety and Welfare policy/procedures. Actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date