

Te Whatu Ora

Health New Zealand

POSITION DESCRIPTION

<u>POSITION:</u>	Community Detox Nurse and Case Manager Addictions
<u>RESPONSIBLE TO:</u>	Manager Addictions & Early Intervention Service (EIS) Nelson and Marlborough

Te Whatu Ora Health New Zealand (Nelson Marlborough)

Our vision: All people live well, get well, stay well. Kaiao te tini, ka ora te mano, ka noho ora te nuinga.

Our mission: Working with the people of our community to promote, encourage and enable their health, wellbeing and independence

Our Values – Ā Mātou Uara:

Respect: We care about, and will be responsive to, the needs of our diverse people, communities and staff.

Innovation: We will provide an environment where people can challenge current processes and generate new ways of working and learning.

Teamwork: We create an environment where teams flourish and connect across the organisation for the best possible outcome.

Integrity: We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times.

PURPOSE OF POSITION

This role is a pivotal role for mental health and addictions services to support our integration programme. The vision for our programme is:

Working with people of our community to promote, encourage and enable their health, wellbeing and independence by providing flexible responsive integrated mental health and addictions services

This role has been designed for an experienced Nurse who has excellent skills in relationship development and networking. They will:

- Function as an Addictions Clinician which will involve supporting clients in the community who want support to withdraw from substances including medicated withdrawal. This will include helping Whanau and the wider community discover the healthiest use of substances and to help promote freedom from addictions.

- Effectively market and promote the Addictions Service to the community and other health professionals. Provide treatment to clients affected by substance dependency or abuse. This involves support for individual and families. “Substances” refers to alcohol, cannabis, narcotics, prescription medicines like benzodiazepines and analgesics, hallucinogens and other mind-changing substances as well as Methadone and Buprenorphine prescribed as opioid replacement to clients.
- Provide psychosocial assessment and support to clients.
- The successful candidate will have proven clinical expertise, to support our system to be better integrated to improve our ability to be responsive, holistic, person centred and recovery focussed. They must demonstrate an awareness of the wider social determinants of health. They will ensure their contributions support the strengthening our system-wide priorities, as listed below.



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whanau are essential members of the care team.



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plans, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

This position may be required to work across primary, community and secondary services as part of the delivery of an integrated Mental Health and Addictions model of care for Te Whatu Ora. Including working across agencies with our cross sector partners.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p>Assess and support individuals and families affected by alcohol and drug problems, including offering community withdrawal support and referring to inpatient treatment or other agencies as appropriate.</p>	<ul style="list-style-type: none"> • Initial assessment interview for new clients and treatment plan is set up and documented within the required time frame. • Ongoing professional support for clients is provided which includes a range of therapeutic methods and maintaining a client caseload of face to face contact with clients and Whanau. • Support and educate clients about harm minimisation and best treatment options. • Clinical accountability is demonstrated through presenting client cases at weekly team meetings, conducting client evaluation, participating in in-service training and undertaking personal supervision as negotiated with the Manager. • Written assessments provided to agencies as necessary and appropriate. • Up to date and appropriate case notes are maintained with a clear treatment plan.
<p>Ensure proactive multi-disciplinary liaison with a range of agencies, undertaken ongoing training and education to update skills, and maintain accurate documentation of clinical practice, as part of ongoing teamwork practice</p>	<ul style="list-style-type: none"> • Attendance at team meetings, case presentations, contributing to policy formation, service planning, decision-making and accountability within the Addictions team of Te Whatu Ora. • Ongoing liaison is maintained with a range of agencies in relation to mutual clients and general alcohol and drug issues with referrals provided as required. • Participate in ongoing training in treatment options and education as appropriate. • Keep accurate up to date clear records in client files according to clinic procedures and protocol with relevant knowledge of the Health Information Privacy Code (1994) and maintain accurate statistical records for client and group work. • Current knowledge on professional issues and trends in addiction field is regularly maintained and imparted in formal training sessions as required. • Commitment to Health and Safety requirements.

Quality Improvement	<ul style="list-style-type: none"> • Pro-actively participate in quality improvement processes in your area of work. • Support the team at all times to provide a high quality, customer oriented and focused service, which follows evidence based practice.
Professional Development	<ul style="list-style-type: none"> • Participate in annual performance review process including review of performance goals and identification of areas for professional development. • Identifies own learning needs and uses professional development to maintain competence and improve skills and knowledge base.
General	<ul style="list-style-type: none"> • Other duties as negotiated with your Manager • Meet obligations contained in Appendix 1 & 2.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- A New Zealand Registered Nurse preferably with an addiction focus, or studying towards.
- Current registration and annual practising certificate.

KNOWLEDGE, SKILLS & EXPERIENCE

- Intermediate knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Te Whatu Ora Information Technology policies
- Ability to collect information from a variety of sources and organise into logical frameworks.
- Ability to adhere to professional Code of Ethics and clinic procedures on client confidentiality.
- Belong to a recognised professional organisation with a professional code of conduct.
- Relevant experience in motivational interviewing, and basic counselling is desirable.
- Current drivers licence is necessary.
- Experience or demonstrable interest in training or education.
- Ability to train other health professionals and community workers.

PERSONAL ATTRIBUTES

- Ability to defuse and/or manage conflict situations.
- Commitment to health promotion and harm reduction.
- Sound written communications skills.
- Ability to liaise effectively with clients and families.
- Commitment to ongoing self-development.
- Awareness of client's needs.
- Ability to work co-operatively within a team.
- Ability to relate to a wide variety of health professionals.
- Versatile and flexible and able to adapt to a changing work environment.
- Ability to work well under pressure and meet deadlines.
- Awareness of gender issues and biculturalism.

APPENDIX 1

General Responsibilities of an Employee of Te Whatu Ora Health New Zealand (Nelson Marlborough)

1. Professional Responsibilities

As an employee of Te Whatu Ora you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Te Whatu Ora departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

2. Health, Safety and Wellbeing

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

3. Right to Raise Concerns

- All employees of Te Whatu Ora are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

4. Child Wellbeing and Protection

Te Whatu Ora is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.
- Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

5. Legislation, Regulations and Board Policies

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Te Whatu Ora’s Disciplinary Policy.

6. Confidentiality

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

7. Risk Management

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

8. Security

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

9. Treaty of Waitangi

Te Whatu Ora is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

10. Smokefree

Te Whatu Ora is a Smokefree Organisation. This applies to all staff and contractors working within Te Whatu Ora buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Te Whatu Ora staff employed on Board business in the community.

APPENDIX 2

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

Condition	Information to include in Position Description
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Te Whatu Ora
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas ¹ New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none">• a chronic skin condition• been working in an overseas healthcare facility in the last year• been MRSA-positive in the last year
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures ²

¹Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

²Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.