

**POSITION DESCRIPTION**

**POSITION:** Occupational Health & Wellbeing Nurse

**RESPONSIBLE TO:** Manager, Occupational Health & Wellbeing

**PROFESSIONAL RESPONSIBILITY TO:** Director of Nursing & Midwifery

**Health New Zealand | Te Whatu Ora Nelson Marlborough**

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

**Our Values – Ō tātou whanonga pono**

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākonga, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmeme:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmeme i ngā kaipupuni hauora kātoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngakau tapatahi i runga i te tika me te pono i ngā mahi kātoa.*

**PURPOSE OF POSITION**

To contribute to the development, delivery, promotion and evaluation of a contemporary, legally compliant health, safety and wellbeing service for Health NZ.

To provide management of and specialist advice on the implementation, maintenance and evaluation of work injury management systems and the AEP (Accredited Employers Programme) across the organisation.

Coordinate and participate in the development of a wellbeing strategy in conjunction with the Health, Safety & Wellbeing team, and in consultation with the wider organisation. Provide specialist wellbeing and mental health support to Health NZ staff. To lead health monitoring including Mask Fit Testing, respiratory health, hearing and vision. To manage staff pre-employment checks, infection prevention for employees and other occupational health nurse functions.

RESPONSIBILITIES	EXPECTED OUTCOMES
<b>Development of the Health, Safety &amp; Wellbeing Programme</b>	<ul style="list-style-type: none"> <li>• In liaison with the Occupational Health &amp; Wellbeing team contributes to the development of Health, Safety &amp; Wellbeing Programme.</li> <li>• Develops in conjunction with the wider Occupational Health &amp; Wellbeing Team an annual work plan to implement the above programme.</li> <li>• Ensures that relevant workplace surveillance, screening and health monitoring take place</li> <li>• Participates in, coordinates, develops, implements, promotes, delivers, and evaluates employee wellbeing strategies and initiatives in conjunction with the Occupational health &amp; wellbeing team.</li> </ul>
<b>Delivery of the Health, Safety &amp; Wellbeing Programme</b>	<p>Specific responsibilities for delivery within the programme are to:</p> <ul style="list-style-type: none"> <li>• Supports all aspects of Occupational Health for employees including health monitoring and N95 mask fit testing,</li> <li>• Participates in the annual AEP Audit process</li> <li>• Provides advice on the management of the rehabilitation process for work and non work injured staff</li> <li>• Provides advice on the development, implementation and evaluation of pre employment information acting on information as appropriate</li> <li>• Gives specialist advice and assists in the management of medical incapacity processes</li> <li>• Actively contribute to the promotion, support and monitoring of workplace safety processes including Safety 1<sup>st</sup>, hazard identification, management and control plans across the district</li> <li>• Actively contribute to the development and delivery of health, safety and wellbeing education to Line Managers and Health &amp; Safety Representatives.</li> <li>• Actively participate in the development, implementation and review of health, safety &amp; wellbeing policies and procedures based on contemporary evidence with responsibility for AEP and work injury management</li> <li>• Work constructively and communicate effectively with colleagues in the health, safety &amp; wellbeing team, wider P &amp; C team, managers and staff in the wider organisation and relevant external agencies within the financial resources available.</li> </ul>
<b>Evaluation of Health &amp; Safety Wellbeing Programme</b>	<ul style="list-style-type: none"> <li>• Actively participate in the formal evaluation of the Health, Safety &amp; Wellbeing Plan on an annual basis</li> <li>• Reports against specific responsibilities in the annual plan on a monthly basis in a timely and accurate manner</li> <li>• Actively participates in and monitors the management of work and non-work related injuries and illnesses.</li> </ul>
<b>Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Monitor Employee Events (Safety 1<sup>st</sup>), liaise with Managers/HODs to ensure appropriate corrective actions are developed and implemented and organisational trends reported on.</li> <li>• Actively promotes and role models health, safety and wellbeing skills and knowledge including challenging existing practice where it is not in line with contemporary best practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively review the broader environment to identify national and international innovations and advances in health, safety and wellbeing; <ul style="list-style-type: none"> <li>- to translate innovation into solutions that work;</li> <li>- to ensure comprehensive reporting frameworks are in place;</li> <li>- to ensure that personal skills and knowledge are developed in line with latest health, safety and wellbeing developments</li> </ul> </li> <li>• Actively contribute to quality improvement initiatives and practice.</li> <li>• A quality customer focused service is provided at all times, using best practice.</li> </ul>
<b>Occupational Health Nurse Role</b>	<ul style="list-style-type: none"> <li>• Provides support and timely, accurate written and/or verbal advice on health, safety and wellbeing matters within area of specialty: <ul style="list-style-type: none"> <li>- on health &amp; wellbeing initiatives/issues to employees, managers, health, safety &amp; wellbeing colleagues, wider PC Team, Infection Prevention, Third Party Administrator</li> <li>- to Health &amp; Safety Committees and Representatives</li> <li>- to construction/refurbishment projects</li> <li>- Product evaluation and purchase</li> </ul> </li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participates in Health, Safety &amp; Wellbeing Orientations</li> <li>• Contribute positively as an effective Team Member</li> <li>• Provides feedback to the Team in a positive manner that adds value.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Responsibility is taken for own professional development ensuring that own skills and knowledge are maintained and advanced</li> <li>• Maintains contemporary evidence based nursing and health, safety &amp; wellbeing knowledge</li> <li>• Meets professional nursing requirements as identified by the Director of Nursing &amp; Midwifery or delegate.</li> <li>• Participates in annual performance reviews, setting of performance goals and identifying areas for professional development.</li> </ul>
<b>Health and Safety</b>	<p>Ensures that the following responsibilities are met:</p> <ul style="list-style-type: none"> <li>• All Health and Safety legislative requirements are met;</li> <li>• Work within a safe environment with early identification and mitigation of any hazards in the workplace;</li> <li>• Compliance with AEP requirements</li> <li>• Compliance with all organisation wide Health and Safety Policies and procedures.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Other duties as negotiated with your Manager</li> <li>Meets obligations contained in Appendix 1 &amp; 2.</li> </ul>

## PERSON SPECIFICATION

### **QUALIFICATIONS**

- New Zealand Registered Nurse
- Post graduate qualification in nursing, occupational health, or mental health nursing.
- Current NCNZ Annual Practising Certificate
- Current driver's license essential

### **EXPERIENCE, KNOWLEDGE & SKILLS**

- A commitment to mental health and wellbeing
- Experience and understanding of the Healthcare environment desirable
- Post qualification experience – minimum of 2 years
- Up to date knowledge of evidence based practice
- Experience preferred in: rehabilitation, primary health care, health promotion and health education
- Experience of health and safety provision within a large organisation
- Experience working with multi-disciplinary teams in a complex organisation
- Knowledge of current thinking around supporting mental health, wellbeing, health and safety in the health care sector
- Highly skilled in time and organisational management demonstrated by the ability to meet constantly changing demands and deadlines
- A commitment to Health NZ's Maori Health Directorate's strategy and the ability to incorporate Maori perspectives into service improvement
- Understanding of bicultural issues, including the Treaty of Waitangi
- Intermediate to advanced computer skills (Microsoft Office and specialist quality applications)

### **PERSONAL ATTRIBUTES**

- Engaged, motivated and dedicated to improving health, safety and wellbeing for all Health NZ staff
- Able to build, maintain and develop effective working relationships with Service & Executive Clinical Directors and General Managers, Service Managers, Heads of Department and team members and other staff
- Able to lead by example to demonstrate initiative, creativity, flexibility and continuous improvement
- Understands and demonstrates the collaborative approach required to achieve successful outcomes for health, safety and wellbeing within the organisation
- Demonstrate ability to work as part of the wider P & C Team

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, 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 Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough 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**

- Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough’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**

Health NZ Nelson Marlborough 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**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough 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 Health NZ Nelson Marlborough 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.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
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 <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
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 <sup>2</sup>

<sup>1</sup>Clinical 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.)

<sup>2</sup>Exposure-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.