Health New Zealand
Te Whatu Ora

Position Description | Te whakaturanga ō mahi
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Title	Care Manager – Community Mental Health (Tasman)			
Reports to	Operations Manager			
Location	Richmond, Tasman			
Department	Mental Health & Addictions Services Nelson Marlborough			
Direct Reports	1		**Total FTE**	Up to 1.0
Budget Size	**Opex**	Nil	**Capex**	Nil
Delegated Authority	**HR**	Nil	**Finance**	Nil
Date	June 2026			
Salary band (indicative)*	**NZNO HNZ Nursing and Midwifery Collective** Step 2 to Step 7 OR **Allied Health MECA PSA** Step 1 to Step 7 (Social Worker scale) Step 3 to Step 8 (Occupational Therapist scale)			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

Support our integration programme. It is a pivotal role for mental health and addictions services.

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 clinician who has excellent skills in relationship development and networking. They will co-ordinate and deliver high quality comprehensive assessment and treatment for clients within the Specialist Mental Health Services using a range of therapeutic modalities, and support the ease of access and transition of clients through Specialist Mental Health Services back to their primary care provider.

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.

MH&A system-wide integration priorities



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 whānau 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 Nelson Marlborough. Including working across agencies with our cross sector partners

Key Result Area	Expected Outcomes / Performance Indicators
Care Management • Regular assessment and monitoring of mental state, the effectiveness of prescribed treatments and support needs to allow for early intervention in response to a change in mental status. • Maintain timely, thorough written records of consumers care including: progress notes documenting consumer contact, care/recovery plans, letters to GPs and other agencies, annual needs assessments and updates. • Liaison with psychiatrists, other mental health staff and other agencies involved in consumers' care. • Develop a comprehensive recovery based care plan for each client and communicate the plan to others involved in the consumers care including family/whanau where appropriate. • Ongoing monitoring of care plan effectiveness with regular clinical reviews of specific goal directed discharge planning to support episodic care processes with the team. • Act as consumer advocate in all matters pertaining to mental health. • Provide or arrange for the provision of psychological or social services as required. • Provide early intervention in an acute phase of illness, organising appropriate interventions for this, such as organising medication,	• Responsive service allowing for early intervention, effective treatment and facilitation of discharge planning to primary care for all clients. • Regular case load reviews with Clinical co-ordinator, looking at goals of admission, discharge planning, recovery plans. • Completion of risk assessment, formulation of risk, management planning and taking appropriate actions to ensure safe care provision. • Accurate, up-to-date notes, statistical data and comprehensive written reports are readily available. • Service statistics audits reflect resources are appropriately allocated to ensure safe effective care provision. • Client, family and consumer feedback via questionnaires indicate customer satisfaction. • Provision of episodic care allowing for easy access into, and out of specialist services. • Provision of a flexible Care Management model allowing for intensive care in times of increased need and a less intensive package of care when mental health is more stable.

treatment review, respite, additional support, and/or admission as required. • Provide care in a response to clients changing needs as required with a range of brief assertive, intensive and continuing care provision.	
Team Work • Work in a coordinated, cooperative manner to ensure the most effective outcomes for clients, their family/whanau and the organisation. • Attendance and participation in Intake Meetings, Multi-Disciplinary Team Meetings and Discharge Meetings as required.	• Actively contributes to intake planning, team meetings and discharge planning. • Contributes to all team activities, shows flexibility in meeting team goals, is aware of Service philosophy, contributes in meetings, participates in roster, and encourages support staff contribution to case load. • Actively enhances team awareness of specialist needs of clients using the service. • Positive participation in daily decision-making.
Professional Development • Sound clinical knowledge combined with field experience and ongoing learning. • Participate in clinical supervision in line with the organisations policies. • Meet core competency training and expectations.	• Attains and maintains required level for core skills of mental health services. • Attends in-service training sessions and actively pursues other relevant training opportunities, both within mental health and in own time. • Exhibits knowledge of mental health standards and their application in the workplace. • Proven working knowledge of Ministry of Health guidelines relevant to mental health practice, including Calming and Restraint, Management of Suicidal Patients, Clinical Risk Assessment and Management, Reducing Violence in Mental Health Services, and the National Mental Health Standards. • Understanding of the Mental Health Act and related legislation. • Participates in annual performance reviews and process of performance goals and identifying areas for professional development.
Administration • To perform administrative tasks as delegated by Service Manager.	• All documentation is of a demonstrably high standard including client notes, group plans, health promotion materials, letters etc.

• To contribute to the development of team resources. • To document client information, statistics and written reports to a high standard and timely manner.	• All statistical information to be collected within the required timeframes i.e. Contact and Outcome information. • All documentation will adhere to the Health NZ (Nelson Marlborough) Mental Health Client Pathway Standards.
Internal & External Networks • Develop effective working relationships with team members, case managers, and administration staff and with other parts of the Mental Health Service. • Develop effective working relationships with other DHB Services, with other providers, GP's and community agencies relative to client's needs.	• Treatment partnerships with other health professionals are maintained and enhance client care. • Performance review indicates excellent knowledge and utilisation of community resources, organisations and agencies that enhance outcomes to consumers.
Children's Team	• *Children's Action Plan - Children's Teams* are a government initiative which support vulnerable children. This position has been identified as being likely to fulfil a role with or alongside the Children's Team (e.g. Children's Team member, Lead Professional and/or provision of support in regard to the development of a child's action plan). If this opportunity arises, Health NZ (Nelson Marlborough) will provide support and training to enable you to meet the requirements of this responsibility. If you are assigned as a Lead Professional, Health NZ (Nelson Marlborough) expects you to act within the scope of the *Children's Action Plan Lead Professional* role profile (copy available from Human Resources).
Quality Improvement	• Participation in quality improvement processes in your area of work. • A quality, customer-focused service is provided at all times, which follows best practice.
General	• Other duties as negotiated with your Manager • Meet obligations contained in Appendix 1 and Appendix 2 if a registered nurse is appointed.

Te Tiriti o Waitangi	• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care. • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	• Commits to helping all people achieve equitable health outcomes. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.

	• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Relationships

External	Internal
• Primary Health Partners • Other service providers, community Organisations • Tertiary Education Organisations • Police • Corrections • Families and whānau • Registration Authority • Professional Association	• Te Waka Hauora • Team leaders, service leads and service managers. • Interprofessional teams • Students • Kaiāwhina (Health Care Assistants) • Quality team • Needs Assessment Team • Other Allied Health Staff in general health • MDT members

Matters to be referred to the Operations Manager

- Staffing or roster issues
- Service delivery risks
- Serious complaints or incidents
- Health and safety concerns
- Recruitment or resourcing issues
- Operational or compliance concerns
- Issues impacting patient care or service delivery

About you – to succeed in this role

You will have

Essential:

Qualifications

- Minimum Mental Health Qualifications E.g. Registered Psychiatric or Comprehensive Nurse, Occupational Therapist or Social Worker holding relevant tertiary qualification with appropriate current practising certificate.
- Current drivers licence.
- Post graduate certificate/diploma in specialty therapy would be desirable.

Professional Practice and Accountability

Nursing

- Registration with the Nursing Council of New Zealand as a Registered Nurse.
- Holds a current Annual Practicing Certificate.
- Maintains a Professional Development Recognition Programme (PDRP) portfolio, with three-yearly renewal.
- Meets all Nursing Council of New Zealand competencies and requirements.
- Undertakes additional duties as negotiated with the manager.

Occupational Therapist

- A New Zealand registered Occupational Therapist with a current practising certificate
- Member of Professional Association is desired

Social Worker

- A registered Social Worker with a current practising certificate (SWRB)
- ANZASW Membership is desired

Experience

- Two years post graduate experience working in mental health, with strong assessment skills and risk management skills is desirable but not essential.
- Experience working with a range of assessment tools and therapeutic interventions with people experiencing mental illness.
- Able to apply clinical skills flexibly, innovatively, creatively, adaptively and autonomously.
- Able to educate others informally e.g. families, and former students.

- Experience of interagency co-operation and collaboration and awareness of agency boundaries.

Knowledge and Skills

- Recognise and address cultural differences with sensitivity and a willingness to participate in ongoing activities directed at improving one's knowledge of the Treaty of Waitangi, Tikangi Maori and Te Reo skills.
- Current knowledge and experience of Mental Illness and related issues.
- Knowledge of and commitment to biculturalism and the Treaty of Waitangi.
- Up to date with the current research findings about major mental illness.
- Knowledge of community resources.
- Understanding of the Mental Health Act and related legislation
- Basic 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 Health NZ (Nelson Marlborough) Information Technology policies.

Personal Attributes

- Is committed to people with psychiatric disabilities.
- Able to work unsupervised, triage clients and prioritise workloads.
- Able to convey clinical information verbally and in writing to professional colleagues, and other groups.
- Uses personality, presentation and approach, which would engender confidence, trust harmony and rapport with clients and immediate family and social network.
- Demonstrates a willingness to consult colleagues and other professionals when necessary.
- Ability to work closely and harmoniously with others to achieve professional and service goals.
- Demonstrated ability to work proactively in providing an equitable, accessible appropriate and timely service and work co-operatively and in collaboration with Family/Whanau/Carer organisations.
- Ability to work under pressure, constantly prioritising as deadlines change.
- Person of integrity, who is able to maintain confidentiality, is tactful and sensitive in dealing with people.
- Demonstrates qualities of courtesy, respect, openness, empathy and a non-judgmental manner.
- Promotes and models teamwork, supports other team members during absence. Shows flexibility in meeting team goals. Contributes to team meetings and follows lines of communication when dealing with work issues.

Desired:

- Experience in implementing Te Tiriti o Waitangi in action.

You will be able to	**Essential:** • Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role. • With the support of Health NZ, proactively take care of your own health and safety, to ensure a safe and supportive work environment. • Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals. • Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities. • Demonstrate a strong drive to deliver and take personal responsibility. • Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve. • Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity. •

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

**The reference to salary band in this position description is for internal benchmarking and role sizing purposes only. The salary band designation does not form a term or condition of employment and may be changed by the employer at any time. In accepting a Health NZ employment agreement you acknowledge and accept this. Changes to the salary band will not affect an employee's current salary or remuneration.*

APPENDIX 1

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 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 *Staphylococcus aureus* (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: • 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]

[1]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.)

[2]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.

APPENDIX 2

If a Registered Nurse is appointed the following professional nursing responsibilities, expected outcomes, experience/knowledge and specific skills also apply.

RESPONSIBILITIES	EXPECTED OUTCOMES
Domain One - Professional Responsibility *Domain One contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for one's actions and decision, while promoting an environment that maximizes client's safety, independence, quality of life and health.*	
1.1 **Provides professional direction, leadership and management of care delivery**	• Practices in accordance with legal, ethical, cultural safety and professional standards. • Demonstrates clinical leadership in ethical decision making and patient advocacy. • Takes a leadership role in implementing care delivery and service initiatives with a nursing and or multi-disciplinary focus. • Understands accountability for directing, monitoring and evaluating nursing care provided by enrolled nurses and others. • Seeks advice from a senior registered nurse if unsure about the role and competence of enrolled nurses and others when delegating work. • Takes into consideration the role and competence of staff when delegating work. • Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses and others. • Provides effective clinical leadership/role modelling to other staff within and across the nursing services and to other stakeholders to ensure that service delivery and practice standards are consistent, evidence based and complement the vision and values of Health NZ (Nelson Marlborough). • Maintains an overview of the clinical/professional issues/standards of practice and trends affecting Adult Mental Health management within and beyond the service, assisting with the implementation of care initiatives including quality and safety activities. • Manages care delivery within evidence based treatment protocols for all patients. • Complies with quality focused nursing protocols with support from national groups (Health Quality and Safety Commission) guiding Nursing services ensuring care standards are articulated, supported, achieved, documented and audited. • Ensures that there is effective and timely patient centred communication within and across the health system in relation to the management of care.

	• Ensures that opportunities to contribute to service development and the achievement of outcomes are taken up.
1.2 **Demonstrates the ability to apply the principles of the Treaty of Waitangi Te Tiriti o Waitangi to nursing practice**	• Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Māori in Aotearoa/New Zealand. • Demonstrates knowledge of differing health and socio-economic status of Māori and non-Māori. • Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.
1.3 **Promotes an environment that enables health consumer safety, independence, quality of life and health**	• Identifies and reports situations that affect health consumers or staff members' health or safety. • Accesses, maintains and uses emergency equipment and supplies. • Maintains infection control principles. • Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public.
1.4 **Practises nursing in a manner that the health consumer determines as being culturally safe**	• Recognises the impact of the culture of nursing on health consumer's care and endeavours to protect the health consumer's wellbeing within this culture. • Practises in a way that respects each health consumer's identity and right to hold personal beliefs, values and goals. • Assists the health consumer to gain appropriate support and representation from those who understand the health consumer's culture, needs and preferences.
Domain Two - Management of Nursing Care *Domain Two contains competencies that are related to client assessment and the management of client care, which is responsive to clients' needs and is supported by nursing knowledge and evidence-based research.*	
2.1. **Provides planned nursing care to achieve identified outcomes**	• Contributes to care planning, involving health consumers and demonstrating an understanding of health consumers' rights, to make informed decisions. • Demonstrates understanding of the processes and environments that support recovery. • Identifies examples of the use of evidence in planned nursing care. • Undertakes practice procedures and skills in a competent and safe way. • Administers interventions, treatments and medications, (for example: intravenous therapy, calming and restraint), within legislation, codes and

		scope of practice; and according to authorised prescription, established policy and guidelines.
2.2	**Undertakes a comprehensive and accurate nursing assessment of health consumers across a variety of settings**.	• Undertakes assessment in an organised and systematic way. • Uses suitable assessment tools and methods to assist the collection of data. • Applies relevant research to underpin nursing assessment.
2.3	**Ensures documentation is accurate and maintains confidentiality of information**	• Maintains clear, concise, timely, accurate and current health consumer records within a legal and ethical framework. • Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery.
2.4	**Ensures the health consumer has adequate explanation of the effects, consequences and alternatives of proposed treatment options**	• Provides appropriate information to health consumers to protect their rights and to allow informed decisions. • Makes appropriate professional judgement regarding the extent to which the health consumer is capable of participating in decisions related to his/her care. • Facilitates the health consumer's access to appropriate therapies or interventions and respects the health consumer's right to choose amongst alternatives. • Checks health consumers' level of understanding of health care when answering their questions and providing information.
2.5	**Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations**	• Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation. • Takes action in situations that compromise health consumer safety and wellbeing. • Implements nursing responses, procedures and protocols for managing threats to safety within the practice environment.
2.6	**Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care**	• Identifies own level of competence and seeks assistance and knowledge as necessary. • Determines the level of care required by individual health consumers. • Accesses advice, assistance, debriefing and direction as necessary.

2.7 **Maintains professional development**	• Contributes to the support, direction and teaching of colleagues to enhance professional development. • Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice. • Takes responsibility for one's own professional development and for sharing knowledge with others. • Participates in annual performance review process including review of performance goals and identification of areas for professional development.
Domain Three - Interpersonal Relationships *Domain Three contains competencies that relate to interpersonal and therapeutic communication with clients, other nursing staff and inter-professional communication and documentation.*	
3.1 **Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers**	• Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers. • Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for health consumers with mental health needs. • Utilises effective interviewing and counselling skills in interactions with health consumers. • Demonstrates respect, empathy and interest in health consumer. • Establishes rapport and trust with the health consumers.
3.2 **Practises nursing in a negotiated partnership with the health consumer where and when possible**.	• Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the health consumer and an understanding of therapeutic and partnership principles. • Recognises and supports the personal resourcefulness of people with mental and/or physical illness. • Acknowledges family/whanau perspectives and supports their participation in services.
3.3 **Communicates effectively with health consumers and members of the health care team**	• Uses a variety of effective communication techniques. • Employs appropriate language to context.

Domain Four - Interprofessional Health Care and Quality Improvement *Domain Four contains competencies to demonstrate that the nurse, as a member of the health care team evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.*	
4.1 **Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care**	• Promotes a nursing perspective and contribution within the inter-professional activities of the health care team. • Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area. • Collaborates with the health consumer and other health team members to develop plan of care. • Maintains and documents information necessary for continuity of care and recovery. • Develops a discharge plan and follow up care in consultation with the health consumer and other members of the health care team.
4.2 **Recognises and values the roles and skills of all members of the health care team in the delivery of care**	• Makes appropriate formal referrals to other health care team members and other health related sectors for health consumers who require consultation. • Contributes to the co-ordination of care to maximise health outcomes for the health consumer. • Collaborates, consults with and provides accurate information to the health consumer and other health professionals about the prescribed interventions or treatments • Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them.
4.3 **Participates in quality improvement activities to monitor and improve standards of nursing**.	• Recognises and identifies researchable practice issues and refers them to appropriate people. • Distributes research findings that indicate changes to practice with colleagues. • A quality, customer-focused service is provided at all times, which follows best practice. • Participation in quality improvement processes in your area of work.
General	• Obligations contained in Appendices 1 & 2 are met. • Other duties as negotiated with your Manager.

EXPERIENCE/KNOWLEDGE OF

- HPCA act and its amendments.
- Nursing Council of NZ key documents – Scope of Practice for Nurses; NP, RN, RN Expanded practice, EN; Direction & Delegation; and Educational Standards.
- Treaty of Waitangi and its application to the health setting.
- Misuse of Drugs Act (1977) and Regulations.
- NCNZ Code of Conduct (2012).
- Health & Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996).
- Privacy Act (1993) and Health Information Privacy Code (1994).
- Health and Safety at Work Act (2015).
- New Zealand Health Care Standards.
- Health NZ (Nelson Marlborough) Nursing and Midwifery Policies and Procedures.
- Equal Employment Opportunities.
- NZNO Code of Ethics (2010).
- NZNO Standards of Professional Nursing Practice (2012).
- Current over-arching NZ Health Strategies.

SPECIFIC SKILLS

- High level of written and verbal communication.
- Effective Report writing skills.
- Demonstrated competency in priority setting/time management.
- Demonstrated competency in effective problem solving/planning.
- Demonstrated multi-disciplinary relationship skills.
- Knowledge of current issues within nursing in NZ and internationally.
- Ability to work independently and to be an effective team member.
- Knowledge and understanding of medico/legal and ethical responsibilities.