

## Job Description

### Community Mental Health Nurse / Medrun Co-Ordinator

### Mental Health and Addictions Services

<b>Position Title:</b>	Community Mental Health Nurse / Medrun Co-Ordinator
<b>Organisation Unit:</b>	Whangarei Acute Spectrum Specialist Services Team (W.A.S.S.S.) - Mental Health and Addictions Services
<b>Location:</b>	Whangarei, Te Whatu Ora Te Tai Tokerau
<b>Responsible to:</b>	Clinical Team Manager, W.A.S.S.S., Te Whatu Ora Te Tai Tokerau
<b>Primary Functions of the Position:</b>	<ul style="list-style-type: none"> <li>Whangarei Acute Spectrum Specialist Services Team is a group of community based teams that provide acute specialist assessment and treatment for new and existing clients within the Te Whatu Ora – Te Tai Tokerau Mental Health and Addiction specialist service entry criteria.</li> <li>The Medrun provides a 7 day a week, 52 weeks a year observed medication adherence within the client’s home environment.</li> <li>Improve health outcomes, cultural safety and quality of care for Māori</li> <li>To provide clinical oversight and responsibility for Medrun non-regulated staff and develop and maintain appropriate processes to ensure safe practice.</li> <li>To provide effective and efficient management of the Medrun intake system and referral database and waitlist whilst holding a Medrun liaison caseload.</li> <li>Ensure compliance with designated responsibilities detailed in Te Whatu Ora – Te Tai Tokerau Health and Safety, in particular Working Alone Policy.</li> <li>To conduct a preliminary assessment of the nature of urgency of the response required and Mental Health cares at a level which meets or exceeds established professional and Organisation standards, clinical practice guidelines, policies and procedures for the W.A.S.S.S. and the wider multidisciplinary team.</li> <li>To maintain focused professional development activities and support the professional development of colleagues within W.A.S.S.S. and the wider multidisciplinary team.</li> <li>To contribute to the ongoing improvement of the service, by participating in the development and delivery of quality enhanced initiatives within W.A.S.S.S. and wider multidisciplinary teams.</li> <li>Work as a key member of the multi-disciplinary team; providing assessment, treatment and consultation, while taking account of socio-cultural and kaupapa Māori issues relevant to the wellbeing of tāngata whaiora, within the context of their whānau</li> </ul>

## Functional Relationships

The Community Mental Health Nurse / Medrun Co-Ordinator will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> <li>• Mental Health continuing care teams</li> <li>• Te Whatu Ora Te Tai Tokerau Mental Health &amp; Addiction Services employees.</li> <li>• Service Manager Mental Health &amp; Addiction Services.</li> <li>• Consumer Advisors Mental Health Services</li> <li>• Clinical Director of Mental Health and Addiction Services</li> <li>• DAMHS for Mental Health and Addiction Services.</li> <li>• District Inspector</li> <li>• Mental Health Act Administrator</li> <li>• Te Poutokomanawa</li> <li>• Professional Leader - Nursing</li> <li>• Other Health Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• NGOs</li> <li>• Primary health care providers, including GPs and Pharmacies</li> <li>• Tertiary education providers</li> <li>• NZ Nursing Council</li> <li>• Professional bodies and associations</li> <li>• Health and social support agencies</li> <li>• Iwi, hapu and whānau</li> </ul>

## Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
<b>Tāngata i te tuatahi</b> People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
<b>Whakaute (tuku mana)</b> Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
<b>Manaaki</b> Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
<b>Whakawhitiwhiti Kōrero</b> Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
<b>Te Hiranga</b> Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Community Mental Health Nurse / Medrun Co-Ordinator encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Mental Health Nursing Practice

- Professional Development
- Continuous Quality Improvement
- Direction & delegation of non-regulated team members
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Whatu Ora management processes and procedures</li> <li>• Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes</li> <li>• Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner</li> <li>• Attend the Te Whatu Ora Te Tiriti o Waitangi Training</li> <li>• Have a working understanding of Te Tiriti o Waitangi and its relevance to Mental Health.</li> <li>• Will work in partnership with Whānau, Hapu, Iwi and Māori Health Services/resources.</li> <li>• Will seek advice from Māori Kaimahi and/or Kaitakawaenga and/or Kaumatua as appropriate.</li> <li>• Will display cultural sensitivity and a willingness to work positively with organisational strategies to improve opportunities for Māori.</li> <li>• Will attend educational opportunities relevant to the acquirement and maintenance of cultural competencies.</li> </ul>
Mental Health Nursing Practice	<ul style="list-style-type: none"> <li>• Clinical caseload is effectively and responsibly managed, utilising professional skills and competencies to the maximum potential.</li> <li>• Assessment, planning and evaluation is carried out within agreed timeframes, compliments or is part of the Coordinated Recovery/Treatment Plan, is documented clearly and meets the standards required by Mental Health Services.</li> <li>• Nursing care will focus on whaiora recovery and promotion of the tāngata whaiora living in as independent a manner as possible in the community and maintaining community tenure.</li> <li>• All clinical work utilises principles of collaborative treatment planning and demonstrates maximum use of opportunities for whaiora and whānau participation and empowerment, cultural sensitivity and respect for the rights of whaiora and kai mahi.</li> <li>• Whaiora care will focus on risk and safety of the whaiora living as independently as possible in the community, or requiring additional intervention support.</li> </ul>

Key Responsibility Area	Expected Outcomes
	<ul style="list-style-type: none"> <li>• Nursing care provided meets established criteria for safety, including cultural safety and accepted standards of nursing practice.</li> <li>• Provides urgent and crisis support to <b>whaiora, their</b> whānau and non-regulated team members on Medrun caseload.</li> <li>• Appropriate referrals are managed within an effective and timely manner in consultation with kai mahi, tāngata whaiora and their whānau.</li> <li>• Nursing care provided shows evidence of a sound theoretical base for practice, the use of reflective processes and the formation of partnerships with tāngata whaiora and their whānau.</li> <li>• Effective and regular communication is established and maintained with nursing colleagues and other members of the multidisciplinary team(s) across the continuum of care for the client.</li> <li>• Data is provided as required by the service and all documentation is completed concisely, accurately and objectively in accordance with organisational/professional standards.</li> <li>• Ability to undertake comprehensive risk assessments and establish clinically indicated management plans grounded in best practice evidence to ensure the safety and wellbeing of tāngata whaiora, their whānau and the community at large</li> <li>• Ability to complete all required Ministry of Health Key Performance Indicators within the required timeframes</li> <li>• Ability to effectively problem solve within an acute presentation and provide best evidence rationale for clinical management</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Regularly meets, individually or in groups, with the Clinical Team Manager and/or Senior Nurse/CNC to discuss professional and practice issues, improvements or concerns.</li> <li>• Prepares strategies for the implementation of an individual performance development plan to maintain and extend nursing knowledge and skills, which is regularly reviewed.</li> <li>• Maintains and demonstrates currency of knowledge in Mental Health Nursing and developments in mental health practices.</li> <li>• Supervise students as per Organisation agreements with educational agencies.</li> <li>• Supervises and directs non-clinical staff appropriately to ensure safe delivery of service as required.</li> <li>• Undertakes performance appraisal with the Clinical Team Manager and/or Clinical Nurse Co-ordinator at least annually.</li> <li>• Utilises practice improvement and support mechanisms available, such as clinical supervision, peer review and debriefing.</li> <li>• Develops portfolio in line with Organisational Nursing Professional Development Recognition Programme.</li> <li>• Actively seeks to enhance own professional development within the financial restraints of the organisation</li> </ul>

Key Responsibility Area	Expected Outcomes
Health & Safety	<ul style="list-style-type: none"> <li>Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management</li> <li>Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> <li>Practicing and observing safe work methods;</li> <li>The use of safety equipment;</li> <li>Reporting unsafe conditions or equipment; and</li> <li>Reporting and documenting all accidents or incidents</li> </ul> </li> </ul>
Privacy and Confidentiality	<ul style="list-style-type: none"> <li>Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau</li> <li>Complete mandatory induction training on Privacy responsibilities</li> </ul>

### Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

### Person Specification

#### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Registered Psychiatric or Comprehensive Nurse</li> <li>Current New Zealand Practicing Certificate relevant to professional qualification.</li> <li>Current Driver's License</li> <li>Effective written, oral and interpersonal communication skills</li> <li>Demonstrated commitment to continuing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>Working towards P.G Certificate relevant to Mental Health nursing.</li> <li>Working towards Masters of Nursing</li> </ul>

#### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Knowledge of mental health nursing theory, practice, legal boundaries and ethical concerns</li> <li>Two years' experience in acute and/or kaupapa led community mental health nursing practice</li> </ul>	<ul style="list-style-type: none"> <li>Fluency or understanding of te reo Māori</li> <li>Demonstrates knowledge of Mental Health Act.</li> <li>Has an understanding of the concepts of Whānaungatanga.</li> <li>An understanding of Tikanga o Ngāpuhi.</li> <li>Demonstrates knowledge of the local areas in Te Taitokerau and the</li> </ul>

<ul style="list-style-type: none"> <li>• Commitment to meaningful tāngata whaiora and their whānau participation in the delivery of mental health services</li> <li>• Recognises the concepts of clinical governance in a multi-disciplinary team.</li> <li>• Demonstrated ability to work productively in a multidisciplinary team environment</li> <li>• Understanding of and commitment to Te Tiriti o Waitangi and the practice of cultural safety in health care</li> <li>• Knowledge and/or experience of working with tāngata whaiora and/or their whānau with co-existing substance use disorders</li> </ul>	<p>differences in terms of history, language and processes.</p>
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### Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi and its application to the health setting</li> <li>• Privacy Act (2020) and Health Information Privacy Code (2020)</li> <li>• Health and Safety at Work Act 2015</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)</li> <li>• New Zealand Council of Healthcare Standards</li> </ul>

### Skills & Personal Attributes

Skills
<ul style="list-style-type: none"> <li>• Demonstrates an ability to accept responsibility for a varied caseload of clients.</li> <li>• A commitment to working both clinically and culturally</li> <li>• Ability to work as a role model for nurses.</li> <li>• Willingness to contribute/receive supervision of clinical/cultural work.</li> </ul>

Personal Attributes
<ul style="list-style-type: none"> <li>• Recognises the importance of maintaining good physical, intellectual and spiritual health.</li> <li>• Has a great sense of humour.</li> <li>• Enjoys working in a Māori focussed environment.</li> <li>• Recognising the importance of empowering Māori during their recovery journey</li> <li>• Recognises the importance of Whānaungatanga</li> <li>• Ability to work autonomously and as an active team member</li> </ul>



## Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: Community Mental Health Nurse  
/ Medrun Co-Ordinator

Signature of employee: \_\_\_\_\_

Date: \_\_\_\_\_