

Position Description

Position	Nurse Coordinator Screening Services
Team / Service	Screening Services
Directorate	Sub-Specialty Medicine
District	Capital, Coast & Hutt Valley and Wairarapa Districts
Responsible to	Operations Manager, Regional Screening Services
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from multiple locations across the district. As part of Variance Response, from time to time, you may be required to work in other areas (with prior agreement).

Te Whatu Ora

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

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community-based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community-based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Te Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the purpose-built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

Te Mauri o Rongo

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

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 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. “Whiria te tangāta” – we will weave our people together.

Te Korowai Āhuru

A cloak, which seeks to provide safety and comfort to the workforce.

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Team/Service Perspective

The Sub-Specialty Medicine Group consists of a range of services across Wellington, Hutt and Kenepuru Hospitals:

- Regional Screening Services
- Cardiology, including Wellington Hospital Ward 6 South and Hutt Hospital CCU
- Clinical Measurements Unit
- Interventional Radiology Unit
- Gastroenterology – including Bowel Screening
- Respiratory Medicine
- Diabetes and Endocrine
- Rheumatology
- Dermatology
- Infectious Diseases & Infection Prevention and Control
- Medical Day Stay Unit
- Renal
- Immunology

Role Purpose

The Nurse Coordinator – Screening Services provides senior clinical leadership across the Regional Screening Programmes, strengthening system-wide capability to improve screening participation, equity, and health outcomes. The role establishes and sustains strong, trusted relationships with community-based practices, primary care, and partner services to support the delivery of safe, effective, and equitable screening services, aligned with Health New Zealand | Te Whatu Ora priorities and national screening programme requirements.

Working at an advanced practice level, the Nurse Coordinator delivers expert clinical advice, leadership, and guidance across screening services, contributing to service development, continuous quality improvement, and health promotion initiatives. The role works in close partnership with the Equity Team and other clinical and professional leaders to embed equity-focused approaches, address access and participation barriers, and improve screening outcomes for Māori, Pacific, and other priority populations.

The role does not involve routine direct patient care; however, the Nurse Coordinator may provide clinical care in specific circumstances in accordance with agreed escalation pathways, organisational policies, and professional standards of practice.

The Nurse Coordinator is expected to actively contribute to the achievement of district and nursing strategic goals and values, and to promote Te Whatu Ora – Health New Zealand, Capital, Coast and Hutt Valley as a centre of excellence for nursing practice.

Key Accountabilities

The following accountabilities are in addition to the Te Kaunihera Tapuhi o Aotearoa | Nursing Council of New Zealand (NCNZ) competencies for registered nurses (RN). Application onto the Professional Development and Recognition Programme (PDRP) senior pathway is required.

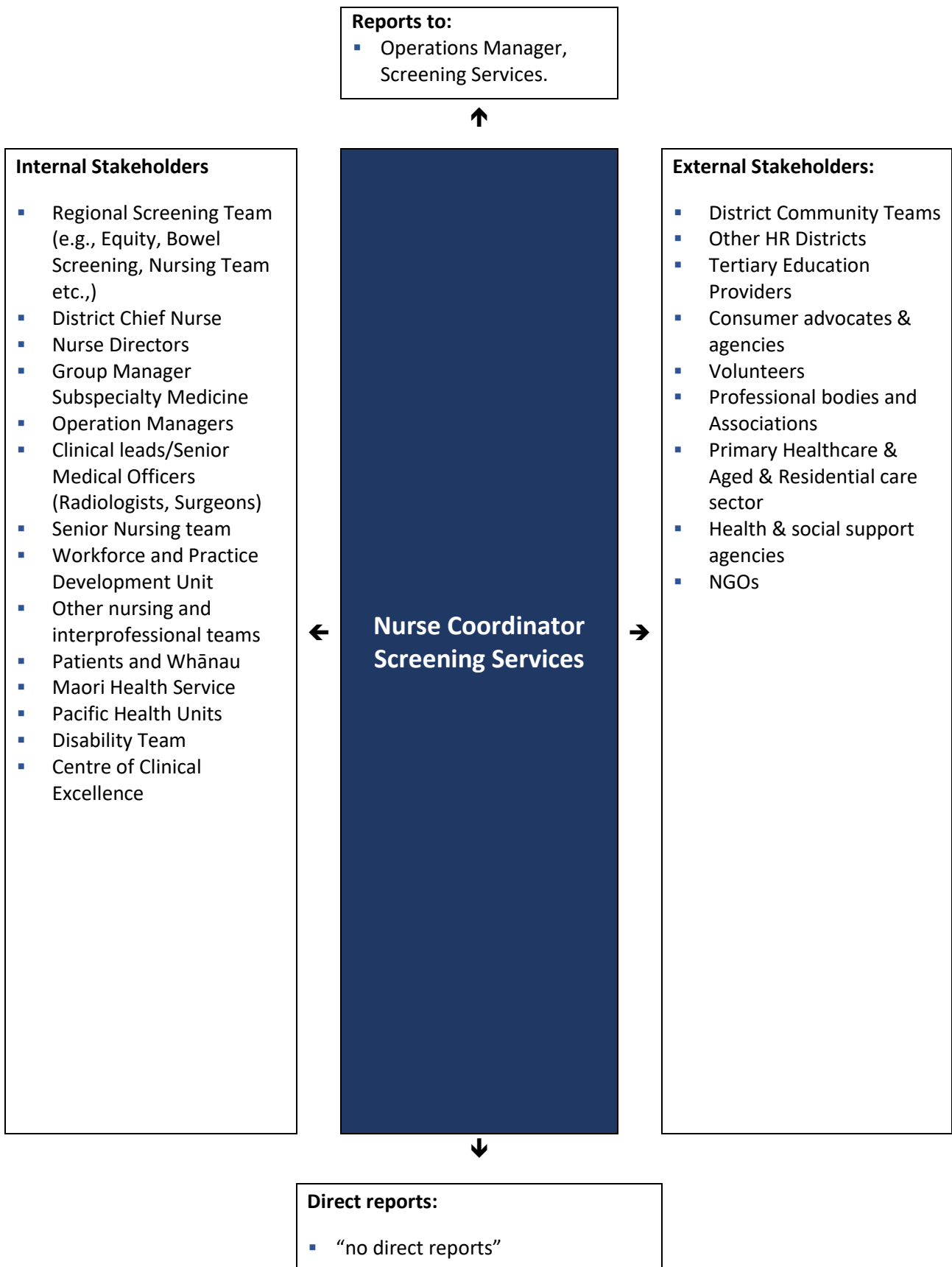
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

In this Position Description the terms person or patient are used to refer to those who use health services, who in different settings may be referred to as tangata whaiora, health consumer or client.

Key accountabilities	Deliverables / Outcomes
1. Leadership	<ul style="list-style-type: none"> ▪ Role models and applies the principles of Te Tiriti O Waitangi in nursing practice ▪ Applies Te Whatu Ora policies and processes and contributes to a safety culture for patients, whānau and staff ▪ Champions equity and diversity in the workplace ▪ Contributes to improving inequities by working with colleagues to meet the Pae Ora (Healthy Futures) Act 2022 obligations ▪ Promotes and supports organisational and professional priorities ▪ Maintains a strict sense of professional ethics, confidentiality and privacy and abides by the District Code of Conduct ▪ Establishes and maintains effective communication and inter-professional relationships ▪ Leads and implements Screening Services promotional and clinical activities ▪ Works with nursing leaders and educators to provide advice and promote engagement with Screening Programmes within their clinical areas ▪ Undertakes work on strategic priorities and objectives as agreed with their manager and nursing leaders ▪ Responds with constructive strategies to meet new challenges and actively supports change ▪ Contributes to project work as relevant to role ▪ Contributes relevant meetings, committees, organisational, advisory, regional and national groups to promote and report on <programme>.

Key accountabilities	Deliverables / Outcomes
2. Education and Teaching	<ul style="list-style-type: none"> ▪ Builds strong relationships with nursing leaders and educators within CCCHV and partner organisations ▪ Works with individuals and groups across the District to provide leadership, advice and education on the Breast, Bowel and Cervical Screening Programmes ▪ Identifies workforce education needs relating to the Breast, Bowel and Cervical Screening Programmes ▪ Uses adult teaching strategies to develop and deliver education plans ▪ Plans, delivers and evaluates education opportunities and resources to promote high standards and strong engagement with the Breast, Bowel and Cervical Screening Programmes within the organisation and with partner organisations ▪ Shares expertise and provides guidance in different context e.g. presentations, study days, workshops, forums, meetings ▪ Keeps up to date with relevant literature
3. Interprofessional collaboration and quality improvement	<ul style="list-style-type: none"> ▪ Establishes and maintains effective inter-professional relationships internally and externally ▪ Leads and contributes to innovations to improve the quality, efficiency and engagement with the Breast, Bowel and Cervical Screening Programmes ▪ Facilitates audits and reviews to identify areas for improvement and develops plans to address these ▪ Leads the development and implementation of policies, procedures and resources relating to Breast, Bowel and Cervical Screening Programmes ▪ Ensures the Breast, Bowel and Cervical Screening Programmes documents, information and web-pages are up to date and reviews these with key stakeholders ▪ Undertakes, analyses and provides regular reports as required by the Breast, Bowel and Cervical Screening Programmes
4. Workforce	<ul style="list-style-type: none"> ▪ Supports the nursing leadership team in workforce development strategies, e.g., to ensure there are systems and processes in place to support practice development including for new staff. This includes support for nurses to achieve PDRP ▪ Facilitates support of Māori and Pacific workforce in line with strategic nursing priorities ▪ Ensure documents, handbooks and information are kept current by appropriate and timely review processes
5. Professional Development	<ul style="list-style-type: none"> ▪ Proactive in identifying own professional development needs ▪ Maintains current senior PDRP
6. Health & Safety	<ul style="list-style-type: none"> ▪ Ensures all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature ▪ Actively supports and ensures compliance with Health & Safety policy and procedures; ensuring staff also support and comply ▪ Maintains a proactive culture of Health & Safety supported by systems

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Equity	<ul style="list-style-type: none"> ▪ Demonstrates a strong commitment to achieving equitable health outcomes for all population groups ▪ Actively applies equity principles to screening service design, delivery, and evaluation ▪ Engages in ongoing self-reflection and cultural humility, recognising the impact of personal values, beliefs, and cultural worldview on clinical advice and service delivery ▪ Supports and enables Māori-led, Pacific-led, community led and disability-focused approaches to screening and health promotion ▪ Uses data, insights, and community voice to identify and address inequities in screening access and participation
Commitment to Kawa Whakaruruhau	<ul style="list-style-type: none"> • Demonstrates understanding and practical application of Te Tiriti o Waitangi principles within nursing leadership and screening services • Actively works to improve equitable screening outcomes for Māori • Supports Māori self-determination and decision-making at individual, whānau, and service levels • Promotes and respects hauora Māori models of care and the application of mātauranga Māori within screening and health promotion initiatives
Teamwork	<ul style="list-style-type: none"> ▪ Builds and maintains constructive, respectful, and effective relationships across multidisciplinary, primary care, and community settings ▪ Demonstrates a supportive, approachable, and collegial leadership style ▪ Collaborates effectively to achieve shared service and organisational objectives ▪ Shares clinical knowledge, expertise, and best practice to build workforce capability ▪ Actively contributes to collective decision-making and supports consensus outcomes ▪ Recognises and respects diversity, values differing perspectives, and promotes inclusive practice ▪ Demonstrates understanding of how the role contributes to improved community health and wellbeing
Self-Management	<ul style="list-style-type: none"> ▪ Sets high personal and professional standards and takes accountability for outcomes ▪ Demonstrates initiative, resilience, and adaptability in a changing health system ▪ Manages competing priorities effectively, meeting deadlines and responding to unplanned demands

Competency	Behaviours
	<ul style="list-style-type: none"> ▪ Demonstrates insight into personal and professional limits and seeks advice or support as required ▪ Maintains reliability, consistency, and adherence to clinical, organisational, and professional standards ▪ Reflects on practice and engages in continuous learning and improvement
Communication/Interpersonal Effectiveness	<ul style="list-style-type: none"> ▪ Demonstrates compassion, empathy and professionalism ▪ Empathises with others and considers their needs and feelings ▪ Actively listens, drawing out information and checking understanding ▪ Communicates information effectively and accurately, both orally and in writing ▪ Builds rapport and relates well to all kinds of people ▪ Adjusts communication style to the recipients and considers their frame of reference ▪ Uses diplomacy and tact and can diffuse high tension situations
Organising and planning	<ul style="list-style-type: none"> ▪ Sets objectives and goals aligned with Health NZ and screening programme priorities ▪ Organises and coordinates resources to support effective service delivery and improvement ▪ Manages multiple work streams and priorities concurrently ▪ Uses resources efficiently and responsibly ▪ Maintains accurate, accessible, and well-organised documentation and information systems ▪ Monitors performance, evaluates outcomes, and uses evidence to inform continuous quality improvement
Clinical Leadership in Health Promotion and Women Centred Care	<ul style="list-style-type: none"> ▪ Provides senior nursing leadership and clinical advice for health promotion initiatives across screening services ▪ Applies a woman-centred, whānau-centred, and equity-focused lens to screening design and delivery ▪ Advocates for approaches that empower women to make informed choices about screening and their health ▪ Influences practice and service development to improve access, engagement, and outcomes for women, particularly Māori, Pacific, disabled, and underserved populations

Experience and Capability

E Experience and Capability

A. Knowledge, Skills & Experience:

- Understands the significance and obligations of Te Tiriti o Waitangi and supports leadership of these within the service

- Minimum three years post-graduate nursing experience
- Relevant clinical experience and expertise
- Developing capability in nursing leadership
- Strong verbal and written communication skills
- Competent computer skills
- A personal commitment to on-going learning and development including attainment/maintenance of senior PDRP
- PG Cert or working towards this

B. Essential Professional Qualifications / Accreditations / Registrations:

- Registered Nurse with current APC
- Postgraduate Certificate or working towards
- PDRP at Proficient level and working towards senior nurse level on the PDRP pathway
- Requires a full driver's license

C. Someone well-suited to the role will place a high value on the following:

- Commitment to Te Tiriti o Waitangi
- Living the Te Whatu Ora values
- Respect and collaboration
- Commitment to ongoing learning and development
- Practice informed by evidence
- Innovation and critical thinking
- Commitment to sustainable practice

**Ma tini, ma mano, ka rapa te whai
By joining together we will succeed**