

POSITION DESCRIPTION

Family Planning Nurse

March 2015

Location	As specified in Letter of Offer
Hours of Work	As specified in Letter of Offer
Overview	Family Planning is New Zealand's leading sexual and reproductive health organisation. We believe people should have access to quality services and information so they can make informed choices about their sexual and reproductive health. More information can be found on our website at www.familyplanning.org.nz
Purpose of Position	To provide efficient, effective and responsive sexual and reproductive health care, within Family Planning's philosophy, policies, protocols, standing orders and practices, while supporting the principles of the Treaty of Waitangi in everyday practice, and ensuring a quality service delivery that is consistent with the aims and values of Family Planning, promoting Family Planning services to existing and potential clients.
Responsible to	Regional Manager Regional/Locality Nurse Advisor (for professional supervision)
Responsible for	n/a
Functional Relationships	
Internal:	National Nurse Advisor Regional/Locality Medical Advisor Family Planning Nurse Educator Regional/Locality Nurse Advisor Regional Administrator Drs Clinical Services Client Contact Centre Manager Other clinic staff Health Promoters
External:	Family Planning clients and visitors Other providers Service providers (e.g. medical laboratory)

Position Accountabilities

Key Accountability	Expected Result
Provide care to the client that contributes to their optimum sexual and reproductive health outcomes.	<ul style="list-style-type: none"> • Provide a full range of sexual and reproductive health care including virtual consults, medical abortion services, to the prescribed standard • Confirm practice decisions with a more experienced nurse • Understand usual client responses, recognise exceptions to these and take appropriate action • Use local resources to assist practice • Prioritise care management activities with clients • Perform generic and specific procedures safely • Modify practice/the environment in response to identified cultural/personal needs of the client • Respond effectively in an emergency situation
Enhance the clients wellbeing	<ul style="list-style-type: none"> • Provide rationale for decisions that affect client care and enable clients to make informed choices about their sexuality and sexual and reproductive health • Provide non-judgemental advice on pregnancy options and referral services • Referral of clients for/to specific services, e.g. National Cervical Screening Programme, National Breast Screening Programme, Sexual Health Service • Seek information and advice when appropriate • Implementation of nursing/ Family Planning's legal requirements related to practice
Contribute to client care by interacting with multi-disciplinary team / health care members	<ul style="list-style-type: none"> • Attend and contribute to clinical staff/regional/locality team meetings where relevant • Work co-operatively in the identification, development and achievement of team goals • Leads or participates in working parties or project groups for the profession or Family Planning • Enhances the image of Family Planning in the community
Provide effective records according to National requirements.	<ul style="list-style-type: none"> • Maintain records and statistics as required, ensuring accurate statistics are supplied within required time frames • Uses technology with speed and accuracy to provide client intervention in a timely fashion
Apply theory and research to the practice of sexual and reproductive health.	<ul style="list-style-type: none"> • Integrate theoretical knowledge with practice

Key Accountability	Expected Result
Participate in supervision and act as a role model for team members within Family Planning.	<ul style="list-style-type: none"> • Share responsibility for maintaining supervision contact • Assist in the induction, integration and assessment of new clinical and non-clinical staff . • Assist in training of external health professionals • Assist those being supervised in identifying learning needs and acting as a resource.
Undertake projects or other tasks as negotiated with Regional/Locality Manager	<ul style="list-style-type: none"> • Identification of project/task objectives • Implementation of the project/ task within the predetermined time frames
Assume responsibility for maintaining own professional development.	<ul style="list-style-type: none"> • Actively seek opportunities to update professional knowledge and skills by reading, attendance at training, lectures and conferences

Family Planning Competencies	
Supports Family Planning's Vision and Philosophy	<ul style="list-style-type: none"> • Demonstrates knowledge of and commitment to Family Planning's Strategic Framework (2011-2015) and Annual Action Plan by actively working towards achievement of all priority areas • Demonstrates knowledge of and commitment to Family Planning's philosophy
Communication	<ul style="list-style-type: none"> • Communicates clearly and effectively with clients, other staff and those outside Family Planning • Communicates issues and ideas clearly and keeps team members, supervisors etc well informed
Confidentiality	<ul style="list-style-type: none"> • Maintains confidentiality within guidelines set by Family Planning
Treaty of Waitangi and Māori Responsiveness	<ul style="list-style-type: none"> • Understands the principles of the Treaty of Waitangi. • Demonstrates knowledge of Family Planning's Work Programme for Māori Sexual and Reproductive Health and Rights.
Māori Cultural Responsibility	<ul style="list-style-type: none"> • Demonstrates knowledge of Family Planning's Māori Responsiveness Plan • Understands the principles of the Treaty of Waitangi • Demonstrates knowledge of clinical practice issues

Family Planning Competencies	
Team Work	<ul style="list-style-type: none"> • Understands own and others positions and roles in achieving team objectives • Demonstrates flexibility and adaptability to work with a diverse range of people • Gains input from others and seeks out ideas and opinions, as appropriate • Demonstrates ability to work with new technologies and practices
Quality Improvement	<ul style="list-style-type: none"> • Incorporates the principles of continuous quality improvement into all activities • Contributes to meeting the objectives of Family Planning's quality plan
Health and Safety	<ul style="list-style-type: none"> • Complies with all health and safety procedures to ensure their own safety and the safety of others in the workplace • Actively participates in maintaining a safe working environment at Family Planning

Limitations on Authority

Authority	Delegation Level
Financial Delegation	n/a
Budget held	n/a
Number of staff reporting directly	n/a
Number of staff reporting indirectly	n/a

Ideal Person Specification

The person best suited to this position will possess the following:

Skills, Knowledge and Qualifications	
Skills & Knowledge	<ul style="list-style-type: none">• Minimum of one year recent, full-time, post-basic nursing experience• Effective written and oral communication skills• Initiative and the ability to anticipate situations, create opportunities or avoid problems• Demonstrated skills in the effective management of resources• Demonstrated teamwork and networking abilities• Computer literacy
Qualifications	<ul style="list-style-type: none">• Registered General and Obstetric Nurse (RGON) or Registered Comprehensive Nurse (RCN)• Bachelor of Nursing degree or Registered Midwife (not direct entry)
Other requirements	<ul style="list-style-type: none">• Current clean New Zealand Driver Licence• An empathetic, non-judgemental approach, and able to promote a positive view of sexuality• A commitment to continually improve performance, and the ability to sustain effort over time and in the face of obstacles• Able to work with people from a range of cultures, particularly Maori

Other details

Family Planning needs to maintain a flexible working structure due to the changing environment that we operate in. To reflect this, position descriptions are reviewed on an as required basis and they may be varied from time to time.