

Position Description	
Position Title:	Emergency Clinician/Nurse Practitioner Intern
Location:	General Practice
Reports To:	Team Leader – Practice Nurses & General Manager – Clinical Services
Number of Direct Reports:	Nil
Date:	October 2025

Our Purpose
Lead – Innovate – Advocate ... for a healthy community.
Our Shared Values
- We value our people. <i>Ka whai takata mātou.</i> - We value honesty and respect. <i>Ka whai te pono me te whakanui mātou.</i> - We value excellence. <i>Ka whai panekiretaka mātou.</i> - We value the environment we live in. <i>Ka whai taiao mātou.</i>

Purpose of Role
The Emergency Clinician/Nurse Practitioner Intern will be responsible for providing triage and medical treatment to patients presenting for an emergency event or for unscheduled primary care intervention, ensuring CHF's values, objectives and standards of practice are met. The EC/NP Intern will assess, diagnose and treat emergency/urgent health problems in patients in collaboration with medical practitioners. The EC/NP Intern will refer patients as appropriate to medical practitioners, medical specialists and other health providers e.g. physiotherapists, mental health teams, social workers. The EC/NP Intern will either autonomously, or in collaboration with medical practitioners, order and interpret an agreed range of diagnostic tests. The EC/NP Intern will provide an emergency service that adheres to the CORE protocols. The EC/NP Intern will maintain a formulary that is appropriate for supplying urgent and emergency medication.

Key Relationships
Internal: - General Practitioners and Medical Officers - Nursing staff - Allied Healthcare Professionals - Reception and Administration Staff - Inter-disciplinary members of the health service team including independent contractors in other sectors.
External: - Clutha Health First service providers and tenants - HNZ Managers and Representatives - Primary Health Organisation Client Managers and staff - Well South - Ministry of Health/ACCC and all other Government Agency representatives - Patients - Other General Practitioners



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Person Specification		
	Essential	Desirable
Training, Work Experience and Qualifications	New Zealand RCpN / RGON Current Practicing Certificate. At least three years' experience including Accident & Emergency services and Community Care. Attendance at/or prepared to attend CORE training courses and updates Working towards a clinically focused Master's Degree in Nursing.	Experience in community consultation, implementation and evaluation of service related projects Hold an independent Vaccinators certificate and HPV /Cervical Smear certificate or be prepared to attain the same. Qualifications and experience in the relevant field of practice is desirable.
Skills and Knowledge	• Competent practitioner • Competent assessment skills • Ability to reflect assessment to planning of care • Ability to observe and apply analytical skills • Sensitivity to cultural / ethnic customs, beliefs and values • Understanding of the principles of the Treaty of Waitangi • Knowledge of adult teaching and learning • Ability to develop own performance measures • Takes responsibility for own actions • Ability to manage stress / care for self • Commitment to excellence of practice • Able to work within CHF's aims, objectives and values. • Able to maintain confidentiality and use discretion. • Able to demonstrate a high level of ability to communicate with other health professionals, clients and family members/whanau. • Able to maintain accurate and up-to-date records, in accordance with the CHF documentation standards. • Ability to plan own workload so that priority tasks are carried out on time with a minimum of supervision. • A commitment towards ongoing self development. • Ability to work as an effective member of a team. • Flexible attitude to work outside boundaries of the position when requested. • Alert, reliable, thorough, mature, have integrity and initiative. • Professional demeanour, have an appropriate presentation and standard of personal care and grooming. • Able to maintain a current New Zealand driver's licence.	

Physical Task Requirements	• A reasonable level of fitness is required to cope with the demanding physical requirements of the job. • The following denote the key physical requirements for the position including Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery/equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.	
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Key Tasks / Accountabilities and Performance Indicators	
Key Tasks/ Accountabilities:	Performance Indicators:
Clinical Services • Nursing Skills	• Emergency assistance treatment as required • Planning, implementing and evaluating nursing care as required. • Assess the patients' needs for medical, nursing or other intervention • Undertake specifically targeted clinical programs and initiatives as directed • Arrange referrals as required • Provide health education to patients • Follow up with patients • Provide test results to patients as required • Assist with preparation and delivery of minor surgical services as required • Monitor and support patients with long term or chronic illness • Venepuncture for laboratory testing in an accurate and timely manner if required • Acknowledge the concept of quality control in relation to current standards or nursing services in General Practice.
• Community Healthcare	• Promotion of good health and well being services, education and initiatives to all patients. • Active participation in recall of patients for services such as: - Cervical smear screening - Breast examinations - Immunisation programmes - Toitu Takata - CVD Risk - Diabetes Management
Record Keeping	• Ensure patient records are accurate and up to date and that appropriate documentation is maintained.

Financial Accountability • Invoicing	• Ensure patients are correctly invoiced for all primary care services provided
Business Management & Delivery • Business Planning • Legal Requirements • Reporting	• Assist the leadership team, when required, in the preparation of an annual business plan that addresses the provision of emergency care within provision needs of the practice. • Maintain a working knowledge of key aspects of legislation which directly impacts on the business activities of this Medical Practice, its staff and patients, such as: - Health Practitioners Competency Assurance Act - Privacy Act • Maintain registration with the New Zealand Nursing Council, and hold current practicing certificate. • Maintain up to date indemnity insurance. • Work within standing Orders and CHF policies • Work within your scope of practice. • Be involved in relevant quality initiatives • Report to the Team Leader any issues which may adversely affect current funding streams. • Report to the Team Leader any areas of concern, or opportunities, within the emergency service or wider medical centre • Assist the Team Leader with the preparation of utilization reports, in relation to emergency services as required.
Patient Confidentiality • Patient Confidentiality • Accuracy of Information	• Always ensure that patient confidentiality is maintained and protected at all times • Never leave any patient records, either in paper form or on the Patient Management System, open or in a way that a non authorized person can view them. • Be aware of patients who may be able to overhear your conversations, and talk at a voice level that is appropriate and not excessively loud. • If in doubt about the suitability of releasing any information to a third party ask the General Practitioner or the Team Leader/GM Clinical Services • Ensure accuracy of all patient information entered into the patient records. • Always verify information with patients or their carers.
Medical Supplies & Equipment • Restricted Drugs • Maintenance of Equipment	• Ensure Restricted Drugs Register is adequately maintained and that drugs are accounted for. • Ensure medical equipment is adequately maintained, and that any maintenance issues are quickly reported

• Clean & Tidy Surfaces	to the Maintenance Manager. • Ensure that the Employers property is used safely and efficiently, including vehicles, mobile phones, supplies and loan equipment. • Clean clinical equipment and 'working' surfaces whenever necessary
Ensure the provision of a safe and clean environment for patient, staff and visitors	• Ensure maintenance and responsible use of consumables and equipment. • Ensure appropriate reporting of incidents, equipment faults and problems to the relevant Manager. • Practice is safe and meets legal requirements. • Practice protects and enhances individual rights. • All records are maintained to meet policy and procedure requirements. • Maintain knowledge of fire and Civil Defence procedures • Be familiar with and implement Infection Control in all daily activities.
Assumes responsibility for personal professional/work education and development	• Undertake regular peer review sessions as required by the New Zealand Nursing Council • Maintains and/or extends knowledge and skill base required for effective performance. • Negotiates with management to attend appropriate education and training. • Participates in own performance appraisal annually • Attend CORE Advanced training course, or refresher course as required
The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position.	• As Emergency Clinician/Nurse Practitioner Intern there is a need to be flexible in the duties that are performed. There is an expectation that you will take reasonable steps to ensure the smooth operation of the business at all times. • That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe. • Able to work within CHF's aims, objectives, values and strategic direction. • Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency

Maintain high standards of performance and practice	• Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health & Disability Services Act and within the principles of Equal Employment Opportunity, the Te Tiriti O Waitangi and recognition of Tangata Whenua. • Meet the performance expectations as identified in the Staff Development Performance Appraisal process. • Undertake annual CPR, OOS, Fire Training and any other service requirement training as per CHF CQI plan and procedures.
Actively demonstrates commitment to Te Tiriti O Waitangi	• Giving effect to Te Tiriti o Waitangi through your interaction with others on a day-to-day basis. • Demonstrates commitment to the CHF Tikanga Best Practice programme and promotes same amongst staff. • Promotes strategies for Primary Care that assists to positively impact on health disparities for Māori and Pacific Island peoples.
Cultural Safety: Honouring Cultural Diversity	• Respect, sensitivity, cultural awareness is evident in interpersonal relationships. • Our cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.

Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader and General Manager Clinical Services.
- Meets the performance expectations (actual and implied) of a Nurse Practitioner working within the Practice.

Treaty of Waitangi

- Clutha Health First recognises the special relationship between Māori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi.
- As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Māori patients.

Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

Clutha Health First employees will participate in and comply with the requirements of the Health & Safety at Work Act 2015 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.

- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training completed.
- Work towards creating an atmosphere where staff support each other, and workplace violence and bullying is not tolerated

Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

Changes to Position Description

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

Employee Name

Employee Signature

Date

Team Leader Name:

Team Leader Signature:

Date