

**Nurse Clinician – Health Centre**

**Position:** Permanent; 25 hours per week for 40 weeks per year  
**Contract:** Individual Employment Agreement;

**BACKGROUND INFORMATION**

CPIT is one of New Zealand’s largest tertiary education institutions. With two modern campuses, 1500 staff and a reputation for providing quality applied training and education that spans more than one hundred years, CPIT provides its students with the best vocational training available from foundation programmes through to degree and graduate qualifications.

CPIT’s city campus is based in the heart of Christchurch – a beautiful, cosmopolitan city located in the South Island, with a population of around 400,000 people. As part of Christchurch’s bustling fashion and cultural hub, CPIT’s Madras Street campus is close to numerous cafés, shops and entertainment options making for a vibrant learning environment. Nearby, CPIT’s Sullivan Avenue campus, known as the Trades Innovation Institute, provides purpose-built facilities for training in more than 14 trade areas.

CPIT is proud of its strong reputation amongst New Zealand educational institutes and so much of its success is due to the quality and expertise of its staff. CPIT’s management team is committed to encouraging staff growth within their roles, and participate in ongoing training and development relevant to their needs. A challenging education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

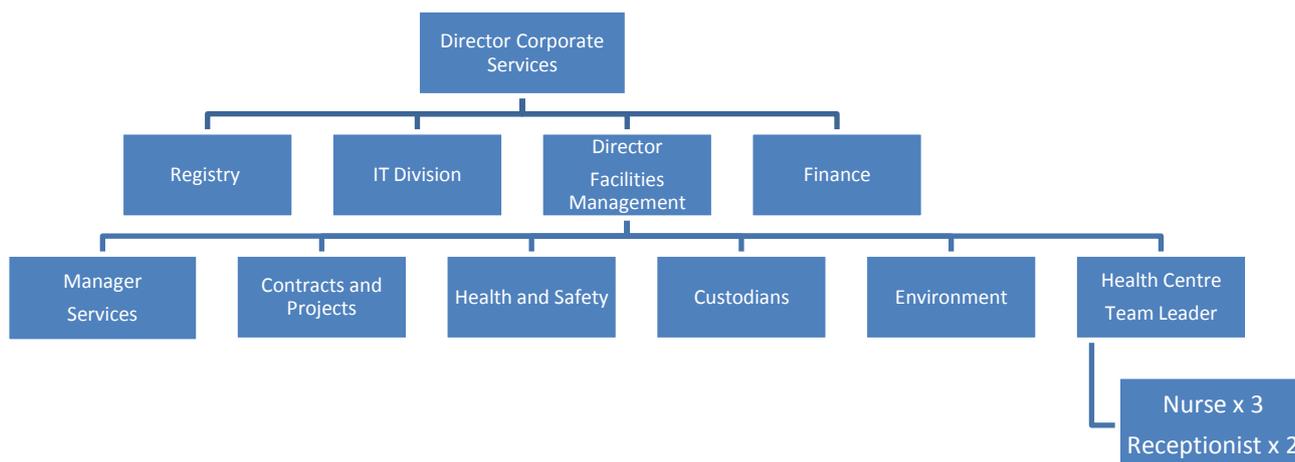
**FACILITIES MANAGEMENT DIVISION**

The Facilities Management team work across both the Madras Street and Sullivan Avenue campuses and are responsible for the provision of a wide range of services including cleaning services, building projects, building servicing and maintenance, energy management, furniture requests, keys, mail services, space allocation, car parks and parking, pest control, security, timetabling, vehicle bookings and waste management. Included in the range of responsibilities held by the FM team are ensuring CPIT’s commitments to Health and Safety and Environmental Management are met.

**PRIME FUNCTION/PURPOSE OF THE ROLE**

The Nurse Clinician is a member of the CPIT Health Centre team, based at the City Campus, with a service also sited at the Trades Innovation Institute in Opawa. The team provides a primary health care and limited occupational health service to students and staff of CPIT in collaboration with medical practitioners and in association with counsellors. The primary responsibility is the assessment, triage and treatment of presenting illnesses, accidents and emergencies, and assisting clients to make informed choices about their health. Health promotion and education is an important part of this role.

**ORGANISATIONAL STRUCTURE**



**PROFILE**

<b>ESSENTIAL</b>
<p><b>Education/Qualifications/Knowledge:</b> The successful applicant will demonstrate that he or she is a registered Nurse and has:</p> <ul style="list-style-type: none"> <li>• A current practising certificate</li> <li>• A current first aid certificate</li> </ul>
<p><b>Experience/Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Recent clinical experience in primary health care</li> <li>• An ability to work un-supervised in a primary health care setting</li> <li>• Working knowledge and experience in youth health issues</li> <li>• A commitment to working with patients from diverse backgrounds</li> <li>• A working knowledge of problems/complaints from people of diverse backgrounds</li> <li>• A commitment to ongoing professional development</li> <li>• An ability to work under pressure</li> <li>• Ideally, experience/involvement in running health promotions</li> <li>• A commitment to Equal Education and Employment Opportunities</li> <li>• Computer literacy</li> </ul>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• The ability to work co-operatively within a team environment</li> </ul>
<p><b>Preference will be given to candidates who demonstrate the following experience, skills and attributes:</b></p> <ul style="list-style-type: none"> <li>• Health assessment of adults</li> <li>• Post graduate diploma/demonstrated practice to an advanced level</li> <li>• Family Planning/sexual health certificate</li> <li>• Cervical smear takers certificate</li> <li>• Vaccinator certificate</li> <li>• Audiometry certificate</li> <li>• Occupational Health qualification</li> </ul>

**DELEGATED AUTHORITY AND RESPONSIBILITIES**

**Financial:** Nil  
**Human Resources:** Level 600 of the HR Delegations schedule  
**Other:** N/A

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Student and Staff users of the Health Centre service</li> <li>• CPIT health and safety officers</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Contracted Medical practitioners and counsellors</li> <li>• Health care agencies and health care professionals</li> </ul>

<b>KEY TASKS</b>	<b>EXPECTED RESULTS</b>
<ul style="list-style-type: none"> <li>• Safe and competent assessment of presenting complaints for a wide range of physical, psychological and psycho-social issues, including ordering and carrying out lab tests and other assessments</li> <li>• Treating or facilitating the optimum treatment of presenting complaints</li> <li>• Referral and liaison with other professionals to ensure optimum treatment is provided</li> <li>• Ensuring that client confidentiality is maintained at all times</li> <li>• Attending to requests for assistance and emergencies around campus as required.</li> <li>• Working as a team member with Health Centre</li> </ul>	

<p>staff and contracted providers</p> <ul style="list-style-type: none"> <li>• Health education and promotion as required on an individual or group basis</li> <li>• Undertaking Health promotion campaigns for the CPIT community</li> <li>• Smoking cessation advice and provision of NRT</li> <li>• Audiometry screening</li> <li>• Assisting with updating and developing protocols and procedures</li> <li>• Work under Standing Orders for issuing medications</li> <li>• Developing relationships with other areas of the CPIT community and external agencies to promote the profile of the CPIT Health Centre</li> <li>• Assisting with Health Centre administration as required</li> <li>• Attending professional updates as required</li> </ul>	
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**NOTES:**

The successful applicant is required to commit to CPIT’s staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Director – Facilities Management** or his delegate.

**FOR YOUR INFORMATION**

**1 Staff Appraisal**

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Staff Profile.

**2 Professional Development**

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

**3 CPIT Staff Profile**

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation’s fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

**4 Health and Safety**

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions, eg a hearing test for those involved in engineering workshops.

## **5 Employment Terms and Conditions**

Appointment is within the terms of employment law and an individual agreement will be negotiated with the successful applicant.

### **APPLICATION DETAILS**

Applications for appointment are accepted through our online recruitment system.

***Applications Close***  
***Monday 9 August 2010***

*The standard application form attached provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.*