



## Nurse Educator Position Description

Position: **Nurse Educator**

Reports to: **Nursing Services Manager**

Location:  Auckland  Wellington  Hamilton

### Role of ABI

#### Our Vision:

ABI Rehabilitation makes connections and creates opportunities enabling kiritaki (clients) to achieve health and wellbeing. Together we make a positive difference recognising the value of western science and mātauranga Māori.

#### Our Mission:

The mission of ABI Rehabilitation is to work in partnership with the kiritaki and whānau to restore wellness to the maximum extent possible whilst setting standards of excellence in neurorehabilitation.

#### Our Values:

- **Pono and tika - Honest and right**

We act with integrity, take pride in our mahi and are accountable for our actions. We provide the right services at the right time to support client centred rehabilitation

- **Pūkenga - Expertise and knowledge**

We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau. We are passionate about learning and sharing knowledge

- **Mana ārite - Work together equally**

As partners, we maintain the mana of all by being inclusive, valuing others world views and culture

- **Manaaiki - Aroha, respect and support**

We value the mana of kiritaki, whānau, staff and stakeholders and engage with respect, kindness, aroha and support

- **Wairua - Spirituality**

We value holistic wellbeing and respect individuals spirituality and their spiritual connections with tangata (people), tīpuna (ancestors) and the taiao (environment).



### Ngā mātāpono:

- **Rangatiratanga**  
We support kiritaki and whānau to be self-determining and be leaders of their rehabilitation journey.
- **Kaitiakitanga**  
We understand the roles and responsibilities of all people involved and engage with whānau as kaitiaki (guardian) for the kiritaki.
- **Manaakitanga**  
We value the mana (integrity/prestige) of kiritaki and whānau, staff and stakeholders and engage with respect, kindness, aroha and support.
- **Kotahitanga**  
We work collaboratively with kiritaki, whānau, staff and stakeholders on the rehabilitation journey.
- **Whanaungatanga**  
We prioritise the importance of establishing positive relationships and connections with kiritaki, whānau and stakeholders.
- **Wairuatanga**  
We work with kiritaki and whānau to understand their spiritual needs and connections and collaboratively develop plans to meet those needs.
- **Pūkengatanga**  
We commit to best practice in the science of rehabilitation, partnerships with mātauranga Māori expertise and to value the skills and knowledge of our kiritaki and whānau.

### Purpose of the Role

To provide leadership, mentorship, education and support for the Nursing team.  
To provide continued support / education post discharge to clients, family members and care workers as indicated. (Auckland based responsibility)

### Practice Guidelines

To adhere to the philosophy of ABI Group and to strive towards fulfilling its mission, primary goals and objectives  
To comply with and adhere to the New Zealand Nurses Code of Ethics



<b>Organisational Competencies</b>	
<b>Client Focus</b>	Is dedicated to meeting the expectations and requirements of ABI; acts with clients and funders in mind; establishes and maintains effective relationships and gains trust and respect.
<b>Integrity and Trust</b>	Is widely trusted; is seen as a direct and truthful individual; keeps confidences; admits mistakes; does not represent him/herself for personal gain.
<b>Drive for Results</b>	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
<b>Key Relationships</b>	
<b>Internal</b> <ul style="list-style-type: none"><li>• Other members of the IPT</li><li>• Management team</li><li>• Nursing Services Manager</li><li>• Medical Team</li></ul>	<b>External</b> <ul style="list-style-type: none"><li>• Clients, family / Whānau</li><li>• Community agencies</li><li>• Funders</li></ul>
<b>Knowledge, Experience and Skills required</b>	
<b>Essential and Preferred Criteria</b> <ul style="list-style-type: none"><li>• Bachelor of Nursing or equivalent Registered Nurse qualification</li><li>• Current Annual Practising Certificate</li><li>• Five years' experience in an acute neuro or rehabilitation setting</li><li>• Current full NZ Driver Licence</li></ul> <b>Specific Skills</b> <ul style="list-style-type: none"><li>• Demonstrated leadership skills</li><li>• Sound understanding of rehabilitation principles</li><li>• Demonstrated high standard of clinical care and clinical safety management</li><li>• Strong time management and systems development skills</li><li>• Ability to manage a quality improvement programme within the area of responsibility</li><li>• Demonstrated excellent customer service and communication skills</li><li>• Demonstrated ability to work within an interdisciplinary team</li><li>• Excellent administrative/computer skills</li></ul>	



<ul style="list-style-type: none"><li>• Excellent interpersonal skills allowing effective working relationships with staff, clients and whānau</li><li>• Demonstrate excellent teaching / facilitation skills</li></ul>	
Key Accountabilities	Deliverables
<p><b>Key Tasks</b></p> <p>Provides a strong mentoring approach, which adequately supports registered/enrolled nurses in the delivery of client rehabilitation activities and develop their delegation and supervisory skills</p> <p>Support the Clinical Nurse Lead to ensure the nursing team deliver high quality clinical care, which includes assessment, interventions, and evaluation of client status that is reflective of current evident based best practice</p> <p>Be responsible for assessment of nursing portfolios, and review of competencies</p> <p>To conduct education and training sessions including policy refreshers relevant to nurses</p>	<ul style="list-style-type: none"><li>• Mentoring each nurse a minimum of once per month</li><li>• Work with RNA to establish rehabilitation nursing framework and develop nurse rehabilitation focussed pathway for clients with spinal injury and amputation</li><li>• There will be a requirement to work clinically with a client allocation.</li><li>• Work towards 100% of nurses having up-to-date nursing competencies ratified</li><li>• Assess nurses' portfolios</li><li>• Internal training will be evaluated based on the principles of Kirkpatrick's Four-Level Training Evaluation Model with learning objectives reviewed after 4–6-week period post training day</li><li>• Facilitating nursing education sessions with standardised neurological rehabilitation nursing training to other providers (minimum of six per year)</li><li>• Work as Careerforce assessor, organise regular Careerforce sessions and mentor RAs in completing the Careerforce modules</li><li>• Ensure that nursing and RA induction programme is completed with 4 weeks of commencement of employment and submitted to Human Resources</li><li>• Conduct education and training sessions relevant to RAs.</li><li>• Conduct refresher sessions for IPT in Infection Control, Restraint Minimisation</li></ul>



	<ul style="list-style-type: none"><li>• Educating and mentoring of the nursing team to manage the nursing care of complex clients</li><li>• Reviewing clinical procedures and guidelines in collaboration with the Nursing Services Manager</li><li>• Responsible for nurses attending the relevant training to have the current skills and knowledge to meet best practice requirements</li></ul>
<b>Continuous Quality Improvement</b> ABI is committed to the concept of continuous quality improvement. All ABI services, teams and staff have responsibilities at both a professional level and a service level to understand and participate in CQI activities as an integral part of their position.	<ul style="list-style-type: none"><li>• Identify opportunities for quality improvement projects</li><li>• To actively participate, develop and implement identified quality initiatives that have been approved</li></ul>
<b>Communication</b> ABI staff are bound by the provisions of the privacy Act and the Health and Disability Code, ABI policies and contractual provisions when they are communicating with clients, families/whānau, other members of the public and other health professionals.	<ul style="list-style-type: none"><li>• Maintain effective interpersonal relationships with staff, clients, families-whānau and external stakeholders</li><li>• Handle problems and complaints sensitively, following ABI policies and procedures</li></ul>
<b>Treaty of Waitangi</b> ABI is committed to its obligations under the Treaty of Waitangi.	<ul style="list-style-type: none"><li>• As an employee, you are required to give effect to the principles of the Treaty of Waitangi.</li><li>• The principles that apply to our work are as follows: <b>Tino rangatiratanga:</b> The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services. <b>Equity:</b> The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori. <b>Active protection:</b> The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li></ul>



	<p><b>Options:</b> The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</p> <p><b>Partnership:</b> The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.</p> <ul style="list-style-type: none"><li>• It is essential that ABI employees have an understanding of Te Ao Māori. This includes an awareness of traditional and contemporary Māori, whānau/hapu structures, key Māori concepts and Māori legislation.</li></ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• Take all practical steps to ensure a safe workplace and environment</li><li>• Observe, understand and comply with relevant legislation and regulations of the Health &amp; Safety At Work Act (2015).</li><li>• Attend training as directed in fire evacuation, manual handling (add additional training as applicable to the role)</li><li>• Hazard identification and reporting</li></ul>
<b>Quality and Performance</b>	<ul style="list-style-type: none"><li>• Maintain professional and organisational quality standards.</li><li>• Ensure delivered work is planned, delivered, and implemented consistently against quality standards.</li><li>• Continuously identify improvement opportunities to perform job in an effective manner.</li><li>• Investigate opportunities to achieve goals in a more efficient way.</li><li>• Performance is in alignment with HR quality standards, organisational requirements and professional standards.</li></ul>
<b>Documentation</b>	<p>The appointee has responsibility, in particular, for reading, signing off understanding and observing in daily practice the following Policies, procedures and documents</p> <ul style="list-style-type: none"><li>• ABI Mission, Vision and Values</li><li>• ABI Strategic Plan</li><li>• ABI Quality and Risk management Plan</li></ul>



---

	<ul style="list-style-type: none"><li>• ABI Health and Safety Manual</li><li>• Te Hekenga-ā-ora</li></ul>
--	---

**Note:** The above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the jobholder and the manager.  
I have read and understand the above job description:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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