The University of Waikato
Te Whare Wānanga o Waikato

POSITION DESCRIPTION

Practice Nurse – Designated Nurse Prescriber in Primary Care and Specialty Teams

Reports to:	Clinical Nurse Manager
Division:	Student Health Services
Tenure:	Fixed Term
Location:	Hilcrest Campus
Date:	November 2026

Vision

We will
- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:
- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:
- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:
- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The Student Services Division provides high quality integrated services that foster engagement, promote wellbeing and support students in achieving their academic goals. The work of the Division comprises the following student services: administrative processes from enrolment through to graduation, enquiry management, pastoral care, international student services, health, accommodation, counselling, disabilities support, career development services, sport and wellbeing, student surveys and student complaints and appeals.

The Director of Student Services is responsible for the overall management of the Division, with assistance from a team of Associate Directors including the Associate Director Student Health.

The Student Health Service provides high quality, accessible health care, counselling and mental health services and disability support to the University of Waikato students and enhances the educational process by modifying or removing health-related barriers to personal development and learning. A fast-paced and innovative team, we seek to support our students to achieve their academic goals, through supportive, student-focused health services.

2. POSITION PURPOSE

To contribute to the provision of general practice nursing services for University students, within a nurse prescribers' scope of practice.

3. ACCOUNTABILITY

The Practice Nurse - Designated Nurse Prescriber is responsible to Clinical Nurse Manager.

4. FUNCTIONAL RELATIONSHIPS

Internal:
Staff of the Student Health Service
Staff of the Accessibility Service
Staff of the Counselling Service
Students
Visiting practitioners
Other University staff

External:
Primary Health Organisation (PHO) personnel
Public Health Organisations
Ministry of Health representatives
District Health Boards
Accident Compensation Commission (ACC)
Work and Income NZ (WINZ)
Health and Safety
Other practitioners/specialists/paramedical
Pharmaceutical companies and other suppliers

5. KEY TASKS

- Provide appropriate nursing care to students presenting to service within Nurse Prescribers scope of practice – including advanced assessment, diagnosis, and prescription of specified medications
- In collaboration with identified prescribing mentor(s), work within an interdisciplinary team to provide advanced nursing care.
- Provides education to patients to help increase health literacy and independence.
- Evaluates clinical outcomes and reports variance to clinical pathway, protocols or best practice guidelines. Complete assessments and prioritize patients attending for care.
- Refers students to other internal and external services when needed
- Demonstrates excellent customer service, collaborative practice, problem solving and priority setting skills.
- Incorporates Treaty of Waitangi principles into care delivery to contribute to the improvement of Māori health status.
- In conjunction with the nursing team, manages legal and ethical dilemmas in a supportive, collaborative manner.
- Maintains own clinical knowledge, competence and demonstrates leadership through own professional development.
- Has a thorough knowledge of departmental and organisational policies, protocols, guidelines and care pathways.
- Actively manages clinical risk, informs Senior Nurse of incidents and contributes to quality and risk planning as required

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.
- Identifies opportunities for health promoting initiatives to proactively engage the campus community
- Demonstrates initial and on-going knowledge and skills for this role as required by NCNZ
- Integrates and evaluates knowledge and resources from different disciplines to meet the health care needs of clients effectively.
- Undertakes formal evaluation of competencies and outcomes of Designated Nurse prescribing practice, to maintain safe standards of care and as required by NCNZ. (Guidelines for Registered nurses prescribing in primary health and specialty teams, September 2016, NCNZ).
- In the case of Nurse Prescribers with authorization dependant on period of supervision, regular protected time allocated for the RN prescriber and a prescribing mentor will be used for supervision and case reviews for the first 12 months.

Any other duties as required that are consistent with the position held, other than in exceptional circumstance such as rehabilitation after injury or sickness.

NOTE: Staff have an annual professional goal setting interview with their manager. New staff normally attend such an interview approximately three months after taking up their appointment.

6. PERFORMANCE STANDARDS

The Practice Nurse - Designated Nurse Prescriber will be performing satisfactorily when:

- Patients attending clinic are provided with comprehensive assessment, diagnosis and treatment within scope of Nurse Prescriber
- Students presenting with concerns outside of scope are appropriately referred to alternate care providers
- There is smooth operation of Student Health Services and efficient allocation of doctors' time in order of medical urgency.
- Professionalism and appropriate confidentiality is maintained at all times.
- Students are assisted appropriately to connect with community and university resources
- Improved health in the student population is supported.
- Clinical governance, policies and procedures that support safe prescribing including case review, audit, a system for reporting adverse events or incidents, and continuing professional development activities are adhered to
- Care is provided in accordance with standards accepted by the nursing profession.
- Equipment is kept in good working order and high standards maintained.
- Annual audits of Nurse Prescribers prescription practices will show satisfactory results
- Opportunities for practice growth and efficiencies are identified and acted upon
- Accurate up-to-date records and files are maintained and can be easily accessed.
- A minimum of 320 hours of prescribing practice is undertaken on an annual basis
- University policies, procedures, relevant work standards and statutory obligations are complied with.
- Safe and healthy work practices are followed and University policies, procedures, relevant work standards and statutory obligations are complied with

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- Completion of a Council-approved postgraduate diploma for registered nurse prescribing in long-term and common conditions
- Must hold a Registered Nursing qualification and be registered with the Nursing Council of New Zealand.
- Current Annual Practicing Certificate
- Authorised to prescribe under in Primary Care and Specialty Teams

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Minimum 5 years recent nursing experience
- Previous Mental Health and Sexual Health experience
- High standard of clinical skill in illness and injury.
- Maintenance of clinical nursing education, minimum of 60 hours over 3 years, with 20 hours dedicated specifically for professional development related to prescribing
- Experience in health promotion initiatives.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Excellent communication and interpersonal skills, including the ability to relate to tertiary students.
- Collaborative, team player

Preferred

- Knowledge of taha Māori and an understanding of Māori (especially Māori women's) health issues.
- Registered Vaccinator.
- Smear taker.
- Previous experience working with tertiary students
- Indici patient management system
- Experience working with diverse populations such as international students and the LGBTQIA+ community
- Proficiency in additional language(s) a strong asset

PERSONAL QUALITIES

- Demonstrate enthusiasm, drive and energy for student health.
- Ability to gain the confidence and respect of all professional staff within Student Services.
- Ability to relate to and be sensitive to the needs of a wide range of students from a variety of backgrounds and cultures.
- Ability to meet deadlines and operate effectively under pressure.
- Committed to and capable of identifying and addressing student health needs.
- Commitment to a culture of openness, flexibility and cooperation to achieve excellence in academic programmes and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

Student Health is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity.

January 2025