

POSITION DESCRIPTION

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Our organization is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Associate Clinical Nurse Manager	
Reports to:	Clinical Nurse Manager (CNM)	
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Director of Nursing (DON) • Associate Directors of Nursing (ADON) • Nurse Managers (NM) and Nursing Directors (ND) • Duty Nurse Managers • Service Managers • Clinical Nurse Managers (CNM) • Nurse Consultants • Nurse Practitioners • Te Whatu Ora – Te Tai o Poutini West Coast Nursing & Midwifery Workforce Development Team • Nursing Staff • Union Representatives • Members of the Multidisciplinary team • Clinical Nurse Specialists and Nurse Educators • Medical Staff • Maori Health workers 	<p>External:</p> <ul style="list-style-type: none"> • NGO's • Patients and Families <ul style="list-style-type: none"> ➢ Te Whatu Ora – Waitaha Canterbury Learning & Development ➢ Professional Development Unit • Tertiary Health Care providers: Universities, Polytechnics • Nursing Council of New Zealand
Role Purpose:	<p>The Associate CNM is responsible for working alongside the CNM to ensure smooth coordination of the services, empowering staff to provide high quality care to patients whilst keeping within budget constraints. This role will work closely with the CNM and Manager Integrated Health Services Northern Region to ensure ministry requirements are adhered to. It will contribute to the Te Whatu Ora – Te Tai o Poutini West Coast vision and enable the model of care to become a reality.</p> <p>The key deliverables are –</p> <ul style="list-style-type: none"> • Promotes a high standard of professional nursing practice that is contemporary, and patient focused. • Interacts effectively with patients, family members, whanau and the health team members within the bounds of the Privacy Act 1993 and Health Information Privacy Code (1994) 	

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	<ul style="list-style-type: none"> • Coordinates the team activities and the systems that support the team in order to best meet the needs of the patients in line with the philosophy of patient focused care. • Demonstrates service improvement skills. • Demonstrates effective management, supervision and delegation skills within the health care team. • Demonstrates responsibility, accountability and commitment to nursing practice in the nursing profession, the service and the Integrated Family Health Centre team. • Role model commitment to the Principles of the Treaty of Waitangi reducing inequity for Māori. • Develop self and service improvement. • Responsible to ensure resources are used in a fiscally responsible manner. • Demonstrates expert knowledge and clinical skills within nursing processes and includes facilitating ongoing care / & contracted service. • In collaboration with the health team, promotes, facilitates and co-ordinates multidisciplinary care. • Ensures that all nursing practice is safe, legal, effective and responsive to the needs of the patients/clients and their significant others. • Collaborates with the Clinical Nurse Manager (CNM) and appropriate staff in the development and implementation of standards of care that are aligned to nursing professional standards. • Initiates and applies new clinical practices based on research, expert knowledge and technical competencies, e.g. clinical pathways. • Understands and practises the principles of quality management and uses quality audits to ensure continuous quality improvement. • Assists CNM to demonstrate effective management of complaints, incidents and hazards as per Te Whatu Ora – Te Tai o Poutini West Coast policies and procedures • Has a good understanding of the direction of Te Whatu Ora – Te Tai o Poutini West Coast and the model of care it is working towards.
<p>Essential key Behaviours:</p>	<p>Essential key behaviours for ACNM role:</p> <ul style="list-style-type: none"> • Ability to “work smarter” by being innovative and proactive. • Ability to “work together” in a truthful and helpful manner. • Accepts responsibility for actions. • Ability to provide inspirational and motivational leadership • Ability to work with CNM to implement change in a positive way • Ability to lead teams to work in an integrated and cohesive way. • Ability to create a positive work culture. • Ability to work alongside staff to assist them to develop and improve their clinical practise.

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<p>Person Specifications:</p>	<ul style="list-style-type: none"> • Able to maintain confidentiality and use discretion. • Able to work unsupervised and prioritise workloads. • Possess ability to work co-operatively and efficiently. • Possess a high level of initiative. • Be able to work as part of a team. • Accountability. • Have well developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities. • Be culturally aware, with an understanding of the Principles and Articles of the Treaty of Waitangi. • required. • Have a high level of written and oral communication skills. • A high level of self-presentation. • Able to work under pressure and meet deadlines. • Commitment to on-going self-development.
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KEY ACCOUNTABILITIES:

The 'ACNM' is responsible for:	The 'ACNM' will be successful when
<p>1. Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Te Whatu Ora, Te Tai o Poutini West Coast and divisional policies, protocols and standards.</p>	<ul style="list-style-type: none"> • Practice safe work habits and ensure the health and safety of yourself and others. • Make unsafe work situations safe as soon as possible. • Is knowledgeable about hazards in the work area and helps the CNM keep the Hazard registers up to date on the electronic system provided (Safety1st). • Ensures staff use Personal Protective Equipment correctly and when required. • Assist the CNM to report hazards, incidents, accidents, and near misses promptly and accurately. • Seek advice from CNM if unsure of work practices. • Assist CNM to ensure staff have completed mandatory training as required. • Is knowledgeable of emergency procedures and evacuation plans and ensures staff are the same. • Assists in maintenance of equipment as required, and acts promptly reporting faulty equipment, replacing or getting it fixed. • Actively practice clinical standard precautions. • Maintain knowledge of and promote H&S policies to staff. • Report to the CNM on H&S issues and ensure H&S programmes are sustained. • Help CNM ensure all staff are inducted in H&S policies and procedures relevant to their position and workplace. • Assist with regular audits to monitor hazard identification and control.

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<p>2. Quality Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement.</p>	<ul style="list-style-type: none"> • Identify, implement and document quality initiatives. • Ascertain patient views and modify behaviour and actions as appropriate by talking with patients and their significant others. • Assist CNM to maintain standards for continued accreditation keeping quality folders up to date each month. • With the assistance of the CNM responds to Safety1st incidents in a timely manner and finds solutions to prevent incidents reoccurring. • Ensures the care provided meets current professional standards. • Alongside the CNM, evaluates individual nurses' performance using the Nursing Council of New Zealand's competencies for nurses and supports staff to improve their practice using these competencies. • Identify the nurse coordinator for the shift and patient loads are fair and equitable. • Attends and becomes an active member of required meetings. • Oversees day-to-day care delivery system with the assistance of the CNM. • Assists the CNM with audits and documentation and brings to the attention of the nurses any areas of development needed.
<p>3. Communication Establishes effective communication channels with all staff and disseminates information gained in meetings</p>	<ul style="list-style-type: none"> • Provides feedback of information received at meetings to staff working in your service. • Provides constructive feedback to staff, ensuring that professional nursing practice is of a consistently high standard. • Facilitates an environment, which allows respect and sensitivity to be demonstrated towards the rights, beliefs and choices of patients and their families and to other members of the interdisciplinary team. • Creates a supportive environment in order for patient advocacy to occur. • Assists in the running of regular meetings with relevant health professionals that work within or have input into your unit or ward. These include departmental and interdisciplinary meetings. • Assists CNM in debriefing following incidents or emergency situations that occur within your ward or unit. • Communication is clear, open, accurate & responsible. • Confidentiality is maintained. • Full and active participation in attending required meetings both locally and nationally if required.
<p>4. Leadership The Associate Clinical Nurse Manager co-ordinates the team activities and the systems that support the team in order to best meet the needs of patients aligned to our philosophy of patient focused care</p>	<ul style="list-style-type: none"> • Role models positive and professional behaviours in all relationships. • Facilitates and provides leadership in developing the team and individuals within the team. • Promotes team development in a cohesive, positive and professional manner. • Assists the CNM with regular performance appraisal/reviews for nursing team. • Liaises with CNM on quality issues and initiatives. • Assists in the facilitation of orientation/preceptorship for all new team members.

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	<ul style="list-style-type: none"> • Provides direct feedback and support to team members as appropriate. • Supports and empowers professional team members to assume maximum responsibility for management of patient outcomes. • Facilitates direct communication with clinicians. • Identifies and provides training and ongoing development opportunities for staff in conjunction with the CNM, Nursing & Midwifery Workforce Development Team and Director of Nursing. • Is involved with the dissemination of current information and theories necessary for the provision of optimal patient care.
<p>5. Management Demonstrates effective management, supervision and delegation skills within the health care team. Provides leadership and guidance to other staff within the team</p>	<ul style="list-style-type: none"> • Accepts delegated authority from the CNM. • Demonstrates responsibility and accountability for the effective management of the plan of care and patient outcomes. • Coordinates and uses resources (time, equipment and staff) efficiently and effectively. • Delegates appropriately to staff and provides supervision where indicated. • Ensures effective HR systems (TrendCare) is in place and maintained. • Assists with IRR testing and ensures TrendCare data is up to date e.g. predictions and actualisations are completed each shift. • Assists CNM to manage staff leave (study and Annual) ensuring service needs are met. Annual leave must be managed according to MECA & service requirements as able. • Assists duty rosters are prepared in the required timeframe (4-6 weeks out). These are innovative and flexible to meet the service needs but also meet the requirements of the MECA. • The working environment is safe and meets occupational health requirements. • Assists the CNM with budget forecasting ensuring these are managed effectively. • Assists CNM when variations in budget need investigating.
<p>6. Professionalism</p>	<ul style="list-style-type: none"> • Demonstrates responsibility and commitment to the service and team. • Identifies issues of ethical concern and assists staff in addressing these in conjunction with the CNM. Reports these to the Nurse Managers. • Demonstrates individual responsibility by actively pursuing further education. • Practises within the Code of Conduct and Code of Ethics (NZ Nursing Council). • Able to demonstrate their ability to lead in a positive manner to promote change and work with CNM and Manager Integrated Services Northern Region to implement change. • In conjunction with the CNM recognises and facilitates learning opportunities for nursing colleagues. • Seeks professional support and guidance. • Develops networks locally, regionally and nationally (if required) of nurses working within a similar service. • Refers all matters and concerns related to professional nursing practice to line manager and/or Director of Nursing, including: <ul style="list-style-type: none"> ➢ Deficiencies in quality care and professional standards

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	<ul style="list-style-type: none"> ➤ Incidents related to patients, which may affect patient wellbeing ➤ Matters of noncompliance with the Te Whatu Ora – Te Tai o Poutini West Coast adopted policies and procedures ➤ Matters of unresolved staff conflict ➤ Security breaches and quality standards failure
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PERSON SPECIFICATION:

Qualifications & Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Registered with the New Zealand Nursing Council as a Registered General or Registered Comprehensive Nurse and hold a current Nursing Council of New Zealand Practising Certificate. • Demonstrated previous experience in the nursing specialty. • Minimum of 2 years of post-registration experience. • Holds or is working towards a post graduate diploma in nursing. • Sound knowledge and understanding of the Nursing Council of New Zealand’s competencies for Enrolled Nurses and Registered Nurses and associated performance appraisal processes. • Demonstrate the ability to develop and implement a nursing care delivery system. • Demonstrate excellent interpersonal skills including communication, negotiation and conflict resolution across all disciplines and occupational groups. • Excellent administrative, organisational and time management skills. • Be computer literate and have the ability to expand on those skills. • Have the vision and ability to accommodate and lead change. • Have a commitment to Te Whatu Ora – Te Tai o Poutini West Coast vision and direction. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in a management role within a Health Care Organisation • Holds or is working toward a minimum post graduate certificate in leadership & management • Holds or is working toward Designated Senior Nursing level on the PDRP

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

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*Signed on behalf of Te Whatu Ora
Te Tai o Poutini West Coast*

*I accept the terms and conditions as outlined in
this Position Description*

Date _____

Date _____

Name _____

Name _____

Position _____

Associate clinical Nurse Manager