

## **POSITION DESCRIPTION**

# **Canterbury**

District Health Board

Te Poari Hauora o Waitaha

August 2018

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board 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 Charge Nurse Manager

**REPORTS TO (Title):**

Charge Nurse Manager

**Vision**

Working together for the best health and well-being of the people of Canterbury. The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

**FUNCTIONAL RELATIONSHIPS:**

1	Director of Nursing (DON)
2	Nursing Director (ND)
3	Nursing Staff
4	Multidisciplinary team
5	Other Associate Charge Nurse Managers (ACNM)
6	Nurse Coach (NC)
7	Nurse Educators (NE)
8	Charge Nurse Manager (CNM)
9	Duty Nurse Managers
10	Clinical Team Co-ordinators
11	Students-nursing, medical
12	Clinical Nurse Specialists (CNS)
13	Medical Staff
14	Security Staff
15	Service Manager

**PRINCIPAL OBJECTIVES**

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Co-ordinates the shift on the inpatient /community service.

Leads nursing activity and enhances the development and use of nursing knowledge and clinical practice within the unit.

Models expert level of clinical practice and acts as a resource for nurses and staff within Te Awakura and ensures policies and standards are consistent with evidence based practice.

Works alongside the Clinical Nurse Specialist to provide liaison between the community team and the inpatient team.

Supportive role to the Charge Nurse Manager.

### **KEY PERFORMANCE OBJECTIVES:**

Task	<b>Clinical Practice</b> Promotes a high standard of professional nursing practice that is contemporary and patient focused.
Expected Result	<ul style="list-style-type: none"><li>• Demonstrates expert knowledge and clinical skills in the use of nursing process by overseeing patient care.</li><li>• In collaboration with the multidisciplinary team, contributes to the assessment and treatment of patients and facilitates and co-ordinates multidisciplinary care.</li><li>• Assists nurses to critically evaluate their practice.</li><li>• Supports nurses in autonomy within their scope of practice.</li><li>• Works alongside the Clinical Nurse Specialist to determine the clinical requirements of the unit.</li><li>• Ensures that admission /discharge planning is commenced on arrival</li><li>• Ensures that all nursing practice is safe, legal, effective and responsive to the needs of the patients and their significant others.</li><li>• Collaborates with the Charge Nurse/Clinical Manager and appropriate staff in the development and implementation of standards of care, Te Ao Marangatanga (CMHN).</li><li>• Initiates and applies new clinical practices based on research, expert knowledge and technical competencies.</li><li>• Is a resource to the Charge Nurse/Clinical Manager in the evaluation of nursing care and service delivery.</li></ul>
Task	<b>Communication</b> Interacts effectively with patients/clients, whanau / family members and health team members within the bounds of the Privacy Act.
Expected Result	<ul style="list-style-type: none"><li>• Role models positive and professional behaviours in all relationships.</li><li>• Provides constructive feedback to staff ensuring that professional nursing practice is of a consistently high standard.</li><li>• 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.</li><li>• Creates a supportive environment in order for patient advocacy to occur.</li><li>• Participates regularly in unit meetings. Contributes to terms of reference and minutes when required.</li><li>• Communication is clear, open and accurate.</li><li>• Confidentiality is maintained.</li></ul>

Task	<p><b>Team Leadership</b> The Associate Charge Nurse/Clinical Manager co-ordinates the team activities and the systems that support the team in order to best meet the needs of patients in line with the philosophy of patient focused care.</p>
Expected Result	<ul style="list-style-type: none"> <li>• Facilitates and provides leadership in developing a designated team (nursing and auxiliary staff) and the individuals within the team.</li> <li>• Conducts regular briefings and meetings take place with the team members.</li> <li>• Promotes team development in a cohesive, positive and professional manner.</li> <li>• Encourages creativity and new ideas by valuing participation from within the team.</li> <li>• Provides leadership and guidance to team members that allows and encourages nurses to develop professionally by identifying opportunities and providing resources as appropriate.</li> <li>• Assists with conducting annual performance appraisal/reviews for members of nursing team.</li> <li>• Provides direct feedback and support to team members as appropriate.</li> <li>• Supports staff in assuming maximum responsibility for management of patient outcomes.</li> <li>• Works as a change agent by influencing attitudes and behaviours through the introduction of new ideas and approaches to nursing practice.</li> <li>• Facilitates direct communication with clinicians.</li> <li>• Is involved with the dissemination of current information and policies and procedures necessary for the provision of optimal patient care.</li> <li>• Maintains collegial relationships with colleagues and supports them in their roles.</li> <li>• Uses critical incidents as opportunities for staff development, initiating peer discussion and review.</li> </ul>
Task	<p><b>Management</b> Demonstrates effective management, supervision and delegation skills within the health care team.</p>

Expected Result	<ul style="list-style-type: none"> <li>• Accepts delegated authority from the Charge Nurse/Clinical Manager and Nursing Director.</li> <li>• Demonstrates responsibility and accountability for the effective management of the plan of care and patient outcomes.</li> <li>• Co-ordinates and uses resources (time, equipment and staff) efficiently and effectively.</li> <li>• Delegates appropriately to staff and provides supervision where indicated.</li> <li>• Provides an environment where innovative ideas and strategies may be tested and developed.</li> <li>• Participates in the development of a quality plan and accreditation programmes.</li> <li>• Actively contributes to strategic planning and service development of the unit.</li> <li>• Liaises with the Duty Nurse Manager in order to facilitate appropriate staffing of the unit on a shift by shift basis.</li> <li>• Prepares daily allocation lists on a shift by shift basis</li> <li>• Redistributes staff as required according to workload.</li> <li>• Facilitates the transfer of patients to other wards in consultation with other teams.</li> <li>• Ensures the working environment is safe and meets occupational health requirements.</li> <li>• Attends the daily multidisciplinary meetings.</li> <li>• Liaises with the Duty Nurse Manager and Clinical Team Coordinator.</li> <li>• Works in collaboration with the Charge Nurse Manager and People and Capabilities to address issues of performance management.</li> </ul>
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Task	<p><b>Professionalism and professional development</b>          Demonstrates responsibility, accountability and commitment in nursing practice and to the nursing profession.</p>
Expected Result	<ul style="list-style-type: none"> <li>• Demonstrates responsibility and commitment to the service and team.</li> <li>• Identifies issues of ethical concern and assists staff in addressing these.</li> <li>• Demonstrates individual responsibility by actively pursuing further education.</li> <li>• Practises within the Code of Conduct and Code of Ethics (NZ Nursing Council).</li> <li>• Maintains required mandatory training.</li> <li>• Able to demonstrate leadership qualities within the interdisciplinary team and wider organisation.</li> <li>• Maintains own clinical competence (according to evidence based practice).</li> <li>• Actively participates in policy and procedure planning, implementation and review.</li> <li>• Engages team members in the Professional Development Recognition programme (PDRP).</li> </ul>
Task	<p><b>Education, Training and Research</b></p>

Expected Result

- Supports the Nurse Coach developing and delivering educational sessions for staff in both clinical and scheduled learning environments.
- Undertakes and/or contributes to research and audit projects being conducted within the service.
- In collaboration with the Nurse Educator facilitates orientation/preceptorship for all new team members.
- In collaboration with the Nurse Coach facilitates one on one experiences to assist team members to achieve learning goals and enhance clinical practise.
- Participates in training and support for staff to ensure nursing staff maintain their clinical competencies

## **HEALTH & SAFETY:**

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others.
- Make unsafe work situations safe or, inform a manager.
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards.
- Use Personal Protective Equipment correctly and when required.
- Report hazards, incidents, accidents, and near misses promptly and accurately.
- Seek advice from manager if unsure of work practices.
- Complete mandatory training as required.
- Is knowledgeable of emergency procedures and evacuation plans and initiates action in emergency events.
- Assists in maintenance of equipment as required, and reports faulty equipment promptly.
- Actively practice clinical standard precautions.
- Maintain knowledge of and promote H&S policies to staff.
- Report to the General Manager on H&S issues, meetings, programmes and initiatives.
- Ensure H&S programmes are sustained and adequately resourced.
- Ensure appropriate system is in place to identify, assess and control workplace hazards.
- Ensure accidents and injuries are reported and investigated, ensure relevant documentation is completed and forwarded to H&S Advisor.
- Ensure all employees are provided with information about hazards and controls in the workplace.
- Ensure all staff are induced in H&S policies and procedures relevant to their position and workplace.
- Ensure regular audits to monitor hazard identification and control.

## **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

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

## **Qualifications and Experience**

### Essential

- Be registered with the New Zealand Nursing Council as a Registered General or Registered Comprehensive Nurse.
- Hold a current Nursing Council of New Zealand Practising Certificate.
- Have extensive experience working within mental health
- Demonstrate the ability to contribute to the development and implementation of a strong health care delivery system.
- Proven ability in managing both clinical and non-clinical crisis situations.
- Demonstrate the ability to manage fluctuating workloads in a busy, pressured environment.
- Holds (or is working towards) post graduate qualifications relevant to the position.
- Have a commitment to relevant professional development.
- Demonstrates a commitment to staff development and research based practice.
- Promotes accountable nursing practice.
- Expert clinical nursing knowledge and leadership ability.
- Have the ability to motivate staff and be a team person with ability for goal achievement.
- Be computer literate and have the ability to expand on those skills.
- Have the vision and ability to accommodate change.
- Have a commitment to Canterbury District Health Board's vision and direction.