

POSITION DESCRIPTION

April 2015

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.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

CLINICAL NURSE SPECIALIST

REPORTS TO (Title):

Service Manager/Nursing Director

REPORTS ON A DAILY BASIS TO:

Service Manager/Clinical Manager

PRINCIPAL OBJECTIVES

The Clinical Nurse Specialist works across the organisation within a clinical specialty acting in the roles of practitioner, educator, consultant, researcher, leader/change agent and care coordinator/case manager in the pursuit of clinical excellence and improved health outcomes.

Clinical Nurse Specialists are recognized internationally as expert practitioners, having in-depth knowledge of a speciality that results in expanding boundaries of nursing practice and the implementation of evidence-based practice and clinical research. (Austin and Luker, 2005; NACNS, 2009).

Clinical practice is central to the Clinical Nurse Specialist role, however in order to influence and improve nursing practice it is essential the role is underpinned by the competencies as outlined in the job description below. Due to the diversity of the CNS role key accountabilities and key performance indicators will vary according to patient/population and service needs. Therefore, the key performance indicators will be determined by the individual service and will be based on the key accountabilities as outlined in this CNS generic job description.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Director of Nursing Services
2	Service Managers
3	Nursing Director
4	Designated senior nurses
5	Clinical Director
6	Medical staff
7	Nursing staff
8	Professional Development Providers
9	Allied Health Services
10	Te Korowai Atawhai
11	Family/Consumer Advisors

EXTERNALLY:

1	Patients and their families
2	Nursing Council of New Zealand
3	National Specialty Groups
4	Primary Health Care Practitioners
5	External providers of Health Care
6	Specialty Product Suppliers
7	Nursing Tertiary Education Providers and Students

COMPETENCIES

EXCELLENCE IN CLINICAL PRACTICE	
Key accountabilities	<ul style="list-style-type: none"> • Provide expert nursing knowledge in the management of patient care within a defined area of specialty practice, working with the patient, family/whanau or other health professionals to provide timely nursing care to optimise outcomes. • Uses advanced health assessment skills in the assessment of patients and critiques own practice to maintain clinical competence • Prescribes advanced evidence-based nursing therapeutics, pharmacological/non-pharmacological interventions, diagnostic measures, equipment, procedures, and treatments to meet the needs of patients, families and groups, in accordance with professional preparation, institutional policies and scope of practice • Undertakes extended interventions as authorised by Nursing Council • Role models expert evidence based clinical practice, is seen as highly effective, progressive and knowledgeable • Guides and supports others in the speciality in their assessment, clinical decision-making, implementation, evaluation and documentation of care. • Provides leadership, role models and guides others in nursing practice that is consistent with the principles of the Treaty of Waitangi • Networks nationally and internationally to identify and implement nursing advances and changes in practice • Identifies opportunities for general health / wellness education e.g. smoking cessation
LEADERSHIP	
Key accountabilities	<ul style="list-style-type: none"> • Takes the leadership role through both direct and indirect patient care delivery • Provides senior nursing leadership for the specialty service and consultation to a broad range of hospital, community and professional groups to achieve positive outcomes for patient or population group • Supports a culture of evaluation and the ongoing quality improvement of nursing practice • Is actively involved in professional activities such as research, scholarship and policy development at both a local and national level • Leads system change to improve health outcomes through evidence based practice • Participates in clinical governance activities

CARE CO-ORDINATION/CASE MANAGEMENT**Key accountability**

- Collaborates with the patient and multidisciplinary team to plan and implement diagnostic strategies and therapeutic interventions to attain, promote, maintain and/or restore health
- Coordinates the care of patients utilising organisational and community resources to enhance delivery of care and optimal patient outcomes
- Provides a primary point of contact within the specialty for patients and health professionals
- Evaluates results of interventions using accepted outcome criteria, revises the plan of care and initiates appropriate and timely consultation and/or referral with relevant services/agencies when appropriate
- Establishes collaborative relationships within and across departments, hospitals, primary and secondary health to promote patient safety, continuity of care and clinical excellence
- Provides leadership in the interdisciplinary team through the development of collaborative practice or innovative partnerships: this may include patient conferences, multidisciplinary meetings and strategic planning of the service
- Is an effective resource and consultant for interdisciplinary clinical staff and disseminates research findings
- Leads nursing and interdisciplinary groups in designing and implementing innovative, cost effective patient care and evidence based change
- Contributes to the development of interdisciplinary standards of practice and evidence-based guidelines for care

EDUCATION**Key accountabilities**

- Assists in evaluating educational programmes offered, that focus on the area of specialty practice, to ensure content is evidence based and reflective of current thinking
- Shares specialist knowledge and skills in formal and informal education activities and ensures that nurses are supported in their development of culturally safe practice.
- Disseminates specialty knowledge at both a Local and National/International level
- Acts as a resource person for patients and health professionals
- Collaborates with nurse educators and CNM to identify staff training needs and to develop an educational plan to address those needs
- Collaborates with the PDU and tertiary education providers to provide specialty education
- Assists in the orientation and preceptorship of new nurses and student nurses
- Provides clinical guidance and mentoring to nursing and allied health colleagues
- Assists in the compilation of resource material for educational purposes for patients, families and health professionals

ADMINISTRATION	
Key Accountabilities	<ul style="list-style-type: none"> • Accurately records CNS activities which enable practice trends to be tracked over time and effectiveness of practice to be evaluated • Provides reports of CNS activities with agreed KPIs to the line manager at pre-determined intervals • Participates in organisational committees and/or working parties to achieve service, organisational and Ministry of Health goals and improve patient outcomes. • Influences purchasing and allocation of resources through the use of evidence-based findings and/or by generating new and innovative approaches to achieve best client care and nursing practice.
RESEARCH	
Key Accountabilities	<ul style="list-style-type: none"> • Cultivates a climate of clinical inquiry within the service, evaluating the need for improvement or redesign of care delivery processes to improve safety, efficiency, reliability and quality • Fosters an interdisciplinary approach to quality improvement, evidence based practice and research • Provides leadership in design, implementation and evaluation of process improvement initiatives • Assesses system barriers and facilitators in order to design programs for effective integration of evidence into practice • Evaluates health outcomes and in response helps to shape nursing practice/service delivery • Demonstrates ability to interpret and implement research findings relevant to the area of specialty practice. • Disseminates appropriate research in an easily interpreted format within teaching sessions, patient information leaflets etc
PROFESSIONAL DEVELOPMENT	
Key accountabilities	<ul style="list-style-type: none"> • Maintains own clinical competence within specialty area • Develops and maintains a professional portfolio utilising NZ Nursing Councils' Standards for advanced nursing practice. • Networks nationally and internationally to maintain current knowledge of trends and developments in specialty area • Attends educational opportunities and conferences relevant to role and scope of practice • In conjunction with DON develops the role to meet professional and organisational needs • Participates in annual performance appraisal

QUALIFICATIONS & EXPERIENCE

Essential

- Be registered with the Nursing Council of New Zealand
- Hold a current Nursing Council of New Zealand practising certificate
- At least 5 years working either within the clinical speciality or relevant senior nursing role
- Holds or is actively working towards a relevant Post-graduate Diploma, Diploma to be completed within an agreed timeframe
- Demonstrate advanced nursing skills comparable to senior nurse or expert PDRP level
- Demonstrate skills in nursing leadership
- Computer literate

Desirable

- Obtained or working towards relevant Clinical Masters (NACNS 2009)
- Demonstrates ability to develop nursing standards and quality initiatives
- Demonstrates teaching, mentoring and coaching skills
- Demonstrate involvement in research that has changed nursing practice
- Senior Nurse competent PDRP portfolio

HEALTH & SAFETY

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies.

This will be achieved by ensuring:

- Health and safety programmes are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
- Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
- A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
- All employees are provided with information about the hazards and controls that they will encounter at work.
- Regular workplace audits are carried out.
- All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
- All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
- All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
- Support and participation occurs in employee's rehabilitation for an early and durable return to work following injury or illness.
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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

PERSONAL ATTRIBUTES

- Displays a high degree of confidence, assertiveness and motivation
- Acts as a clinical role model for nurses
- Excellent communication skills
- Excellent personal organisational skills

MANDATORY**Key Behaviours:**

- Demonstrates practice that is patient and family focused
- Ability to work autonomously within the team
- Accepts responsibility for actions
- Assists with quality improvement by being innovative and proactive
- Displays a commitment to ongoing professional development

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.