

POSITION DESCRIPTION



This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

Health New Zealand, Te Tai o Poutini West Coast is committed to the principles of Te Tiriti o Waitangi | Treaty of Waitangi and the objectives of all New Zealand Health and Disability strategies. This commitment prioritises meaningful engagement with Tangata Whenua at strategic and operational service levels and recognises that all staff have a responsibility to help eliminate disparities in health outcomes between Māori and non-Māori.

Position Title:	Clinical Nurse Manager	
Reports daily to:	Southern Operational Manager/ Nurse Director Operations	
Key Relationships:	Internal: <ul style="list-style-type: none">• All other Te Tai o Poutini West Coast staff• Regional nursing leadership (i.e. Nurse Consultants and Duty Nurse Managers)• Director of Nursing• Nurse Director (Operations)• Nurse Director (Workforce) and the Workforce Development Team/Education Cluster• Finance – Management Accountant• Southern locality leadership• Interprofessional team• Organisation & Development• Hauora Māori Health Team• People & Capability• Planning & Funding• Quality Team	External: <ul style="list-style-type: none">• Iwi, hapu, whānau and other community stakeholders• Consumers, family/whānau and carers• Non-Governmental Organisations (NGOs) and other providers of health/disability/support services• Private Care Providers (i.e. aged care, general practice, home care, pharmacies)• West Coast Health• Māori Health and Social Service Providers• Colleagues and services in other Health New Zealand districts and regions, especially within Te Wai_pounamu
Role Purpose:	<p>The Clinical Nurse Manager Community care is responsible for working alongside Operational Managers, the Nurse Director Operations and Public Health staff to enable excellence in rural clinical outcomes in alignment with Health New Zealand Te Tai o Poutini’s vision and values. To achieve this, the Clinical Nurse Manager will support and empower staff to provide high quality, integrated care that is also sustainable.</p> <p>Key functions of the role include:</p> <ol style="list-style-type: none">1. Supporting the operational management team including: ensuring a positive working environment; performance; that workforce resource is matched to demand; and that safe-staffing is achieved through evidence-based, transparent decision making, and compliance with relevant MECAs2. Supporting a sustainable health workforce; working collaboratively with others to develop Health New Zealand Te Tai o Poutini’s early workforce pipeline, growing the Māori workforce, recruitment and retention, and succession planning3. Providing clinical leadership to ensure evidence-based, culturally competent, timely, and appropriate care is provided to achieve equitable health outcomes. Promoting integrated, interprofessional models of care; and leading service delivery changes to improve consumer experience and outcomes - with a focus on achieving equity for Māori4. Serving as a change agent; supporting sustainable service changes informed by national and local strategy, and promoting integration to further embed the Health New Zealand Te Tai o Poutini model of care5. Supporting service and practice development; developing processes within the service, and supporting others to achieve excellence in rural care	

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

	6. Accepting delegations and deputising, as required 7. Facilitating and supervising the ongoing professional development of colleagues working within the service setting
Complexity:	Most challenging duties typically undertaken or most complex problems solved: <ul style="list-style-type: none"> • Effective support with performance management of staff that focusses on development of capability, working to top-of-scope, maximising delivery against key performance indicators, and fostering a positive and professional work culture • Ensure a focus on wellness and health promotion aligned with the Ottawa charter and Treaty of Waitangi. • Ensure staff adhere to Ministry regulation and service spec requirements. • Maintaining access to service taking into consideration our rural spread. • Skilled, evidence-based negotiation to ensure appropriate allocation of workforce resource ensuring fair and equitable practices for staff as well as timely care from a range of services is provided in a cohesive way across the care continuum, with a focus on achieving equity in health outcomes for Māori • Assisting to embed integration; collaborating with key relationships to implement processes that support consistent, sustainable integration • Contributing to service development; developing pathways, protocols, and guidelines as well as quality initiatives to ensure ongoing improvement within the service • Providing nursing care and expertise, both in direct care delivery and in support to other staff in the management of clients within the service

SPECIFIC RESPONSIBILITIES:

Advanced, collaborative leadership

1. Uses expert clinical and professional knowledge to contribute to, and oversee, consumer and family/whānau-led care planning and quality outcomes, including care planning with consumers who have complex needs
2. Uses advanced clinical leadership skills, including: analysis, creativity, interpersonal abilities, self-awareness/reflection, collaborative/interprofessional practice, and skilled negotiation to regularly solve complex problems within the service
3. Supervises performance appraisal and management processes for nurses and unregulated members of the care team (i.e. Health Care Assistants) in collaboration with line management; escalating significant practice concerns to line managers

Facilitating professional development leading to excellence in rural clinical outcomes

1. Supervises the provision of clinical and professional supervision for clinicians within the service, including facilitating and participating in regular case review. Facilitates access to cultural supervision for clinicians who identify as Māori.
2. Supervises credentialing processes for nurses within the service area in collaboration with line management and the Nurse Credentialing Committee/Director of Nursing
3. In collaboration with key stakeholders, contributes to planning and delivering outcomes-focussed education and training for people working anywhere within the West Coast Health System
4. Works collaboratively to develop and role model cultural competency within the care team
5. Works collaboratively to develop and implement strategies for addressing identified deficiencies in clinical practice and care standards
6. In collaboration with line management, works supportively with individual staff who require guidance/coaching/mentoring to help close identified practice gaps

Strategic service development

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

1. Provides expert advice to, and collaborates with, the Nurse Director (Operations) and other operational leads as required regarding nurse staffing in Community Health Services to ensure care capacity meets demand and variance is managed appropriately.
2. In partnership with the Māori Health Team, ensures existing and new service initiatives have applied an equity lens that will promote measurable and timely improvements to Māori health outcomes
3. In collaboration with others, leads strategies that encourage a sustainable pipeline of staff within the service, including promoting and evaluating student and new graduate placements
4. In collaboration with the Leadership Team, assists with the appointment/recruitment process of staff; ensuring organisational process is adhered to and is culturally safe, and that relevant resources are standardised and maintained
5. In collaboration with the Workforce Development Team and Quality Facilitator, supervises orientation processes within the service and ensures relevant resources are standardised and maintained
6. In collaboration with key stakeholders, leads and implements retention strategies, including workforce wellness and a professional working culture
7. Leads integrated, interprofessional service initiatives that improve the consumer/whānau journey
8. Leads, facilitates, and supervises communication, participation, and connectivity between teams working in the West Coast Health System to maintain a Coast-wide mental health team and consistent care standards across the region
9. In collaboration with the Quality Facilitator and Team, develops: service audits, tools, and policy/procedure, and participates in Serious Incident Review processes to evaluate care
10. Leads service initiatives that promote a contemporary service that is compliant with various standards and service provision frameworks
11. Determines key measures of success and leads/participates in evaluation of service initiatives to ensure the service provides an excellent consumer experience and positive health outcomes for all

ORGANISATIONAL VISION & VALUES:

Our vision is for an integrated West Coast health system that is clinically sustainable and fiscally viable; a health system that wraps care around a person and helps them to stay well in their community.

All activities of Health New Zealand , Te Tai o Poutini West Coast reflect the values of:

- Manaakitanga – caring for others
- Whakapapa – identity
- Integrity
- Respect
- Accountability
- Valuing people
- Fairness
- Whanaungatanga – family and relationships
- Pono - truth

He mihi

E ngā mana

E ngā reo

E ngā iwi o te motu

Tēnei te mihi ki a koutou katoa

He whakatauki

Ko tau rourou, ko taku rourou, ka ora ai te iwi

With your contribution and my contribution we will be better able to serve the people.

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

KEY ACCOUNTABILITIES:

The CNM is responsible for:	The CNM will be successful when:
<p>1. Professional responsibility</p> <p>Promoting a quality practice environment that supports the teams' abilities to provide safe, effective, ethical, and culturally competent practice.</p> <p>Demonstrating professional, legal, and ethical responsibilities; and cultural safety.</p> <p>Complying with all Health New Zealand Te Tai o Poutini policies and procedures.</p> <p>Demonstrating evidence-based knowledge and clinical judgement.</p> <p>Accepting accountability for own actions and decisions.</p> <p>Escalating professional issues appropriately.</p>	<ul style="list-style-type: none"> • Role models and reinforces team responsibility for ensuring own decisions, practice, and conduct meets the professional, ethical, and legal standards outlined in relevant legislation, codes of conduct, and organisational policy • Role models and leads adherence to all Health New Zealand Te Tai o Poutini policies and procedures, and practice in accordance with relevant ethical frameworks • Identifies, discusses, documents, and manages ethical issues with clients, whānau, and the interprofessional team • Role models and promotes practice that is deemed by all clients and family to be culturally safe • Role models and promotes practice that is deemed by tangata whenua and whānau to be culturally safe and based on the principles within the Treaty of Waitangi in order to achieve equity of health outcomes for Māori • Contributes to an environment that values and prioritises the access, leadership, and needs of tangata whenua/Māori and all Pacific peoples, including the achievement of equitable health outcomes • Role models and promotes professional communication, decision-making, accountability, and autonomy • Role models and promotes accountability for directing, monitoring, and evaluating nursing care that is provided by nurse assistants, Enrolled Nurses, and others; and utilising more experienced members of the health care team to assist with problem solving and setting priorities • Represents the organisation and the nursing profession positively; projecting a professional image of nursing • Promotes an environment that enables patient safety, independence, quality of life, and health • Briefs line manager and team regarding any emerging clinical issues • Refers all matters and concerns related to professional practice to line manager and relevant Executive Clinical Lead (i.e. Nurse Director), including: <ul style="list-style-type: none"> • Deficiencies in quality care and professional standards • Incidents related to consumers, which may affect wellbeing • Matters of noncompliance with the Health New Zealand Te Tai o Poutini's policies and procedures • Matters of unresolved staff conflict • Security breaches and quality standards failure
<p>2. Management of nursing care</p> <p>Promoting an environment that contributes to ongoing</p>	<ul style="list-style-type: none"> • Promotes: planned, effective, timely, clinical management of clients to enable: <ul style="list-style-type: none"> • Person/whānau led care • Excellence in Māori health and disability outcomes • Excellence in rural health and disability outcomes • Health New Zealand Te Tai o Poutini vision and values

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

<p>demonstration and evaluation of nursing competencies.</p> <p>Promoting evidence-based nursing knowledge in the holistic management of clinical care.</p> <p>Working with clients, family/whānau, and other health professionals to provide timely access to care in order to optimise outcomes.</p> <p>Role models professional communication and negotiation skills to ensure appropriate and timely care from a range of services is coordinated in a cohesive way across the care continuum; embedding integration of services.</p> <p>Promoting accurate and professional documentation and maintenance of data security at all times.</p> <p>Preventing, managing, and escalating matters of clinical risk appropriately.</p>	<ul style="list-style-type: none"> • Utilises current research and evidence-based practice to support effective, collaborative decision-making regarding the care of clients within the service. This decision making includes holistic: <ul style="list-style-type: none"> • Assessment • Diagnostic inquiry • Planning • Interventions/treatment • Evaluation of clinical care • Promotes evidence-based, approved assessment tools to inform assessment • Promotes an organisational environment that values and prioritises the input of all consumers and their families/whānau/community; ensuring that consumers and their whānau are active and informed partners in the holistic planning and delivery of their care (with a focus on prevention and continuity) • Supports the team to collaboratively identify health promotion and care management goals that are important to the client and their whānau • Effectively and safely prioritises and manages care coordination and own caseload • Supports the care team to explain the rationale, preparation, nature, and anticipated effects of any tests and/or therapies to the client, their whānau, and other members of the care team. Promotes documentation of these conversations as well as the client response to these interventions. • Encourages the care team to work in partnership with the client/whānau to link into relevant Māori Health services • Ensures the client and their whānau are provided with culturally and cognitively appropriate information about: their rights, the range of treatment options available, and the effects and risks associated with these treatment options; seeking and documenting informed consent • Supports the care team to identify client/whānau educational needs to improve health literacy and empower wellness • Provides education to clients and whānau effectively by assessing learning readiness, and evaluating existing knowledge and determinants of health that may impact on learning and utilisation of new knowledge • Advocates on behalf of the client, whānau, and/or team as appropriate • Identifies barriers related to accessing services and client satisfaction and works with the Operational managers and interprofessional team to remove these • Communicates, collaborates, and coordinates care with other health professionals to ensure best outcomes for clients and their whānau • Uses advanced nursing skills to establish and negotiate meaningful, strategic relationships with colleagues from all relevant services (internal and external to Health New Zealand- Te Tai o Poutini). Relationships are formed based on mutual, client-centred goals. Works proactively to maintain these. • Facilitates care planning in collaboration with the interprofessional team, including cross-sectorial team members; communicating and coordinating referrals to appropriate services and seeking advice from others as required • Coordinates regular interprofessional reviews of client care In partnership with the client, their whānau, and the interprofessional team; evaluating the client's care plan to ensure it is achieving the planned, prioritised care management goals
---	--

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

	<ul style="list-style-type: none"> Promotes that principles of care management include maintaining continuity of plan and provider Ensures care is being coordinated in a timely manner to facilitate smooth transition of the client between services and along their care plan Promotes restraint minimisation as per Health New Zealand Te Tai o Poutini policy and procedure Ensures all documented information is entered and compliant with Health New Zealand Te Tai o Poutini policy Ensures all collected information is stored and access-protected in accordance with the Health Information Privacy Code (1994) Documents in a professional, accurate, confidential, and timely manner (within 24 hours), and ensures patient/whānau involvement in decision-making is visible Ensures all information is documented in the appropriate place (i.e. paper clinical file/electronically) to ensure effective communication and continuity of care. This includes reporting of data as required. Maintains and updates risk assessment information as per organisational requirements Demonstrates an ability to collaboratively prevent, escalate, and manage adverse events/crises/emergencies, including unexpected client responses and situations that may compromise the safety of the client or others Acknowledges own limitations in complex situations and utilises appropriate resource people when necessary
3. Interpersonal relationships Role modelling and promoting effective interpersonal skills and relationships.	<ul style="list-style-type: none"> Establishes, maintains, and concludes therapeutic interpersonal relationships with clients and whānau Promotes practice in a negotiated partnership with the client and whānau (where and when possible) Role models professional communication in all interactions Establishes and maintains professional relationships with key stakeholders working within Health New Zealand- Te Tai o Poutini, West Coast, and South Island; ensuring the service is well connected and informed, while also sharing a rural perspective Promotes a work environment conducive to harmonious work relationships and high staff morale Role models and promotes professional conflict resolution Coordinates de-fusing and de-briefing activities within the service and outside the service (as appropriate) Promotes, leads, and supervises a 'zero-tolerance' approach to bullying Promotes the development of a culture of appreciation among staff
4. Interprofessional health care and quality improvement Supporting the interprofessional care	<ul style="list-style-type: none"> Promotes and participates in an environment that encourages collaboration between members of the health care team to facilitate and coordinate care

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

<p>team to plan, provide, and evaluate the effectiveness of care delivery.</p> <p>Supporting the wider care team to provide safe, effective, integrated care that is also sustainable.</p>	<ul style="list-style-type: none"> • Role models the principles of interprofessional practice, and respects and values the contributions of others within the care team. Can articulate how interprofessional practice helps to achieve high quality, client-centred care. • Coordinates multi-disciplinary team meetings and family conferences; representing the nursing perspective of client needs, and enacting outcomes appropriately • Promotes referrals to other members of the health care team in a timely manner • Promotes a nursing perspective within the care team
<p>5. Supporting and facilitating the development of others</p> <p>Working alongside others to help develop their practice by: sharing own knowledge and experiences, preceptoring, coaching, mentoring, and guiding. This includes supporting students, new graduates, and new members of staff.</p>	<ul style="list-style-type: none"> • Prioritises own workload to free up time to support and assist others in the team • Works alongside staff to skilfully coach, guide, and mentor in order to support practice development of an individual and/or team • Promotes a practice environment that encourages learning and evidence-based practice • Educates colleagues, students, and other staff according to Health New Zealand Te Tai o Poutini policy and procedure, and in collaboration with others • Ensures a quality standard of preceptorship is maintained when working alongside others to enhance their skills and experience • Utilises contemporary teaching principles and learning models, as outlined by Health New Zealand Te Tai o Poutini and/or relevant educational body • Demonstrates a willingness to support colleagues who are in their first year of practice, utilising the NETP and PDRP programme frameworks • Promotes de-fusing and de-briefing activities within the service and outside the service (as requested), as well as professional/clinical supervision as an important form of professional development • Empowers, motivates, and encourages others to extend their knowledge and skills; supporting each member of the team to reach their full potential, enabling quality care, and promoting retention of a satisfied workforce
<p>6. Human resource management</p> <p>Supporting effective management of the health care team.</p> <p>Supporting the CNM to maintain a satisfied, high performing team capable of providing high quality rural care.</p> <p>Supporting the CNM, in collaboration with People & Capability, with the recruitment/appointment of quality staff; ensuring WCDHB policies are adhered to, that processes are culturally safe,</p>	<ul style="list-style-type: none"> • Ensures necessary induction documentation and processes are completed • Supports person-centred orientation processes to be completed within the service. Supports team to complete relevant orientation plans and evidence/record that these are being consistently completed. • Ensures individual personnel files/records are maintained to include information relevant to each staff member, such as their: work history, training, performance appraisals, grievances, and employment contracts and are stored appropriately as per Health New Zealand Te Tai o Poutini policy • Supports the development of training plans for individual staff and the service, including evidence of: current Annual Practising Certificates, orientation completion, mandatory training, performance appraisals, professional supervision received, postgraduate qualifications, chosen career pathway/progress, succession planning status for fragile roles, and any credentialing achieved

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

<p>and that relevant resources (i.e. position descriptions, interview questions, etc.) are utilised, standardised, and maintained.</p>	<ul style="list-style-type: none"> • Manages performance appraisal and management processes as per Health New Zealand Te Tai o Poutini policy. • Evaluates an individual's practice using systematic processes, including: staff performance appraisals, clinical audit, cross-referencing to local policy/procedure, and evidence-based practice • Ensures all practice concerns are addressed using an evidence-based, supportive, strengths-based approach • When required, works with Nurse Director operations to manage human resource issues, including: grievances, disciplinary action, and performance issues to satisfactory resolutions as per Health New Zealand Te Tai o Poutini policy and procedure, seeking assistance from People & Capability as required • Works in collaboration with others to lead and implement strategies that encourage a sustainable pipeline of staff • Collaboratively leads and manages various retention strategies to minimise staff turnover, including strategies focussed on workforce wellness/positive culture • Collaboratively manages succession planning exercises to support job satisfaction and retention, as well as continuity and sustainable service delivery • Encourages the retention of new staff by enabling support for them and their families to integrate into the community • Works in partnership with the Southern and central management teams to enable collective human resource management as required
<p>7. Resource utilisation and financial performance</p> <p>Promoting a sustainable work environment that is fiscally responsible.</p> <p>Working alongside the CNM, operational manager(s), and the Finance Team to optimise financial performance of services.</p> <p>Supporting the effective management of equipment resources to enable high quality care.</p>	<ul style="list-style-type: none"> • Alongside the operational management team, accepts fiscal responsibility regarding allocated resources to optimise the provision of high quality, cost-effective, rural health care • With guidance from Nurse Director Operations advises and provides direction on best use of resources to meet the service's strategic direction and commitments contained in Health New Zealand Te Tai o Poutini's Annual Plan • Supports budget and forecasting activities, specifically around resourcing and expenditure within the service. Works alongside the operational management team to ensure accurate budgeting of resource within the service. • Provides direction regarding capital expenditure within the service, as well as new investments (i.e. technologies) • Works in conjunction with the Trendcare, CCDM coordinators and the Nurse Director Operations to ensure effective and sustainable rostering of the workforce; ensuring adherence to the principles of CCDM, relevant MECAs, and budgets • Manages staff leave within the service in adherence to Health New Zealand Te Tai o Poutini policy • Assists the Operational Manager to ensure equipment is maintained in a serviceable and cost-efficient manner, and that planning is undertaken for replacement as necessary • Supports the efficient use and ordering of centralised supplies to ensure adequate stocks are maintained within agreed levels • Supports the Operational Manager to confirm/authorise the accuracy of timesheets

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

<p>8. Change management</p> <p>Utilising the principles of evidence-based change management and the stages of change acceptance to support and coach the health care team to positively adapt to an evolving environment.</p>	<ul style="list-style-type: none"> Supports the Operational Manager of the service with all aspects of change management Manages and promotes change positively to enable successful change processes that are people-centred and result in demonstrable improvements to quality care Supports the team to transition to new ways of working informed by service need and evidence-based practice Utilises evidence-based change management principles to lead, guide, and support staff to make key changes required to implement an integrated health service model of care in collaboration with relevant leadership
<p>9. Own competence and professional development</p> <p>Maintaining competence according to the Nursing Council of New Zealand's competencies for Registered Nurses.</p> <p>Demonstrating a personal commitment to maintaining requirements of continuing competence, including professional development hours.</p>	<ul style="list-style-type: none"> Maintains organisational requirements around mandatory training and other professional development requirements relevant to role Undertakes professional development activities as approved/requested by line manager, to keep abreast of current trends and issues in nursing Participates in own annual competence/performance review, with feedback utilised proactively as an opportunity for professional growth Maintains ongoing education at least to the level required to maintain own Annual Practising Certificate Notifies line manager of any changes to scope/conditions of practise Participates in regular peer review Participates in regular clinical/professional supervision to facilitate reflection and growth for self and others Holds and promotes relevant professional portfolios (i.e. PDRP and Takarangi Cultural Competency)
<p>10. Honouring diversity and challenging inequity</p> <p>Demonstrating commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau.</p> <p>Consistently demonstrating awareness and sensitivity of cultural differences when working with clients and their whanau, and when working with clinical and non-clinical colleagues.</p>	<ul style="list-style-type: none"> Role models culturally safe practice that reflects principles found in the Treaty of Waitangi, Tikanga Best Practice Guidelines, and Takarangi Cultural Competency Framework Recognises Māori as tangata whenua and works in collaboration with Health New Zealand Te Tai o Poutini Māori Health Team and others to develop strategies aimed at achieving equity for Māori within the service Consistently demonstrates awareness and sensitivity of cultural differences when working with consumers and their families/whānau, and when working with clinical and non-clinical colleagues across Health New Zealand Te Tai o Poutini Consistently respects the spiritual beliefs, sexual orientation, and cultural practises of others, including colleagues Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues
<p>11. Health and Safety</p> <p>Maintaining a high quality, safe, and secure work environment by following relevant Health New</p>	<p>All Health New Zealand Te Tai o Poutini staff are required to meet all Health & Safety requirements as described in the Health and Safety at Work Act (2015), and to observe all relevant Health New Zealand Te Tai o Poutini policies and procedures. This includes:</p> <ul style="list-style-type: none"> Personal commitment to zero harm

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

<p>Zealand Te Tai o Poutini policies, protocols, and standards.</p> <p>Actively managing risk.</p>	<ul style="list-style-type: none"> • Reporting for duty in a fit state, free from the influence of alcohol or other drugs • Ensuring personal health, safety, and wellbeing - and that of others • Reporting and/or investigating actual or potential hazards via the Safety1st incident reporting system • Assisting with responding to, and resolving, client concerns or complaints in a way that is professional and sensitive • Using all protective equipment provided, as appropriate • Cooperating with the monitoring of workplace hazards, including attending all relevant safety training, contributing to the maintenance of hazards registers, and complying with all safety instructions • Ensuring that all accidents or incidents are promptly reported to line manager(s) • Reporting any pain or discomfort to the line manager(s) as soon as it develops • Seeking advice from the line manager(s) if unsure of any work practices • Contributing to initiatives aimed at improving health, safety, and wellbeing • Complying with all health and safety policies when providing care in the community • Complying with all organisational health and safety policies including those related to: handling of instruments, storage of medicines, disposal of sharps, and any other potentially dangerous equipment or substances
<p>12. Quality</p> <p>Ensuring a quality service is provided and taking an active role in quality activities, identifying areas of improvement.</p> <p>Actively managing threats to a quality service.</p>	<p>Every Health New Zealand Te Tai o Poutini staff member is responsible for ensuring a quality service is provided. This includes:</p> <ul style="list-style-type: none"> • Identifying and actioning quality improvement activities in collaboration with line manager(s) and other key stakeholders • Working collaboratively to achieve 100% compliance with relevant service audit schedule(s), including accreditation and other legislated compliance programmes • Contributing to relevant audits in collaboration with key stakeholders to evaluate clinical standards and patient outcomes in accordance with national and organisational standards. This includes actively contributing to any initiatives aimed at addressing corrective actions. • Supporting timely investigation and management of complaints • Contributing to the development of relevant policies and procedures as required • Supporting colleagues and members of the interprofessional team to develop and implement ideas for practice innovations • Working alongside Health New Zealand Te Tai O Poutini's Quality Team and the Clinical Quality Improvement Team (CQIT) to implement initiatives aimed at improving the patient journey and care standards
<p>13. Special projects and other duties</p>	<ul style="list-style-type: none"> • Is a member of groups and/or committees as directed by line manager • Fulfils the role of resource person with regards to particular interest areas, as approved by line manager • Deputises for line manager as required • Receives delegations from line manager as required
<p>14. Reporting line, base, hours of work, and work resources</p>	<ul style="list-style-type: none"> • Reports daily to line manager • Negotiates all hours of work with line manager

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

Maintains appropriate practice hours to maintain clinical competence.	<ul style="list-style-type: none"> Maintains appropriate practise hours to maintain continuing competence requirements and an Annual Practising Certificate Notifies line manager of any changes to scope/conditions of practise Meets monthly with line manager to review progress against key deliverables <p>Ensures that all monthly reporting is timely and accurate</p>
---	--

PERSON SPECIFICATION:

Qualifications and Experience- Essential

- New Zealand Registered Nurse with a current Annual Practising Certificate with no conditions on practise that may prevent ability to fulfil requirements of the role
- Relevant postgraduate qualification – minimum is a Postgraduate Diploma or working toward same
- Minimum 3 years' post-registration experience
- Completion of, or personal commitment to undertake, cultural competency training
- Full 'clean' NZ driver's license and the ability to drive a manual transmission vehicle
- Computer literacy (i.e. Microsoft suite)

Qualifications and Experience- Desirable

- Previous experience in a senior nursing position
- Current portfolio as part of the Professional Development and Recognition Programme (PDRP)

Professional skills/attributes:

- Clinically credible, respected, and person-centred
- Demonstrates high standards in terms of personal competence and professional practice
- Demonstrates cultural competence and evidence of application of the principles of the Treaty of Waitangi to provision of equitable health services
- Proven assessment and communication skills, including the ability to think critically
- Emotional intelligence
- Well-developed interpersonal and interprofessional skills
- Has an ability to consistently form therapeutic relationships with consumers and their families/whānau
- Demonstrated passion and commitment to professional development of self and others
- Ability to work autonomously, use own initiative and accept responsibility for own actions
- Flexible, adaptable, embraces change
- Self-motivated

Knowledge of (but not limited to):

- Health Practitioners Competence Assurance Act (2003)
- Treaty of Waitangi and its application to health
- He Ara Oranga and the government's response to the NZ Mental Health Inquiry
- He Korowai Oranga/Māori Health Strategy (2014)
- New Zealand Health Strategy (2023)
- Compulsory Assessment and Treatment Act (1992)
- Misuse of Drugs Act (1975) and Regulations
- Nursing Council New Zealand Code of Conduct (2012)
- Health and Disability Act
- Health and Disability Commissioner (Code of Health and Disability Services Consumer's Rights) Regulations (1996)
- Privacy Act (2020) and Health Information Privacy Code (2020)
- Health and Safety in Employment Act (2015)

POSITION DESCRIPTION



This position description is a guide and will vary from time to time, and between services and/or units to meet changing service need

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.

Signed on behalf of Health New Zealand, Te Tai o Poutini West Coast

Name _____

Position _____

Date _____

**Health New Zealand,
Te Tai o Poutini West Coast**

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

Name _____

Clinical Nurse Manager

Date: _____

**Health New Zealand,
Te Tai o Poutini West Coast**