

Canterbury

District Health Board

Te Poari Hauora o Waitaha



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 needs

The Canterbury & West Coast District Health Boards are 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:

Associate Charge Nurse Manager

REPORTS TO:

Charge Nurse Manager or Nurse Manager

ACCOUNTABLE TO:

Nursing Director or Nurse Manager for the service

POSITION OBJECTIVE:

Supports the role of the [*Charge Nurse Manager or Nurse Manager*] of the [*unit or ward*]

Uses expert clinical skills knowledge to coordinate and support an effective practice environment.

Models expert clinical practice in direct patient care as required.

Provides clinical leadership for staff and assists with coaching and supervision of staff on a shift or as part of postgraduate study.

Holds ongoing delegated responsibility for aspects of the Charge Nurse Manager role as stated:
For example

- Rostering
- Performance Review
- Assigned portfolio

Provides nursing leadership in emergency response processes, clinical or environmental.

FUNCTIONAL RELATIONSHIPS:**INTERNALLY:**

Nursing Directorate
Duty Nurse Managers
Clinical Team Coordinators and Nurse Coordinators – After Hours
Senior Nursing team in the ward/unit
Inter-disciplinary team members of the ward/unit
Other clinical and support services of the CDHB
Administrative staff
Nursing Students – undergraduate and postgraduate
Service Managers
Transit service and Air Retrieval staff
Orderlies
Department of Nursing staff
Professional Development Unit & Workforce Development Team
People and Capability Team
Transfer of Care Team
Security Team
Other support teams as required e.g. Clinical engineering, Maintenance
Emergency Response & Business Continuity Team
CDHB Communications Team – ED only for general mass casualty information

EXTERNALLY:

External Health Care providers-Ambulance, Acute Demand, CREST
Tertiary Health Education providers
Nursing Council of New Zealand
Defence Force staff – ED only
New Zealand Police and Fire Service
General Practitioners including 24 hour surgery

KEY PERFORMANCE OBJECTIVES:

Task	Clinical Practice Promotes a high standard of professional nursing practice that is contemporary and patient focused.
Expected Result	<ul style="list-style-type: none">• Demonstrates expert knowledge and clinical skills reflecting the nursing process in the provision of patient care.• Works with other clinical leaders to develop guidelines and clinical protocols for care that are patient/whanau focused and consistent with nursing practice standards.• Encourages nursing team members to work to the level of their skill and knowledge with the level of oversight appropriate to each individual.• Displays expert delegation skills in staff allocation and leadership.• Provides leadership and professional nursing advice to nurses and other team members regarding patient care, procedures and policy.• Supports staff in the provision of care in complex clinical situations requiring critical thinking, prioritisation and access to specific specialty skills.• Ensures patient transfer of care is completed safely and appropriately between nurses, wards/departments and/or hospitals.• Demonstrates skill in situation assessment and development of proactive solutions to future needs of the shift.• Directly supports staff closest to emerging clinical risk situations and incidents in a calm and ordered way that ensures safety, respect for the skills of other staff and consistency with organisational policy.• Knows the priorities for the nursing service, as determined with the Charge Nurse Manager/Nurse Manager, and focuses on these in practice.• Identifies and proposes new clinical practices based on research, expert knowledge and technical competencies for discussion and decision at the appropriate level of the organisation.
Task	Communication Interacts effectively with patients/clients, family members and health team members
Expected Result	<ul style="list-style-type: none">• Role models positive and professional behaviours in communication style and content with clear and accurate written and oral communication skills.• Demonstrates safety in de-escalation of situations where there is emerging conflict or confrontation including appropriate 'exit' options for all concerned.• Provides fair and constructive feedback regarding staff and service performance against expectations.• Facilitates an environment, which allows respect and sensitivity towards the rights, beliefs and choices of patients and their families.• Participates regularly in departmental and nursing service meetings. Contributes to terms of reference and minutes when required.

- Understands patient privacy and disclosure requirements and maintains confidentiality of information consistent with these guidelines.
- Communicates any concerns regarding staff member performance or wellness, whether managed or unmanaged within a shift, to the Charge Nurse Manager/Nurse Manager.

Task

Team Leadership

The Associate Charge Nurse Manager leads the team on a shift and assists in the maintenance and development of the systems that support continuous improvement in patient care.

Expected Result

- Actively works on the quality plan for the service and supports audit and care improvement activities in practice.
- Reflects team and CDHB values in the leadership of care in an interdisciplinary environment and supports certification and credentialing activity.
- Reflects and actively supports the team in meeting the obligations of the Treaty of Waitangi and reduction of disparity of health outcomes for Maori
- Is an active and productive member of the senior nursing service.
- Ensures staff on the shift have regular team briefings at commencement of shift, on patient transfer of care and when there are changes from expected activity/demand.
- Leads informal debriefing sessions with the team after unexpected events and ensures more formal options for debrief are arranged by the Charge Nurse Manager/Nurse Manager as indicated.
- Recognises individual team member contributions and encourages engagement and innovations by the whole team.
- Provides leadership and guidance to team members about PDRP participation and other professional practice development activities.
- Works as a change agent for initiatives that are approved by the Charge Nurse Manager/Nurse Manager.

Task

Management

Demonstrates effective management of activities delegated by the CNM/NM

Expected Result

- Updates patient and staff information systems each shift.
- Completes reporting and initial investigation into incidents and errors within the shift for reporting to CNM/NM.
- Co-ordinates and uses resources (time, equipment and staff) efficiently and effectively.
- Participates, with the CNM/NM, in the recruitment and selection of new staff as required
- Completes performance review and goal setting in consultation as delegated by the CNM/NM.
- Delegates appropriately to staff and provides supervision at the appropriate level to support safe practice.
- Matches, and regularly reviews, assessed care needs to available staff resources within acceptable limits and elevates care deficit risk to the CNM/NM/DNM appropriately.
- Monitors quality outcome measures as set by the CNM/NM and manages variation and risk within a shift.
- Ensures the working environment is safe and meets occupational health requirements.
- Notes opportunities for service improvement and raises these with the CNM/NM for wider discussion.
- Is aware of potential budget variation risk and refers budget matters to correct level of delegation.
- Accepts and develops expertise in a delegated management portfolio (1) agreed with CNM/NM.
- Keep CNM/NM or DNM apprised of changes to planned service and provide advice as requested for service planning.

Task

Professional development

Demonstrates responsibility, accountability and commitment to developing and extending personal and team professional practice

Expected Result

- Demonstrates individual responsibility by actively pursuing further education in clinical and leadership skills and knowledge.
- Keeps updated in NCNZ Code of Conduct and professional practice requirements and works within these at all times.
- Maintains clinical competencies required for this role as set by CNM/NM e.g. CPR, EPT, IV Therapy, CVAD venepuncture and IV Cannulation.
- Develops networks locally, regionally and nationally with nurses working within a similar service for benchmarking clinical protocols and practice.
- Regularly reviews published resources for changes in best practice.
- Develops and maintains a professional portfolio.
- Negotiates with the Charge Nurse Manager/Nurse Manager to attend educational opportunities and conferences relevant to the role and scope of practice.
- Shares knowledge and skills as a supervisor and mentor to develop the skills of the team and support access to learning opportunities in the work environment.
- Supports the Nurse Educator developing and delivering educational sessions for staff in both clinical and scheduled learning environments including orientation for new staff.
- Contributes to research and audit projects being conducted within the department.

LIMITATIONS OF AUTHORITY:

Matters which must be referred to the Charge Nurse Manager/Nurse Manager

- Any actions potentially outside delegated authority
- Security breaches.
- Incidents relating to patients or staff well-being that require further investigation or measures that have been taken to address these within a shift
- Staff performance issues that challenge agreed Standards of Professional Nursing.
- Quality, Health and Safety and Risk Reduction standard failures
- Any matters which do not comply with Canterbury District Health Board's policies and procedures.

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 supervisor or 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 inducted 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.

PERSON SPECIFICATION

Essential

Qualifications & Experience:

- 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 expert clinical experience in the specialist clinical area
- Previous experience in team leadership – may be non-nursing related.
- Has commenced or completed a PG Certificate qualification.
- Commitment to the PDRP Process

Skills and Abilities: Professional Qualities

- Demonstrate the ability to contribute to the development and implementation of a strong health care delivery system.
- Demonstrate sound leadership abilities
- 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.
- Be articulate and capable of detailed communication with a broad range of people.
- 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.
- Commitment to ongoing involvement in quality improvement projects/initiatives
- Proficient or Expert on the Professional Development Recognition Programme
- Have a commitment to Canterbury District Health Board's vision and direction
- Ability to negotiate and participate in conflict management