

## **POSITION DESCRIPTION**

February 2010

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:**

Charge Nurse Manager

**REPORTS TO (Title):**

Nursing Director of Cluster

**LEVELS:**

Grade 5 – holds a budget & less than 25 FTE  
Grade 6 – holds a budget & more than 25 FTE  
(FTE includes all direct reports)

**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.

The Charge Nurse Manager will co-ordinate nursing activity at the ward level, facilitating and promoting excellence in nursing care.

**Qualifications and Experience**

**Essential**

- Registered or eligible for registration 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 in an acute tertiary setting.
- Demonstrate the ability to develop and implement a nursing care delivery system.
- Demonstrate a commitment to staff development and research based practice and a commitment to relevant professional development.
- 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.
- Demonstrated understanding of financial management in an operational area.
- Have the vision and ability to accommodate and lead change.
- Have a commitment to Canterbury District Health Board's vision and direction.

**Desirable**

- Experience in a management role within a DHB / acute tertiary setting.
- Holds post graduate management qualification or working towards same.

**Personal Attributes:**

**Essential: Key Behaviours:**

- 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.

## **FUNCTIONAL RELATIONSHIPS:**

### **INTERNALLY:**

1. Director of Nursing Services
2. Nursing Director
3. Nursing Staff
4. Other Charge Nurse Managers
5. Professional Development Unit and Nurse educators
6. Members of the Multidisciplinary team
7. Clinical Nurse Specialists
8. Medical Staff
9. Human Resources

### **EXTERNALLY:**

Relationships with external providers such as CPIT, Otago University, Nurse Maude etc

## **KEY PERFORMANCE OBJECTIVES:**

### **Task: Clinical Practice**

**Enables nurses to provide a high standard of professional nursing practice that is contemporary and patient focused.**

#### **Expected outcomes**

- Demonstrates expert knowledge and clinical skills in the use of nursing process facilitating ongoing care / & contact 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 and their significant others.
- Collaborates with the Nursing Director and appropriate staff in the development and implementation of standards of care.
- Initiates and applies new clinical practices based on research, expert knowledge and technical competencies, e.g. clinical pathways.
- Develops an environment, which places a responsibility and authority for decision making at the level closest to the situation.
- Is a resource to the Nursing Director in the evaluation of nursing care and service delivery.
- Understands and practises the principles of quality management and uses quality audits to ensure continuous quality improvement.
- Demonstrates effective management of complaints, incidents and hazards as per Canterbury District Health Board's policies and procedures

### **Task: Communication**

**Interacts effectively with patients/clients, family members and health team members within the bounds of the Privacy Act**

#### **Expected outcomes**

- Role models positive and professional behaviours in all relationships.
- Provides constructive feedback to staff ensuring that professional nursing practice is of a consistently high standard.
- Facilitates and provides leadership in developing the team and individuals within the team.
- 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.
- Regular meetings are held with relevant health professionals that work within or have input into the unit. These include departmental and interdisciplinary meetings.
- Terms of reference are established and records are kept of all meetings held.
- Regular briefings and meetings take place with the team members. Minutes are recorded and circulated as appropriate.
- Communication is clear, open, accurate & responsible.
- Confidentiality is maintained.

**Task: Team Leadership**

**The Charge Nurse 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**

**Expected outcomes**

- Promotes team development in a cohesive, positive and professional manner.
- Conducts annual performance appraisal/reviews for nursing team.
- Liaises with Nursing Director on quality issues and initiatives.
- Facilitates orientation/preceptorship for all new team members.
- Provides direct feedback and support to team members as appropriate.
- Supports professional team members in assuming maximum responsibility for management of patient outcomes.
- Facilitates direct communication with clinicians.
- Identifies training and ongoing development opportunities for staff in conjunction with the Nurse Educator, CNS, PDU and Director of Nursing Services and other clinical nurse leaders.
- Is involved with the dissemination of current information and theories necessary for the provision of optimal patient care

**Task: Management**

**Demonstrates effective management, supervision and delegation skills within the health care team. Leadership and guidance is provided to other staff within the team**

**Expected outcomes**

- Accepts delegated authority from Director of Nursing Services. Demonstrates responsibility and accountability for the effective management of the plan of care and patient outcomes.
- Co-ordinates and uses resources (time, equipment and staff) efficiently and effectively.
- Ensures that leadership skills are available for students and team members and all other staff within the unit.
- Delegates appropriately to staff and provides supervision where indicated.
- A quality plan is developed annually, in conjunction with the Nursing Director & Service Manager.
- Ensures effective HR systems are in place and maintained.
- Staffing is maintained to meet patient needs.
- Staff leave is co-ordinated to ensure the service needs are met. Annual leave is managed according to MECA & service requirements as able.
- Staff are appointed and recruited in accordance with CDHB HR processes.
- Duty rosters are prepared in the required timeframe. These are innovative and flexible to meet the service needs.
- The working environment is safe and meets occupational health requirements.
- Budgets in place are effectively managed.
- Contributes to the development of the budget.
- Service expenditure is maintained within the prescribed boundaries in respect of accountability.
- Exceptional variations in budget are investigated reported and managed within acceptable time frames. Including monthly reporting of budgets & variances.

**Task: Professionalism**

**Demonstrates responsibility, accountability and commitment in nursing practice and to the nursing profession**

**Expected outcomes**

- Demonstrates responsibility and commitment to the service and team.
- Identifies issues of ethical concern and assists staff in addressing these.
- Demonstrates individual responsibility by actively pursuing further education.
- Practises within the Code of Conduct and Code of Ethics (NZ Nursing Council).
- Able to demonstrate leadership qualities within the interdisciplinary team and wider organisation.
- Recognises and facilitates learning opportunities for nursing colleagues.
- Seeks professional support and guidance locally and nationally.
- Develops networks locally, regionally and nationally of nurses working within a similar service.

**Task: Other****Expected outcomes**

- Any other duties as directed by the Nursing Director, or Director of Nursing Services.

**LIMITATIONS ON AUTHORITY:**

Matters which must be referred to the Nursing Director/Service Manager.

- Security breaches.
- Serious incidents relating to patients or staff well-being.
- Staff performance, which may require disciplinary action.
- Quality standards failures or deficiencies.
- 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.
- 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.