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| **Position Title:** | **Clinical Nurse Specialist – Colposcopy** | |
| **Reports to:** | **Charge Nurse Manager – Gynaecology Outpatient Services** | |
| **Purpose of the role:** | The Clinical Nurse Specialist (CNS) is an expert practitioner with an in-depth knowledge of a specialty area. The purpose of the CNS role is to provide expert knowledge and skills to directly or indirectly support nursing practice that leads to best outcomes for consumers. | |
| **Key Relationships:** | Internal:   * All Te Whatu Ora -Waitaha Canterbury staff, particularly: * Nursing Director- Women’s and Children’s * Charge Nurse Managers - Gynaecology * Clinical Director- Obstetrics and Gynaecology * Service Manager -Women’s and Children’s * Clinical Nurse Specialists, Nurse Practitioners Clinical Nurse Educators, Registered Nurses, Enrolled Nurses, Health Care Assistants * Allied Health Services * Specialty teams including Paediatrics, Neonatal Intensive Care, Paediatric Haematology and Oncology, Cystic Fibrosis service * Director of Nursing * Professional Development Unit * Occupational Health & Safety * Quality Team * Workforce Development Team * Consumer Advisors | External:   * Consumers and their whanau * Nursing Council of New Zealand * Māori Health Providers * Pasifika Health Providers * Primary Health Care Practitioners * Tertiary providers * Clinical Nurse Specialists - locally and nationally * National Specialty Groups * Speciality Product Suppliers |
| **The CNS is responsible for:** | **The CNS will be successful when:** | |
| **Excellence in clinical practice** | * Provides expert evidence-based management of complex consumer care within a defined area of specialty practice * Identifies opportunities for general/wellness education in consumer care * Provides leadership in application of nursing assessment, clinical decision-making, implementation, evaluation, and documentation of care * Critiques own practice to maintain clinical competence * Networks nationally and internationally to identify and implement nursing advances and changes in practice | |
| **Leadership** | * Takes a nursing leadership role through both direct and indirect consumer care delivery * Provides senior nursing leadership for the specialty service * Provides consultation to a broad range of hospital, community, and professional groups to achieve positive outcomes for consumer 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** | * Collaborates with consumers with complex needs and their multidisciplinary team to plan and implement therapeutic interventions to attain, promote, maintain and/or restore health * Coordinates the care of consumers utilising organisational and community resources to enhance delivery care and optimal consumer outcomes * Provides a primary point of contact within specialty for consumers 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 consumer safety, continuity of care and clinical excellence * Provides leadership in the interdisciplinary team through the development of collaborative practice * 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 consumer care and evidence based change * Contributes to the development of interdisciplinary standards of practice and evidenced-based guidelines of care | |
| **Honouring cultural diversity** | * Consistently utilises Tikanga Best Practise guidelines in everyday practice * Demonstrates commitment to Treaty of Waitangi principles when working with tangata whaiora and whānau. * Engages with Takarangi cultural competency training and actively demonstrates these competencies in everyday practice * Demonstrates personal commitment to addressing inequity for Māori and Pacific population accessing Te Whatu Ora -Waitaha Canterbury * Works in collaboration with Te Whatu Ora -Waitaha Canterbury Māori Health providers, e.g., local iwi, Māori Mental Health Team to develop strategies aimed at addressing inequities * Consistently respects the spiritual beliefs and cultural practises of others, including colleagues * Demonstrates care and respect for diversity in the workplace | |
| **Education** | * Provides education about new clinical initiatives * Work with key other clinicians to ensure new clinical initiatives are embedded in practice * Works with RNs and ENs in the clinical care of consumers with complex issues | |
| **Administration** | * Accurately records CNS activities to 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 consumer outcomes * Influences purchasing and allocation of resources using evidence=based findings and/or by generating new and innovative approaches to achieve best consumer care and nursing practice. | |
| **Research** | * 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 * Assesses system barriers and facilitators to design programs for effective integration of evidence into practice * Demonstrates ability to interpret, disseminate and implement research findings relevant to the area of specialty practice | |
| **Professional Development** | * Maintains own clinical competence within specialty area * Develops and maintain a professional portfolio utilising NZ Nursing Council’s 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 * Participates in annual performance appraisal | |
| **Quality Improvement** | * Is responsible for ensuring a quality service is provided in their area of expertise * Is involved in quality activities and identifies areas of improvement * Applies organisational and divisional policies and procedures to practice | |
| **Health and Safety** | * Demonstrates personal commitment to health and safety, with a focus on preventing harm * Complies with all New Zealand legislation relevant to Health and Safety * Ensures all accidents/incidents are reported in the SafetyFirst incident reporting system * Works alongside the Te Whatu Ora -Waitaha Canterbury Occupational Health & Safety team to implement initiatives aimed at improving health, safety, and wellbeing * Complies with health and safety policies and standards when providing care in the community * Communicates and escalates threats to health and safety appropriately | |
| **Specialty Specific Responsibilities -**  **In collaboration with the Lead Colposcopist and/or Service Manager** | * Manages clinical audit * Undertakes an annual customer satisfaction survey * Monitors data integrity * Monitors and reports on standards to the local service and to Te Whatu Ora * Supports in the development and review of evidence-based local guidelines, procedures, and patient information documents * Supports in the acquisition and validation of data to support producing the reporting requirements to the National Cervical Screening Programme (NCSP) * Supports and represents the views of the administration team and other support within the colposcopy department * Ensures that the facility management provides appropriate and safe staffing levels * Coordinates the training of nursing and administration staff within colposcopy, ensuring competence within their respective roles * Ensures standards are maintained within the clinical environment, and support the failsafe processes * Provides the facility management with advice on the appropriate clinical environment for the day-to-day delivery of colposcopy standards that meets Te Whatu Ora standards for colposcopy services * Advises the Charge Nurse Manager and Administration Supervisor of the training requirements of the staff within the colposcopy service to meet the mandatory training requirements | |

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| **Qualifications & Experience** | |
| **Essential**   * Registered with the Nursing Council of New Zealand * Holds a current Annual Practising Certificate from the Nursing Council of New Zealand * Minimum 5 years working either within the clinical specialty or relevant senior nursing role * Holds or is actively working towards a relevant Post-graduate Diploma * Demonstrate advanced nursing skills comparable to senior nurse or expert PDRP level * Demonstrate skills in nursing leadership * New Zealand residency and/or current work permit * Computer literate | **Desirable**   * Obtained or working towards relevant Clinical Masters * Demonstrate 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 |
| **Personal Attributes and Key Behaviours** | |
| **Essential**   * Displays a high degree of confidence, assertiveness and innovation * Acts as a clinical role model for nurses * Excellent communication skills * Excellent personal organisational skills * Demonstrate practice that is consumer and whanau focused * Ability to work autonomously and with a team * Accepts responsibility with 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 in this job classification. Employees may be requested to perform job related tasks other than those specified.