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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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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.
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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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.