



**POSITION DESCRIPTION**

July 2025

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.

**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 Clinic Nurse Manager – Sexual Health Service

**REPORTS TO (TITLE):**  Director of Nursing/ Nursing Director

**Principal Objectives:**

To co-ordinate the cohesive functioning of the team(s) staff to ensure the delivery of safe and effective care for consumers.

To be responsible for the management of resources and the Unit environment.

**Functional Relationships**

**Internally:**

1. Service Manager
2. Nursing Director
3. Clinical Director
4. Practice Co-ordinator
5. Nurse Consultant/ Clinical Nurse Specialist/RN/EN/HA
6. Medical Staff
7. Multidisciplinary Team
8. Service and Support Staff
9. Te Korowai Atawhai
10. Consumer Advisors
11. Family Advisors
12. Duty Nurse Managers / Clinical Team Co-ordinators

**Externally:**

1. Consumers / Family / Whanau/ Carers
2. Community and Government Agencies
3. Non Government Organisations
4. Primary Health
5. Other Health Service Providers/NGO’s and Outreach agencies/organisations.

**COMPETENCIES:**

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| **Task 1** | **To ensure quality standards of consumer care**   * Develop and manage systems to provide for safe effective consumer assessment, care planning, implementation and evaluation to: * Monitor and maintain an overview of clinical activity. * Ensure accurate and comprehensive recording of consumers’ information on Healthlinks. * Monitoring, supporting and facilitating the clinical performance of all Unit staff. * Practice around Protocols and Quality Standards are maintained and developed as per all relevant Standards and Policies |
| Expected Result | * Consumer feedback is addressed and resolved * All staff practice according to Unit Protocols and Quality Standards. * Consumer documentation is completed. * Systems are in place for consumer focused assessment, care and discharge planning. * Issues are identified and addressed. * Consumer feedback is addressed and resolved. |
| **Task 2** | **To co-ordinate the functioning of the Unit staff on a daily basis**   * Develop, maintain and monitor systems to provide continuity of consumer care. * Resource management decisions are made with an understanding of clinical need, continuity of care and financial impact. * Liaise with and direct Clinical Nurse Specialists / Multidisciplinary Team regarding the appropriate allocation of staff for consumer care. |
| Expected Result | * Needs of consumers are met within available resources. Promote cohesive functioning of Unit staff as an effective team. Identified staff and consumer / family needs/concerns are addressed. * Staff, clinical and organisational priorities are addressed in a timely manner. * Consumer continuity of care is prioritised. |
| **Task 3** | **To provide effective management of the budget**   * Collaborate with the Practice Co-Ordinator to proactively manage Unit budget. * Contribute to the development of the budget. * Exceptional variations in budget are investigated and managed. * Ensure service expenditure is maintained within the prescribed boundaries. * Investigate and effectively manage variations in the budget. * Highlight potential for efficiencies. * To use workforce management systems as defined by the Divisional Accountant and Operations Manager to contribute to budget development. * Utilise the workforce management system to report against budget fortnightly with detailed variance explanations and planned corrective actions * Use the workforce management system to measure and control costs through timely interventions |
| Expected Result | * Units operate within the allocated budget * Any variations are satisfactorily explained / accounted for * Recommendations are raised for potential efficiencies |
| **Task 4** | **To manage the Unit’s resources effectively**   * Develop and maintain systems to manage the Units workforce and resources in conjunction with Clinical Charge Nurses / Clinical Managers of other Units. * Complete nursing roster to meet Unit needs in accordance with CDHB divisional requirements. * Monitor and manage annual, sick and other leaves according to established policies and contractual requirements. * Develop and manage systems to ensure that the Unit environment is safe for the provision of consumer care. |
| Expected Result | * Liaison with Site Maintenance. * Equipment is maintained in proper working order. * Defects and maintenance required are identified and addressed. * Rosters are complete and balanced. * Any issues appropriately communicated in a timely manner. * Annual leave is taken and targets are met. * Volume management plans are developed and implemented as necessary, according to demand. |
| **Task 5** | **To take responsibility for the recruitment, appointment, performance and development of Unit staff in partnership with the relevant professional leader**   * Manage and monitor staff performance (including appraisals) of Nurses, Allied Health and Support Staff, in partnership with relevant professional leader. * Encourage and assist staff to pursue their own professional development to meet identified professional and service needs. * Plan and monitor orientation of new staff. * Maintain oversight of student allocation in partnership with relevant professional leader. * Lead staff recruitment and appointment process in accordance with Divisional HR policies and procedures. |
| Expected Result | * Performance Appraisals are completed annually. Training needs are identified. * Educational and training opportunities are provided for staff to meet identified needs within available resources. * Staff are supported to attend Clinical Supervision and Peer review. * Lead staff recruitment and appointment processes. * New staff are orientated according to Guidelines. * New staff/students experience the Unit as a supportive environment /valuable learning experience. |
| **Task 6** | **To facilitate, promote and ensure effective Team functioning**   * To ensure systems for communication are in place both internally and externally. * Ensure the distribution of information relating to Service and Team Policies, changes, plans, procedures, etc to the Multidisciplinary Team and encourage staff to offer feedback. * Facilitate access to support services for staff. * Ensure staff are appropriately supported. |
| Expected Result | * Effective team functioning and positive team culture. All staff attend Team meetings and forums. * Liaison and relationships with external teams and services are effective. * Appropriate debriefing and defusing is accessed when incidents occur on the Unit. |
| **Task 7** | **To participate in ongoing personal professional development**   * To maintain a high level of professional competence in job performance by way of professional supervision and ongoing education as identified through Performance Appraisal. * To maintain clinical skills and knowledge required for effective performance. * Demonstrate current knowledge in the area of practice and a strong knowledge base relating to professional practice. |
| Expected Result | * Own Performance Appraisal is completed annually. * Own training and supervision needs are identified and met within available resources |

**Requirements Specifically for Sexual Health Service ACNM and in addition to the roles and responsibilities of Senior Nursing staff:**

* Facilitates and co-ordinates the development and implementation of service delivery within the Sexual Health Centre, which supports requirements.
* Provide clinical leadership in nursing practice for all staff.
* Co-ordinates unit activities and provides a safe environment for practice and holds or delegates, with oversight the Health, Safety and Wellbeing portfolio.
* Facilitates unit and staff development in conjunction with learning needs assessed and agreed to during appraisals.
* Continues developemet of professional practice.
* Responsibility for staff rostering via CDHB Microster system (including medical staff).
* Signs off clinic consumables via CDHB Oracle system.
* Provides input into capital expenditure.
* Responsible for maintenance of all equipment (medical and clinic) – can be delegated
* Liasing with relevant agencies, FPA, NZAF, YCD, NZPC etc.
* Support of other senior and junior nursing staff.
* Responsibility for students – nursing and medical – can be delegated.
* Responsibility for adequate staff mix for clinics including cover for planned and unplanned leave – including medical staff.
* Responibility for Nurse Led Clinics.
* Responsibility for clinic and casual nurses including succession planning and recruitment.
* Responsibility for teaching student – nursing, information sessions to medical students, laboratory scientists.
* Member of the management team.
* Attendance at relevant meetings for CDHB: - Can be delgated
  + Clinical Charge Nurse Manager Cluster meetings
  + Health, Safety and Wellbeing
  + Infection Control
  + In-service SHC meetings
  + Weekly Management meeting with CD and SM

**LIMITATIONS ON AUTHORITY**

Matters which must be referred to the Nursing Director, or Director of Nursing Services

* 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 CDHB’s policies and procedures.

**HEALTH & SAFETY**

Managers are to take all practicable steps to ensure the health and safety of employees at work and maintain knowledge of CDHB health and safety systems and policies.

This will be achieved by ensuring:

* Health and safety programs are sustained by allocating sufficient resources for health and safety to function effectively. This includes regular liaison with the Health and Safety Advisor.
* Employee participation is encouraged and supported in processes for improving health and safety in the workplace and by employee attendance at health and safety meetings.
* A system is in place for identifying and regularly assessing hazards in the workplace and controlling significant hazards.
* All employees are provided with information about the hazards and controls that they will encounter at work.
* Regular workplace audits are carried out.
* All employees receive and have signed off an induction to their workplace and to health and safety policies and procedures.
* All employees receive relevant information and training on health and safety including emergency procedures relevant to their area of work and the appropriate use of personal protective equipment they may need to use.
* All accidents and injuries are accurately reported, investigated and documentation is forwarded on to the Health and Safety Advisor within agreed timeframes.
* Support and participation occurs in employee’s rehabilitation for an early and durable
* return to work following injury or illness.

**QUALITY**

Every staff member within CDHB is responsible for ensuring a quality service is provided in there 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

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

* Registered Nurse holding a current New Zealand Nursing Council Annual Practising Certificate with the appropriate conditions.
* Minimum of three years post graduate Sexual Health or transferable genitourinary, womens nursing experience.
* Evidence of expert practice (per PDRP) or equivalent if relevant.
* Evidence of ongoing professional development and commitment to post graduate study.
* Demonstrated ability to develop and maintain professional standards and clinical skills.
* Commitment to quality consumer care.
* Excellent interpersonal communication skills (written and oral) demonstrating the ability to communicate effectively with a wide range of people from diverse social/cultural groups.
* Evidence of the development of management and leadership skills.
* Willingness to contribute to the development of the Sexual Health Service specialty.

**Desirable**

* Relevant Post graduate qualification at Diploma/Masters level.
* Skills and experience in development and management of systems, both clinical and managerial.
* Knowledge of the Principles of Te Tiriti O Waitangi

**MANDATORY**

**Key Behaviours:**

* Ability to “work together” in a truthful and helpful manner.
* Ability to “work smarter” by being innovative and proactive.
* Accepts responsibility for actions.
* Ability to provide inspirational and motivational leadership
* Ability to communicate and interact in an effective manner

**Desirable:**

* Display tenacity and a sense of humour

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.

**Key Performance Indicators for CCNM Sexual Health Service**

1. All Performance Appraisals are completed annually – full appraisal every 3 years with interim appraisal completed annually inbetween.
2. A Quality plan is constructed and adhered to annually, with a priority plan list.
3. Hazards register is completed and continually updated to meet the safety needs of the unit.
4. All rosters are up to date and displayed/avaialbe for 6 weeks ahead.

**Meetings attended**

1. Weekly meeting with Clinical Director 1500-1600 Wednesdays
2. Weekly meeting with Clinical Director, Service Manager and Reception Team Leader 0900-1000 Fridays
3. Every Fortnight with Nursing Director of the Cluster 0800-0900 Wednesdays (CPH) pool room